

NJNAHRO BOARD MEETING  
THURSDAY, SEPTEMBER 22, 2011  
THE RUTGERS CLUB, NEW BRUNSWICK, NEW JERSEY

PRESENT:

JOHN CLARKE, EXECUTIVE DIRECTOR OF NEW BRUNSWICK HOUSING  
AUTHORITY

MARIA MAIO, EXECUTIVE DIRECTOR OF JERSEY CITY HOUSING  
AUTHORITY

JOHN MAHON, EXECUTIVE DIRECTOR OF BAYONNE HOUSING AUTHORITY

GARY CENTINARO, EXECUTIVE DIRECTOR OF BEVERLY HOUSING  
AUTHORITY

JACK WARREN, EXECUTIVE DIRECTOR OF EDGEWATER HOUSING  
AUTHORITY

ERIC CHUBENKO EXECUTIVE DIRECTOR CARTERET HOUSING AUTHORITY

JOE BILLY, JR, EXECUTIVE DIRECTOR MIDDLETOWN HOUSING AUTHORITY

VICTOR CIRILO, EXECUTIVE DIRECTOR OF PASSAIC HOUSING AUTHORITY

KIM WOODHULL, EXECUTIVE DIRECTOR OF NEWTON HOUSING  
AUTHORITY

LOU RICCIO, EXECUTIVE DIRECTOR OF MADISON HOUSING AUTHORITY

SAM HUDMAN, EXECUTIVE DIRECTOR OF GLOUCESTER COUNTY HOUSING  
AUTHORITY

LILLIAN CIUFO, EXECUTIVE DIRECTOR FORT LEE HOUSING AUTHORITY

KAY NEST, COMMISSIONER

WILLIAM SNYDER- SERVICE OFFICER

1. **John Mahon opened the meeting and said he would get into the reports first and then address a situation that has come up.**

**Reports:**

**Maria Maio-Professional Development- Thanked the Board with agreeing to have the workshop at Perth Amboy on October 18<sup>th</sup>. If you are unable to attend try to have your financial people come.**

**John Mahon asked would it be more of a forum where the financial people giving ideas on how to save money or a structured presentation.**

**Bill Snyder thinks it's going to be more structured and will talk about calculating the 2012 operating subsidy.**

**John Clarke- asked if there's still time to talk to have a discussion on what we can do now with our reserves. People are still confused with what you can and can not do with them. They would be more motivated to use them than to save them.**

**Lou Riccio said that at the November conference two sessions are scheduled one with Brian and one with Claire.**

**Maria Maio said that Bill Snyder sent out a survey, but didn't know if he got any responses.**

**Gary Centinaro-Member Services- No Report**

**Lou Riccio asked if we know if everyone on our particular Board is a member of NJNAHRO.**

**Gary Centinaro- said he did not know. He would have to request a list from national.**

**Lou asked if Gary could get back to the board within the next couple of days. Lou also asked if he could get an individual list of members.**

**John Clarke said that all authorities get mailed the list each year.**

**Lou Riccio-Legislative- On the State level we all know what's happening. There's some new legislation being proposed with sick time and vacation time. There will be a cap on our salaries for Executive Directors at \$154,500. The State is looking to cap not only the Executive Director's salaries, but a listing of all municipal workers as to what are comparable salaries.**

**Bill Snyder said all existing employees at any Authority in New Jersey that their salaries can not exceed the Governors salary of \$175,000. Anyone hired after the date the legislation passed can't exceed the cabinet level commissioner salary which is \$145,000.**

**Kim Woodhull asked does the limit include the dollar amount or does it include benefits.**

**Bill Snyder said it doesn't include benefits but if you have other perks for example a vehicle you are supposed to be paying taxes on the use of the vehicle for your personal time. Personal time meaning driving back and forth to home that's consider your personal time, it may be included.**

**John Mahon asked if they are looking at just the pension able public funds as opposed to if we have non-profits or things we are affiliated with.**

**Bill Snyder spoke about sick and vacation cap \$15,000 for sick time and vacation can not exceed two weeks.**

**Maria Maio asked about the salary comparability study for Executive Directors. Also the Chairman of the Board has to sign off that you are in compliance. It has to be done as part of the Annual Plan. She said we can do it individually or would it be better and more cost effective for NJNAHRO to do it.**

**Kim Woodhull said she thinks it would be a good benefit seeing that we all have to do it.**

**John Mahon said are there positives obviously in a sense of getting it done in a cost effective but what is the potential pitfall for us.**

**Lou Riccio said we had to do comparability studies before prior to signing the new ACC's.**

**John Mahon said we will keep an eye on this if anything comes up especially with the Conference next month.**

**John Mahon said HUD is now testing a PNA tool. He spoke briefly about this. Also, they are doing a beta testing with around 20 housing authorities.**

**Gary Centinaro asked since we have a website do we still have to advertise in the newspapers.**

**John Mahon said unless there's some direction from HUD or the State attorney General's office you should leave it up to your own individual attorney.**

**Joe Billy, Jr.- Housing - Spoke about PIC which was due on the 20<sup>th</sup>.**

**He got an email about ARRA reporting and that you can see how money was spent. Also able to see all the financial reports for everyone.**

**Jack Warren- Insurance- We had many hits from Irene last month. The JIF is covering repairs from the storm such as sheet rock, autos, and boilers lots of damages. Some of those Housing Authorities are in flood zones, so they would go**

**through their insurance. The JIF is covering the expenses to make the repairs and will worry about who is going to pay whether it is going to be from FEMA, their Insurance Policies or the JIF.**

**John Mahon asked if there were a lot more housing authorities and administrative related damages vs. tenants.**

**Jack Warren said he thinks the majority was the actual buildings and properties.**

**Bill Snyder mentioned that the major losses were in Passaic, Rahway and Hoboken.**

**Victor Cirilo said his damage was mostly offices, records, boiler rooms and mechanical rooms.**

**Bill Snyder spoke about flood insurance and how it's up to you to get your own. Risk managers should be letting us know about this.**

**Victor Cirilo the JIF is covering all my losses.**

**Kim Woodhull asked if anyone had a policy dealing with oxygen. She had an incidence last week with a tenant who had a very large container. She had to evaluate the building and the fire dept. carried the tank outside.**

**John Mahon said he would ask about this at the NJAHRA meeting next week.**

**E. Dorothy Carty-Daniels, Commissioner- Absent**

**Doug Dzema-Treasurer-Absent**

**John Mahon said that there are several bills today for approval.**

**Jack Warren made a motion to approve the bills.**

**Seconded by John Clarke**

**All in favor.**

**Bill Snyder said the scholarship checks were on the agenda. He had another recipient and sent his name over to Bill Katchen for payment (the check is on the agenda for today).**

**John Clarke made an amendment to include the young man's name for the scholarship for the list of bills for payment at this meeting.**

**John Mahon asked if this amendment was ok.**

**All were in favor.**

**Maria Maio thanked the Board for the scholarship.**

**Deborah Heinz, DCA-Absent**

**Sandy Niemiec-Section 8 and Contract Administration- Absent**

**Bill Snyder encouraged members to start using the website.**

**He will bring newsletters to the conference in November.**

Please note that during part of this discussion several members were speaking at the same time making the tape inaudible. Please keep in mind that when you are speaking that it is difficult or impossible to transcribe if everyone is speaking.

John Mahon-We have a situation that has come up in relation to the Nominating of Board members and Executive Board members. A link in the brochure for the Conference had a listing of members for the 2012/13. I received a couple of phone calls from some members that had some concerns about some things because names were left off so I think we need to go over what the process is for this.

John said he is not happy how the process has gone so far because he has not been involved with it at all. Whether it's by the By-laws or tradition, he was involved when he was Senior VP about who was going to what when he came in.

John Clarke asked what are the steps and how did you get to this.

Lou Riccio said we can discuss the process but anything further I think it would be inappropriate at this time. Lou said we are having a nominating committee meeting next week at the NJAHRA Conference.

Lou continued that the process in the past has been that the nominating committee is established we never really followed the By-laws. If you look at the By-laws the nominating committee is established 120 days in advance of our annual meeting. Then the committee makes the recommendation, the recommendation goes to the full membership after the nominating committee agrees. The full membership has 60 days or 30 days to respond. The petition comes from the general membership at which time they go to the Secretary for certification they need 11 signatures on the petition. At that time the nominating committee reviews all the petition and they are presented to the full Board at the November Conference. That's the way it's always been done and that the process that was followed this time. Looking at the By-laws the Chairman of the Nominating committee, he was appointed Chairman he went back to check the By-laws after John Mahon sent me the email and the Sr. VP should have been the Chairman well that never been the case in the past and he never thought about it until this issues was raised.

John Clarke-Understand we haven't followed the By-laws in the past and the process has been the same so my concern would be with the By-laws. John asked where we are with the amendments to the By-laws was that sent to National.

John Mahon said no because we never adopted because we didn't have a quorum.

Lou said that another issue is that our quorums have been wrong. The By-laws states we only need five people to have a quorum.

John Clarke asked if we could do a re do. He's not necessarily comfortable with the election process that we haven't found out what the By-laws are. The Board has not adopted the By-laws to send to National.

Lou Riccio said the only diversion from the By-laws was that the Chairman of the committee was not selected by the President and it wasn't the Sr. VP that it was me.

John Clarke asked if everyone participated in your meetings. Lou said we didn't have a physical meeting and that's why all the emails were going back and forth to everyone. I received comments from a couple of the members. John Clarke asked if applications sent to all the members meaning all affiliates.

Lou Riccio – The way our organization operates is that every agency member we have never considered associates or affiliates as voting members. We have 82 or 86. We sent notifications to every Housing Authority and we received about 10 resumes, which I then distributed to the entire nominating committee. They reviewed the resumes and recommendations were made by the committee and that list was established based on those recommendations. He said we were supposed to have a physical committee here, but couldn't stay for it.

After John Mahon's concern I then called a physical meeting. Everything has to be out by Monday, September 27<sup>th</sup> that's the deadline. Recommendations to all the Housing Authorities and they have a month to get back to the nominating committee with any revisions.

John Clarke asked so we can't amend our By-laws?

Bill Snyder said he believes they have to be approved.

John Clarke said we need to finalize the By-laws then vote on them and send them to Regional then MARC and NAHRO.

Lou Riccio said when Lillian called me on the phone it was a mistake when it was copied her name was cut off the bottom. Going back and reading the By-laws again one of the new people were recommended will be told that there isn't a slot for you and Lillian will go immediately into that slot. When the By-laws are amended and changed the next time there's an election then there will be two past presidents and will not have that problem. Lou said at Monday's nominating meeting that will be discussed and looked at the recommendations. If someone wants to nominate someone from a Housing Authority the process is there. It's that simple!

Lillian Ciufu said when she left office she gave John Mahon resumes.

Maria Maio would like to go over who is eligible to be nominated and who is eligible to vote. She thinks we need to clean up the By-laws there are so many inconsistencies. Maria Maio said first you say we are not following the By-laws and going by past practices. What has been the past practice for people getting nominated as officers? My understanding is the VP of Professional Development becomes the VP.

Jack Warren said it's been tradition.

John Clarke would like to start the process all over again.

Lou Riccio said he thought the By-laws were approved. That's why the two immediate past presidents were in there.

John Clarke said they were never approved.

Lou Riccio said he suggested that on Monday the nominating committee meet and they committee makes a decision. What are we going to do re do the whole process again, amendments to any recommendations are we going to finalize.

John Clarke said I don't know if the nominating committee can do that. I think it's a Board decision.

Lou said the nominating committee has all the power to do exactly what we are doing.

Maria Maio asked who is on the nominating committee Lou Riccio, Jack Warren, Dick Keefe, Joe Billy, Jr. and Eric Chubenko-five members.

John Mahon said in relation to the committee ultimately it's his responsibility. What wound up happening is when Bill was Chairman and on the committee before he was the Service Officer he had to step off the committee. I kept the committee in tack not reviewing the by-laws in relations to those things. I had discussions with Lou about him resuming the Chairmanship not knowing the by-laws Sr. VP aspect and then I appointed Eric Chubenko to fill the empty slot. John said in relation to the tradition not wiping out the committee and starting from scratch I didn't see that being done with committees in the past. I followed what other people did and it worked in the past.

Kim Woodhull said we never received the legal advice with the by-laws. Let's just get this done.

Lou Riccio said this has been the process for the last 30 years. This is the first time this has ever come up as an issue.

John Mahon said once again it came up because where ever the information came from that was attached to the brochure.

Lou Riccio said it would have come out on the Sept. 27<sup>th</sup> anyway.

John Mahon said the problem with that is the past tradition of protocol not in line with the by-laws was that there was no communication with myself or the incoming President about whose going what and where. I came in I was consulted with who I wanted as Sr. VP. I was asked for my opinion. I feel that some courtesy should have been extended to John Clarke in relation to what he wants in relation to his leadership.

Lou Riccio said if the Board feels they want to scrap this and have the nominating committee go through the process again in accordance with the other By-laws he didn't have a problem. It's however the Board wants to handle it.

John Mahon said he just should have been informed.

John Clarke suggested that we scrape the process that in anticipation of getting the By-laws amended and then follow what the By-laws say.

John Clarke made a motion for everything to remain the same until we change the By-laws to meet whatever the Board adopts as their final By-laws.

Kim Woodhull seconded the motion.

John Mahon said question on that motion.

Victor Cirilo said his point is there's a set of by-laws we can follow just the Sr. VP involved in the process and maybe Monday the information can be gathered from the by-laws with some concern from the Sr. VP who should have been involved in this process. It's only one issue holding up this process and he's not willing to wait for the new set of By-laws for just one situation.

Victor Cirilo said he is against the motion.

Lou Riccio said he agrees with everything Victor said. At Monday's meeting the committee has heard what was said. I'm a member of the committee and I have taken very seriously what has been said at this meeting today. I would like to meet on Monday and talk about it and go forward. I don't want to postpone this till March or June of next year.

Lou Riccio said that he is against the motion.

Kim Woodhull said we needed legal advise with the by laws and are still waiting for it. Let's just get this done!

Jack Warren under this vote that is now going to be proposed what happens to the nominating committee?

John Clark said his motion is to start the process over again.

John Clarke said the process should be done correctly and in order to do correctly the By-laws need to say what we're doing.

John Mahon can I make a suggestion we have a motion and a second let's call it and if we need to discuss after we can.

John Clarke said he will amend his motion, I will defer my Chairman of the committee process in my resolution I really don't care about chairing the committee. I just want the process to be done correctly.

John Mahon I'm not looking to change the committee. Jack Warren asked if the committee stays the way it is.

John Mahon asked if John Clarke could restate the motion.

John Clarke I make a motion to restart the election nominating process. You can use the same committee if you want and I don't care about being the Chair, but I think it should be restarted and I would also all to the motion to have the By-laws amended even is we had to have a special meeting. Just so we can get the By-laws done as immediately as possible.

John Mahon said he won't be Chair and I'm saying someone needs to step down from the committee. Are there any volunteers.

John Clarke is saying he won't chair the committee and defer it and John Mahon saying the committee stays the same.

John Mahon said we have a motion and a second.  
All in favor.  
Motion carried.

John Mahon said lets get what we have down to Region.

Lou Riccio felt this meeting was beneficial for him to hear everyone's option and to hear how people reacted. Lou thinks this has added to the growth of this organization.

John Mahon The regional meeting is October 23<sup>rd</sup>.  
John Mahon- is there any other new business.

John Clarke made a motion for adjournment.  
All in favor.