



MONTHLY MEETING MINUTES

Meeting Date: 04/22/2012 – 04/23/12

Location: Atlantic City, NJ



**NJNAHRO Board Meeting/Retreat
April 22 -23, 2012**

Event Agenda:

Sunday, April 22, 2012

- | | |
|------------------|------------------------------------|
| 12:30PM- 1PM | Opening Lunch |
| 1PM to 2:30PM | Board Planning Retreat Session |
| 2:30PM to 2:45PM | Break |
| 2:45PM to 4:00PM | Board Planning Retreat Session |
| 6:00PM-9:00PM | Board Dinner (Simon/AC Restaurant) |

Monday, April 23, 2012

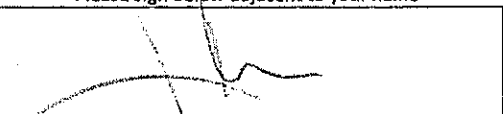
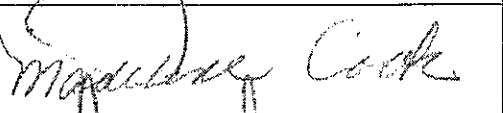

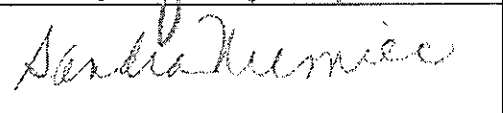
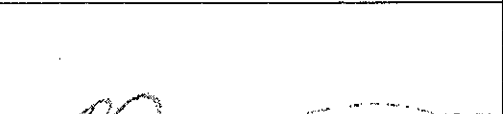



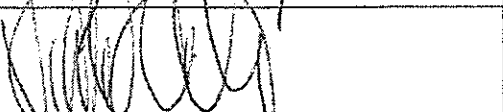

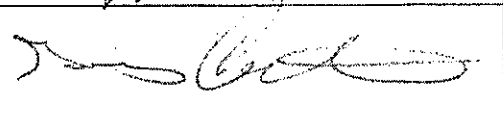
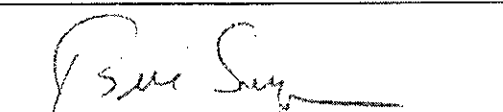
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| 8:00AM to 9:00AM | Breakfast |
| 9:00AM to 11:00AM | NJNAHRO Board Meeting |
| 11:00AM-12Noon | Checkout and Break |
| 12:30PM – 1:30PM | Closing Lunch |
| 1:30PM to 3:30PM | Board Planning Retreat Session |
| 5:00PM to 7:30PM | Closing Dinner Meeting
(Patsy's Trattoria Restaurant) |

Monthly Meeting Sign In Sheet

~~03/22/2012 Rutgers Club, New Brunswick, NJ~~
 04-22-12

OFFICERS

Please sign below adjacent to your name

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

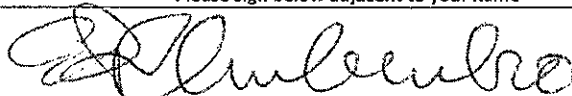
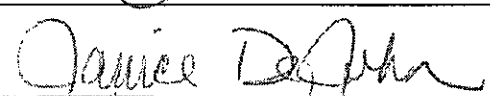
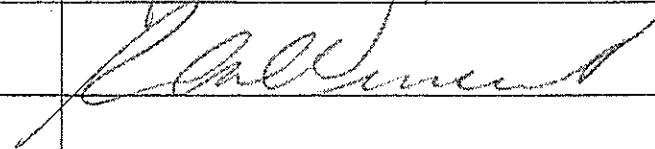
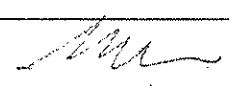
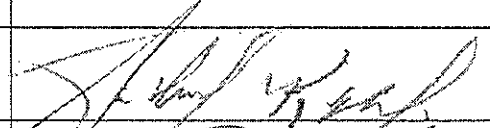
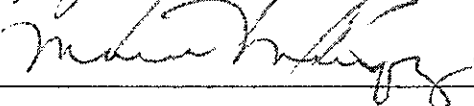
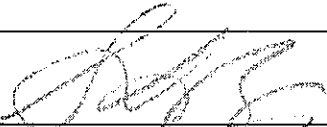
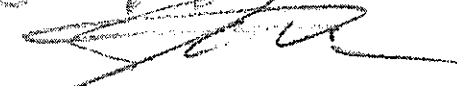
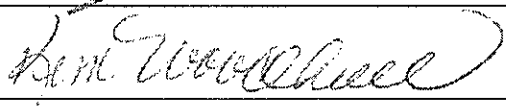


Monthly Meeting Sign In Sheet

~~03/22/2012 Rutgers Club, New Brunswick, NJ~~

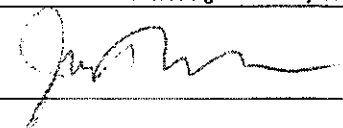
TRUSTEES

Please sign below adjacent to your name

Eric Chubenko	
Janice DeJohn	
Robert DiVincent	
Debra Heinz	
Samuel Hudman	
Richard Keefe	
Maria Marquez	
Marion Sally	
Sherry Simms SIMS	
Jack Warren	
Kimberly Woodhull	

IMMEDIATE PAST PRESIDENT

Please sign below adjacent to your name

John Mahon	
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MONTHLY MEETING MINUTES – 04-22-12

John Clarke – Welcomed everyone and did a review of schedule for retreat training.
– Goal of Overall Retreat training– stressing open discussion format and need to improve communication between pha's.

Last Year's Objectives – ongoing work from last year – continue great work that is in place.

Governor's Housing Conferences – Discussion of whether we should we increase activity/participation?

Lou Riccio – Good avenue to keep open.

John Mahon – Effectiveness last year diluted due to group splitting up.

John Clarke – Great to have working relationship with the state and need to continue to work with them.

Volunteering as a group – panel, etc? Discussed advantages.

Victor – What is the objective of the conference?

John Clarke – Discussed the initial reason of the Governor's Conference and how it has changed.

Discussion of possible political reasons for changing and what the conference represented then as to compared now.

Discussion of what it actually takes to participate.

Discussion of differences between Governor's Conference and League of Municipalities.

Advantages/Disadvantages.

Discussion of JAHMA conference and possible attendance (booth).

Discussion of other uses of booth at other conferences?

- SHA – Supportive Housing Association
- MARC/NAHRO
- NJAHRA
- Reminder to send photos, etc.

Discussion of website

- John Clarke – asked that all individuals go to the website. Send documentation of what is going on at the HA's and share information with NJNAHRO so we can post what we are all doing on the web site.
- Discussion of other uses of website.
 - o Newstories of positive work at HA's.

- o Highlight residents who have success stories.
- o Links to other websites that are related.

Discussion of establishment of general policies as defined in by-laws.

- John Clarke – will be emailing individuals to assist in development of these policies.

Discussion of Newsletters and frequency of distribution (monthly, quarterly, annual).

- Material scarce; low participation.
- Time release around other events.

Discussion of New Jersey Legislative Conference and hosting an event during the conference and whether should continue to pursue and what the goals of such events would be?

- Difficulty of timing and scheduling commitment from legislators.

Discussion of working relationships with state organizations (DCA, etc.)

- Advantages / Disadvantages. Examples of different areas affected.
- Any connections with individuals?

Discussion of legislations that currently affect/will affect housing in the future.

BREAK

Discussion of MARC and NJ NAHRO's active role/support including...

- Past experience and recent progress.
- Potential to get more involved – currently a minority on their board.
- Current composition of MARC board and how open to more participation from NJ.
- Past experiences and method of approach to getting more involved going forward.
- Where MARC is currently/in the future going to be centralized and board composition/representation.
- Positive/Negative aspects of location of meetings.

NJ NAHRO Fund/Revenue Usage ideas discussed.

- Scholarships.
- NJ NAHRO development (buy, build, or renovate location) hosting various individuals.
- Training Center.
- Location – advantages/disadvantages
- John Clarke – email/contact if interested in sitting in on committee on the above.

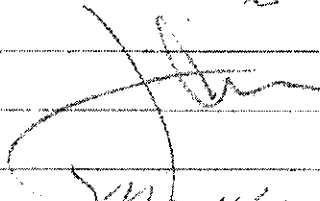
Review of remaining Board Retreat schedule.

Concluded meeting for the day.

04-23-12

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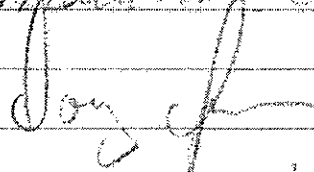
JOHN CLARKE



MADELINE COOK

Madeline Cook

DOUGLAS DZEMA

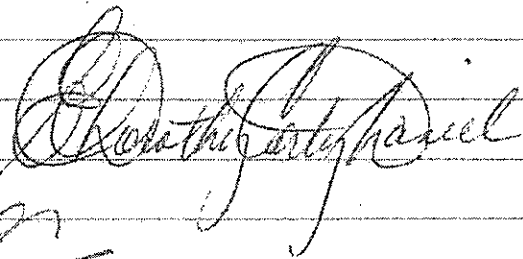


SANDI NIEMIEC

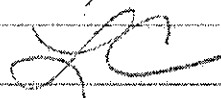
Sandi Niemiec

KAY NEST

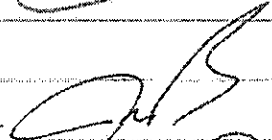
DOROTHY CARTY DANIEL



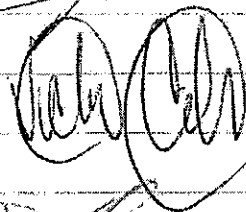
LILLIAN CUFO



JOSEPH BILLY



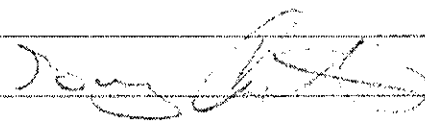
VICTOR CIRILO



LOUIS RICCIO



GARY CENSTENARO



ERIC CHUBENKO

Eric Chubenko

JANICE DEJOHN

Janice DeJohn

ROBERT DIVINCENT

Robert DiVincent

NEBRA HEINZ

SAMUEL HUDMAN

Sam

RICHARD KEEFE

Richard Keefe

MARIA MARQUEZ

Maria Marquez

MARION SALLY

S HERRY SIMS

Sherri Sims

JACK WARREN

Jack Warren

KIMBERLY WOODHULL

Kimberly Woodhull

TOMMY MANNON

Tommy

WILLIAM SNYDER

William Snyder



MONTHLY MEETING MINUTES – 04-23-12

John Clarke – Welcomed attendees back for 2nd day of meeting.

John Clarke - Recognized Lou Riccio for great job in all aspects of organization/planning of meeting.

Discussion of scheduling and agenda for the remainder of the retreat.

Beginning of normal monthly board meeting.

REPORTS:

Madeline Cook (*Senior V.P.*):

- Good job to everyone re retreat.
- Reminder regarding workshop Friday.

Doug Dzema (*Treasurer*):

- Review of budget 3 months in with explanation of areas that are higher than projected. Putting together with Bill Katchem revised budget for next meeting.
- Discussion of areas of budget including amounts that have been incurred from previous year and various other current year costs.
 - o John Mahon noted that \$13M was cleared from last year's conference.
- Review of current bill list.

MOTION: Approval of Current Bill List

Moved: Lou Riccio

2nd: Bob DiVincent

All in favor

No one opposed

- John Mahon – stated we cleared \$13M from last year's MARC conference.

Sandy Niemiec (*Recording Secretary*):

- No report.

E. Dorothy Carty Daniel (*V.P. Commissioners*):

- No report.

Lillian Cuifo (V.P. Development):

- No report.

Joe Billy (V.P. Professional Development):

- Reminder/Details of next training session on May 11th in Jamesburg – “Criticism and Supervision: How to Deal with Difficult Employees”.

Victor Cirilo (V.P. Housing):

- Proposed discussion of 2013 administrative fees and possible impact.
- Discussion regarding the utilization of lease up tool/issuing new vouchers.
- Discussion of the possible use of website to provide information regarding open waiting lists and advantage/disadvantages.
- Victor: Reminder of Nan McKay training at end of May (UPCS) in Philadelphia, PA.

Lou Riccio (V.P. Legislation):

- Discussion of possible outcomes of current election year and possible effects of proposed budgets passing/not passing.
- Discussion of how the above scenarios may affect Housing Authorities.
- Discussion of possible state level changes in the future and effects on housing – including the recapturing of funds and programs to prevent such recapturing.
- Discussion of other proposed legislation including public notification time periods, postings, video and recordings, closed/open sessions, etc.

Gary Centinaro (V.P. Member Services)

- No report.
- Discussion of current agency membership lists and how often that list should be updated. Stated we have continued to contact NAHRO requesting an updated list and have not gotten confirmation.
- Discussion of making sure everyone is listing and updating their associates list to fill any vacant slots and/or remove anyone who is no longer affiliated with their agency.

Bill Snyder (Service Officer)

- Reminder regarding training in May and scenarios/topics that will be covered.
- Update on the bylaws and the next steps involved.
 - o Discussion regarding establishing dates/places for scheduling meetings, required review/comment periods, and voting requirements as per old bylaws.
- Discussion of whether attorney should be present at monthly meetings.

OLD BUSINESS:

- Meeting change schedule to May 17th.

- Update on request for insurance assessment – still waiting for quote
- (Bill Snyder) Discussion of whether we are tax exempt and applying for such status.

MOTION: Move Through Accountant To File For Tax Exempt Status

- Moved: John Clarke
 - 2nd: Gary Centinaro
 - All in favor
 - No one opposed
- Discussion of whether we are entitled to government rates.
 - (John Clarke) Update on audit including proposals currently informally obtained. Discussion of all aspects including cost, frequency, time limit, etc.

MOTION: To Accept Current Proposal (Polcari) For \$800.00

- Moved: Lou Riccio
 - 2nd: Madeline Cook
 - All in favor
 - No one opposed
- Mentioned golf outing to be held in Avalon.
 - Discussion of elections and requirement of formal vote to accept nominations for (2) vacant seats on the board.
 - Ballots were passed out. Members were instructed to write down (2) names from the following list of candidates submitted by the nominating committee: Paul Dyce, Tyrone Garrett, Vernon Lawrence, Mellissa Kuzma, Grace Dekker.

NEW BUSINESS:

- (Lou Riccio) Conference: Update on plans on location to hold – amenities and costs of Rebel vs Resorts and overall agenda of conference. Listed expected overall attendance and possible attendees of notarity. Discussed other aspects/requirements of conference.
- Announcement of voting results for filling two vacant seats on the Board– Grace Dekker and Mellissa Kuzma were voted on the to the board .

BREAK

CONTINUATION OF RETREAT AGENDA

Expansion of Service Officer Duties

- Reiteration of updating brochure, booth usage, and point of contact.
- John Clarke –
 - o more active as an organization with HUD reps – to emphasize the strength of region - especially with strengthening of other HUD regions outside of Newark.
 - o Invite HUD reps to meetings so they are aware of the work that is being done.
 - o Should not just contact when problems arise – establish/continue to build healthy relationship.
- Discussion of whether the possibility of NJ HUD office may be eliminated and if there is anything organization can do to educate new members at HUD key positions and continue to build relationships and the importance of keeping this office in New Jersey.
- Discussion of capital and operating funding consolidation and affects going forward.

New Blood into the Industry

- John Clarke – Need to do a better job at generating future for industry by attracting young professionals into the industry.
- Discussion of the role of NJ NAHRO to improve methods of attracting young professionals.
 - o Possible visits to local colleges with Public Administration programs. Will positions be appealing in the future?
 - o Internship program from NJ NAHRO.
 - Discussion of how to obtain, whether useful or not to each HA, advantages to HA and student, etc.
 - Discussion of inviting to Annual Conference or regular monthly meetings?
 - Additional responsibility for committee that is being formed for other NJ NAHRO projects.
 - Use of website to advertise internships and contact individual college representatives for public administrative programs.

Outside Third Party Alliances

- Discussion of creating/improving relationships with certain entities that are beneficial to both parties and ultimately our tenants.
- Discussion of entities that are in existence and what they have to offer.
 - o Possible presentations at board meetings to learn more about services offered.
 - o Methods to attract attendance by various organizations.

Discussion of Pooling Resources

- John Clarke – mentioned relationships with municipalities and agreements with other PHA's citing examples from New Brunswick Housing Authority and benefits realized. Extended invite share details of programs in affect to other members. Opened floor to discussing further.
- Further discussion of advantages of forming and maintaining such relationships.

Public Relations

- Re-iterated various public relations efforts already discussed including the issuance of (2) Newsletters per year, possible use booth for upcoming events, etc.
- Lou Riccio – will provide update of League of Municipalities event at next meeting.

BREAK

Less Reliance on HUD in the area of funding

- Discussion of other ideas and areas that are currently not being utilized for potential revenue considering the possibility of the combination of the Operating and Capital Funding.
 - o Advantages/disadvantages of forming a for-profit organization.
 - o Advantages/disadvantages of selling leased items now.
 - o Management of other outside entities that are providers of housing (Hotels, college dorms, etc.).

Legislative Reform

- John Clarke – reiterated goal of becoming more proactive rather than reactive and discussed the pursuit of avenues going forward that will be beneficial.
- Discussion of the importance of the current education/training of commissioners and staff at all levels.

Better Relationships With Governmental Agencies

- Discussion of the various entities and the relationships that can be developed considering various changes expected to occur in the near future.

BREAK

Private Sector

- Revisited ideas that were discussed regarding partnerships with the private sector in the areas of property management and job training for staff as well as programs for residents.

Being More Entrepreneurial

- Reviewed ideas that we discussed regarding revenue producing assets/projects and overall productivity.
- Reminder to all to contact John Clarke if interested in being on committee.

Other Items

- MARC NAHRO sponsored Dorothy Daniel for NAHRO Fellow Program?
- John Clarke – reach out to (2) new board members.
 - o Will forward contact information.
- John Clarke
 - o Thank you again to Lou Riccio for planning/efforts for retreat.
- Lou Riccio – reminder to all to work on assignments that were discussed during retreat.

Meeting Concluded.