MONTHLY MEETING MINUTES

Meeting Date: 01/24/13
Location: The Parkview – Perth Amboy, NJ
MONTHLY MEETING AGENDA

Regular Meeting: January 24, 2013
Time: 10:00 A.M.
Location: Rutger’s Club
           New Brunswick, NJ

1. Call to Order (sign-in).

2. Approval of Previous Meeting Minutes (10-25-12) and Excused Absences.

3. Reports
   Madeline Cook          Senior Vice President
   Douglas Dzema          Treasurer
   Sandi Niemiec          Recording Secretary
   Kay Nest               Corresponding Secretary
   E. Dorothy Carty-Daniels Vice President – Commissioners
   Lillian 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


5. Resolution to Approve Payment of Bills for 01/2013.

6. Resolution Approving the 2012 Budget Revision.

7. Resolution Approving the 2013 Budget.


9. Resolution Approving 2013 Service Officer Contract

10. Resolution Approving 2013 Fee Accountant Contract

11. Old Business
12. New Business

13. Adjournment
# Monthly Meeting Sign In Sheet

01/24/13 – The Parkview, Perth Amboy, NJ

## OFFICERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>John Clarke</td>
<td>President</td>
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<td>Madeline Cook</td>
<td>Senior Vice President</td>
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<td>Douglas Dzema</td>
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<td>E. Dorothy Carty Daniel</td>
<td>V.P. – Commissioners</td>
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<td>Lillian Cuifo</td>
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<td>Gary Centinaro</td>
<td>V.P. – Member Services</td>
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# Monthly Meeting Sign In Sheet

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## TRUSTEES

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<td>Eric Chubenko</td>
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<td>Janice DeJohn</td>
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<td>Grace Dekker</td>
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<td>Robert DiVincent</td>
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<td>Samuel Hudman</td>
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<td>Richard Keefe</td>
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<td>Melissa Kuzma</td>
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<td>Maria Marquez</td>
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<td>Sherry Sims</td>
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<td>Jack Warren</td>
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<td>Kimberly Woodhull</td>
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## IMMEDIATE PAST PRESIDENT

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<td>John Mahon</td>
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Monthly Meeting Sign In Sheet

01/24/13 – The Parkview, Perth Amboy, NJ

**SERVICE OFFICER**

William Snyder

Please write your name below

Please sign below adjacent to your name

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Monthly Meeting Sign In Sheet

01/24/13 – The Parkview, Perth Amboy, NJ

GUESTS AND OTHERS

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MONTHLY MEETING MINUTES – 01/24/13

EXCUSED ABSENces: Gary Centinaro, Eric Chebenko, Sherry Sims, Jack Warren

John Clarke — Welcomed everyone and opened meeting.

MOTION: Approval of previous meeting minutes
   Moved — Lou Riccio
   2nd — Joe Billy
   All in favor.
   No one opposed.

REPORTS:

Madeline Cook — Senior Vice President:
   - No report.
   - Noted NJAHRA PIC Training March 15th and Meeting on June 21st.

Doug Dzema — Treasurer
   - Review the revisions to fiscal year ending 12/31/12.
     o Lower revenue #’s due to Hurricane Sandy (conference not held).
     o Expenses increased in areas of legal fees and unanticipated administrative expenses.
     o (John Clarke) important to end year with as close to real numbers as possible.

MOTION: Approval of Budget Revisions 2012
   Moved — Lou Riccio
   2nd — Madeline Cook
   All in favor
   No opposed

   - Discussion of 2013 budget.
     o (Lou Riccio) Training revenue expected to increase around $15,000.00.
     o (Doug Dzema) Should incorporate in budget.
     o (Doug Dzema) Inquired about website expenses.
o (Bill Snyder) around $20.00 month.

MOTION: Approval of 2013 budget adding $300.00 annually for website expense and administrative expense increase to $1,500.00

Moved – Lou Riccio
2nd – John Mahon
All in favor
No opposed

- Review of current month’s bills.

MOTION: Approval of January bills

Moved – Lillian Cuiffo
2nd – Kay Nest
All in favor
No opposed

- Review of November and December bill ratifications.

MOTION: Approval of ratification of November and December bills

Moved – Lou Riccio
2nd – Sandi Niemiec
All in favor
No opposed

Sandy Niemiec – Recording Secretary

- No report.

Kay Nest – Corresponding Secretary

- No report.

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

- Discussed VAWA bill and issues facing new legislation and resulting environment.
  o Requested support of organization.
  o (John Clarke) possible agenda item for Legislative Conference.
  o Would like to reach out to commissioners on a nation-wide basis for support.
  o Discussion of how it affects Housing policies.
Lillian Cufo – V.P. Community Development
- Discussed the extension through end of 2014 – 9% low income tax credits.
- Discussion of existing programs status and possible new programs.
- Update on Special Needs status.
  o Does have money for Ranch projects.

Joe Billy – Professional Development
- Training: Friday, March 8th – Perth Amboy, NJ – (BDO) – 2 sessions.
- (Bill Snyder) Discussion of plans to merge HQS to UPCS.
- (John Mahon) Discussion of management training courses that are available.

Victor Cirilo – Housing
- Notices – 2013–03 – Discussed notice and all methods/steps listed to reduce administrative burdens and assist with recertification process.
  o (Kimberly Woodhall) May cause possible issues down the road.

Lou Riccio – Legislation
- Discussion of funding schedules and amounts.
- Discussion of State actions/plans in regard to eliminating COAH.
- Discussion of Retreat agenda (Revel).
  o (John Clarke) should have not-for-profit ppwk by then and can address changes that need to be made.
- Discussed Conference agenda (Resorts).
- Discussion of plans to hold smaller conference in November as elections have to be held.
  o (E. Dorothy Daniel) - Offered to do session on Success Stories.
  o (Lou Riccio) will send email to HA Directors for individuals to serve on a panel.
- (John Clarke) requested members email to notify if not attending meeting in order to be granted excused absence.

Gary Centinaro – Member Services
- No report (Excused Absence).

Bill Snyder – Service Officer
- Further discussion of benefits of holding additional conferences per year.
- Discussion Modular Tour plans on April 5th.
- Discussion of Vendor Memberships including costs, benefits, membership packets, levels of membership, etc.
- Discussion of possible Training Institute and opportunities existing revolved around training in general.
  o (John Clarke) All aspects, not just Public Housing.
- Review of meeting schedule for remainder of the year.
  o (John Clarke) Please notify if you are attending the legislative conference and respective meetings including Mortons.
(John Clarke) Consent Agenda - Review of Contracts: Insurance renewal, Audit Contract, Service Officer, Annual Accounting, Annual Legal Services, and BDO Financial training session.

MOTION: Approval of Consent Agenda
- Moved – Lou Riccio
- 2nd – Lillian Cuiffo
- All in favor
- No opposed

OLD BUSINESS:
- None reported.

NEW BUSINESS:
- (Doug Dzema) – Update on FEMA re-imbursement/404 Companion Amendment
  o Discussion of application instructions, coverage, overall process, etc.

MOTION: Adjournment of Meeting
  Moved – Lillian Cuiffo
  2nd – John Maho
  All in favor
  No opposed

Meeting Ended (11:39 am)