



MONTHLY MEETING MINUTES

Meeting Date: 10/24/13

Location: Secaucus Housing Authority – Secaucus, NJ



MONTHLY MEETING AGENDA

Regular Meeting:	October 24, 2013
Time:	10:00 A.M.
Location:	Secaucus Housing Authority
	Secaucus, NJ

1. Call to Order (sign-in)

2. Approval of Minutes and Excused Absences

3. Reports

Madeline Cook	Senior Vice President
Douglas Dzema	Treasurer
John Mahon	Recording Secretary
Kay Nest	Corresponding Secretary
E. Dorothy Carty-Daniels	Vice President – Commissioners
Lillilan Cuifo	Vice President – Community Development
Joseph Billy	Vice President – Professional Development
Victor Cirilo	Vice President – Housing
Louis Riccio	Vice President – Legislation
Gary Centinaro	Vice President – Member Services
Bill Snyder	Service Officer

4. Approval of Bills

5. Committee Reports

- Training – Kimberly Woodhall
- Conference – Lou Riccio
- Scholarship – Janice DeJohn
- Public Relations – Maria Marquez
- By-Laws – Victor Cirilo
- Nominating – Lou Riccio

6. Old Business

7. New Business

8. Open Public Session

9. Adjournment



Monthly Meeting Sign In Sheet

10/24/13 – Secaucus Housing Authority – Secaucus, NJ

OFFICERS

Please sign below adjacent to your name

John Clarke	President	
Madeline Cook	Senior Vice President	<i>Madeline Cook</i>
Douglas Dzema	Treasurer	
John Mahon	Recording Secretary	
Kay Nest	Corresponding Secretary	<i>Kay Nest</i>
E. Dorothy Carty Daniel	V.P. – Commissioners	
Lillian Cuifo	V.P. – Community Development	<i>Lillian Cuifo</i>
Joseph Billy	V.P. – Professional Development	<i>Joseph Billy</i>
Victor Cirilo	V.P. – Housing	<i>Victor Cirilo</i>
Louis Riccio	V.P. – Legislation	<i>Louis Riccio</i>
Gary Centinaro	V.P. – Member Services	



Monthly Meeting Sign In Sheet

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TRUSTEES

Please sign below adjacent to your name

Hazel Burnett Davis	
Eric Chubenko	
Janice DeJohn	
Grace Dekker	
Robert DiVincent	
Michael Henwood	
Samuel Hudman	
Richard Keefe	
Maria Marquez	
Sherry Sims	
Jack Warren	
Kimberly Woodhull	



Monthly Meeting Sign In Sheet

10/24/13 – Secaucus Housing Authority – Secaucus, NJ

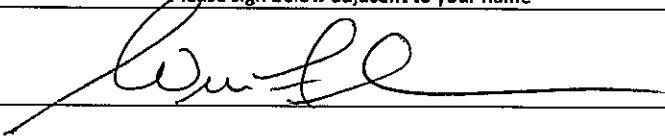
IMMEDIATE PAST PRESIDENT

Please sign below adjacent to your name

John Mahon	
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SERVICE OFFICER

Please sign below adjacent to your name

William Snyder	
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NJ NAHRO AGENCY MEMBERS, MEMBER/ASSOCIATES

Please write you name below

Please sign below adjacent to your name



MONTHLY MEETING MINUTES – 10-24-13

Madeline Cook– (10:18 am))Opened meeting.

MOTION: Approval of Previous Meeting Minutes.

Moved – Lou Riccio

2nd – Joseph Bill

All in favor

No opposed

REPORTS:

Madeline Cook – Senior Vice President:

- Discussed farewell celebration for Diane Johnson in conjunction with NJAHRA on December 6th and Holiday Inn in Carteret, NJ.
 - o Discussed when to deliver gift of \$3,000.00 (\$1,500.00 from both organizations) and plaque. \$ at event on December 6th, plaque and flowers at Conference meeting.

MOTION: Approval of the regular re-curring monthly bills and scholarship payment.

Moved – Lou Riccio

2nd – Victor Chirilo

All in favor

No opposed

Doug Dzema – Treasurer

- No report (not in attendance).

Kay Nest – Corresponding Secretary

- Distributed letter from Cliff Martin.
- Discussion of the election results and difficulties during the process.

(Break – for coffee and food – resumed @

E. Dorothy Carty-Daniels – V.P. Commissioners

- No report (not in attendance).

Lillian Cuifo – V.P. Community Development

- Discussion of follow up on feeding the homeless project.
 - o Victor will find a location.
 - o Order a food from a caterer and board members will serve.
 - o Estimated at \$800.00 for 125 people.

MOTION: Spend \$2,500.00 along with NJAHRA toward program to provide food for the homeless.

Moved – Lou Riccio

2nd – Janice DeJohn

All in favor

No opposed

- Send a letter to State of NJ Labor Department to not cut off access to SWICA.
 - o Bill Snyder will draft; John Clarke will sign.

MOTION: Draft letter from organization to NJ Labor Department to requesting access to SWICA not be discontinued.

Moved – Lou Riccio

2nd – Eric Chubenko

All in favor

No opposed

Joe Billy – Professional Development

- No report.
- Reminder to continue training at conference and continue to get those to sign up.
- (Lou Riccio) Discussed possible ½ day training on GPNA in February.

Victor Cirilo – Housing

- Discussion of NYC Housing submission of RAD application.
 - o Pressure on other housing authorities.
- Publication of new admin fees.
- (Madeline Cook) if you have Section 8, should review and produce a projection for the year.
 - o Discussion of Section 8 program rents and leasing up numbers.

Lou Riccio – Legislation

- May be a continued resolution next month.
- Discussion of possibility of further cuts to program.
- Discussion of Conference Vendors and Speakers responses and anticipated attendance.
- Discussion of number of conferences that should be held per year.
- Discussion of location of the conference (in or out of city) and cost.

Bill Snyder – Service Officer

- Suggestion on moving Retreat to November – eliminating conference.
 - o Have General Membership meeting at that time.
 - o Set up state required course with Bill Katchen to increase attendance.
- Reviewed proposals for training institute.
 - o Will send spreadsheet to all regarding respondents and members of training committee.
 - o Discussion of setting up sessions jointly with NJAHRA that does not conflict with conferences.
 - o Discussion of time of the year and locations to hold sessions.
- Discussion of possible Uniform Physical Inspection Course and where to hold.
- Discussion of staff training for Microsoft Office software (Excel, Powerpoint, etc.).

Gary Centinaro – Member Services

- No report (not in attendance).

OLD BUSINESS:

- Committee Updates
 - o Training Committee (Kim Woodhall)
 - No report. Not in attendance.
 - o Conference Committee (Lou Riccio)
 - Updated during Legislative portion.
 - o Scholarship Committee (Janice DeJohn)
 - No report.
 - o Public Relations Committee (Maria Marquez)
 - No report. Not in attendance.
 - o Bylaws Committee (Victor Cirilo)
 - No report.
 - o Nominating Committee (Lou Riccio)
 - Have met all deadlines stipulated in bylaws.
 - Ballot went out in September to all Housing Authorities with a copy of petition(s).
 - One petition received (Susan Thomas). Certified to be correct by John Mahon.
 - 23 members nominated for 22 positions.
 - One position automatic – John Clarke – Immediate Past President.
 - Ballot will go out November 6th (15 days in advance of November 22nd)

- Friday, 21st – If Susan Thomas remains on ballot, election will be conducted.

NEW BUSINESS:

- (Jack Warren) Asked that Bill Snyder leave meeting.
- (Jack Warren) Discussion of Service Officer to increase amount of payment for services.
 - o (Lou Riccio) Discussed salaries of Service Officer position at other organizations.
- Discussion of current tasks and performance of Bill Snyder as Service Officer.
- Discussion of a credit card for organization.

MOTION: Increase of \$5K for Service Officer along with \$2,500.00 expense account outside of NAHRO events effective with new contract (January 1st)

Moved – Jack Warren

2nd – Victor Cirilo

Abstain: Lou Riccio, Janice DeJohn

All in favor

No opposed

- Bill Snyder called back in and notified of increases.
- (Madeline Cook) – notified group that Richard Keefe is not doing well.
 - o Provided address for those that want to reach out and wish him well.

MOTION: Opened Meeting to the Public

Moved – Joseph Billy

2nd – Lillian Cuifo

All in favor

No opposed

MOTION: Adjournment of Meeting

Moved – Joseph Billy

2nd – Janice DeJohn

All in favor

No opposed

Meeting Ended (11:35 am)