



Executive Board
Monthly Meeting Minutes
June 22, 2017
LIFESTATION, Union, NJ

Present: Joseph Billy, Jr., President
Victor Cirilo, Senior VP
Douglas Dzema, Treasurer
Christopher Marra, Recording Secretary
Gary Centinaro, VP Member Services
Eric Chubenko, VP, Housing
Janice DeJohn, VP, Professional Development
Vernon Lawrence, VP, Community Development
John Mahon, VP, Legislation
Lynn Bartlett, Trustee
Rick Iovine, Trustee
Louis Riccio, Trustee
Sherry Simms, Trustee
Ronald Van Rensalier, Trustee
Hector Fuentes, Trustee
Bill Snyder, Service Officer
Jack Warren, JIF Representative
Madeline Cook, Immediate Past President

Absent: Grace Dekker, Corresponding Secretary
E. Dorothy Carty Daniel, VP, Commissioner
Robert DiVincent, Trustee
Richard Keefe, Trustee
John Clarke, Trustee
Susan Thomas, Trustee

President Joseph Billy, Jr. opened the meeting at 10:30 a.m. attendance was taken as there were trustees present at Life Station and others on the telephone.

President Billy asked for a motion to be made on the minutes of the May 25, 2017 meeting. Janice DeJohn noted that on page 3 of the minutes from May 25, 2017, it read that she will track down a scholarship recipient who recently moved out of public housing in Carteret. That sentence was incorrect. It should have read that Eric Chebunko would track down the student to inform him that he was still eligible for the scholarship, provided he deliver all the paperwork in a timely manner. With that correction, a motion was made by John Mahon and seconded by Douglas Dzema. Mr. Billy asked for a voice vote. The minutes were adopted unanimously.

President Billy continued, first we would like to welcome Hector Fuentes a Commissioner on the Jersey City Housing Authority. He was greeted with a round of applause. Mr. Fuentes told everyone he was very happy to have the opportunity to be a participant with the group. He especially wanted to thank Bill Snyder and Lou Riccio for the opportunity to participate with the group.

President Billy stated he was very happy to have him be part of the team.

President Billy stated that NJNAHRO sent a letter to Secretary Ben Carson stating that our group would be interested in participating in the Task Force about the streamlining of HUD regulations. We would do whatever is necessary. We have not received an answer yet.

President Billy also noted that NJNAHRO got an updated professional services agreement for 2017 from the JIF, which I executed and sent back to them which increased our compensation by about \$1,000 to our budget, which brings our total revenue to \$40,185.

President Billy then asked Victor Cirilo if he had any report. Yes, please make an attempt to participate in NJAHRA event next week in Smithville. They are covering two topics: Waste and Fraud in Housing Authorities and the other with RAD conversion and organizational changes it may bring about. Victor noted he has experienced both in his capacities.

Lastly, I want to talk to you about Risk Management in your organizations. JIF is really putting a lot of attention on authorities that are experiencing high loss ratios.

You may be getting a call from the JIF on how to improve on that. There are conferences and training that PERMA provides for authorities. We really have to understand how important it is to manage risk in our organizations. It can cause legal actions which result in higher loss ratios and lead to higher premiums and the JIF is starting to look at that. Gone are the days when the insurance company is going to take care of it. We really have to be more proactive as executive directors. I will share some literature that I picked from PERMA conferences with the Service Officer who can distribute it to members. That is my report.

Madeline Cook thanked Victor for promoting the seminar in Smithville. We can really use more people, as response is very low. The afternoon session is going to be done by the OIG office. As for the risk management the JIF talked about having a meeting in August for members.

Bill Snyder then added, I am regularly speaking with Stephen Sacco on this issue. And the problem really is and I want to make sure the JIF understands this that we not issue something – like HUD - that is really burdensome for members. There are only a handful of authorities that consistently have losses, especially on the Workers Compensation side. We have a committee actually that was set up to have meetings to address specifically what those authorities need to do. We should put them on a troubled or watch list and there are certain goals that they have to achieve to get off that list. We instituted some additional assessment penalties for authorities who experienced significant losses. Those penalties are not significant enough to curb the abuses. I look at the loss runs on a monthly basis and I am shocked when I see the same names and authorities and the employees think the worker's compensation is a vacation fund. Those authorities have to learn how to deal with those employees and that is what our problem is.

Doug Dzema added if you have a small authority like Lou does or Keensburg, if you have one employee who is on the worker's comp list twice in three years, your numbers are skewed and you are damaged for three years.

John Mahon, I think it was good that we mentioned that if people don't want to cooperate there is a possibility they will be dropped. We have not mentioned that in years.

Bill Snyder one of my recommendations if the director cannot get it through his head that he has to make changes, I will go myself and make a full presentation in front of the board that if you don't straighten up, you will be thrown out. However, everyone wants to back off of that.

John Mahon, we have never really had consequences before and that was discussed at the last meeting and I think it is really going to happen.

Louis Riccio noticed Lynn Bartlett who just walked in and gave her a nice introduction. Everyone welcomed Lynn with a nice round of applause.

Lou then continued on the JIF issue. We no longer can operate like non-profit that spread the losses among members, which is what a JIF does. We need to start acting more like a business. We have lost money the past three years. While our reserve is still pretty good and we have given dividends, but may not be able to give dividends this year. It is not just worker's comp that is hurting, but it is also property. Lou and Bill went on to describe a smaller authority that is going to have a \$1 million loss.

President Billy thanked everyone for that conversation about the JIF and then moved the meeting on by asking Doug Dzema if there was a Treasurer's Report.

Douglas Dzema stated that there was not a Treasurer's Report, but that there is a Bill List which needed approval. That Bill List included:

Check #	Date	Payee	Cash Account	Amount
1640	6/20/17	Omar Muhajer	10302	\$1,000.00
1641	6/20/17	Jayhna Sheppard	10302	\$2,000.00
1642	6/20/17	Execu-Tech	10302	\$2,500.00
1643	6/20/17	William Snyder	10302	\$ 96.85
1644	6/20/17	William Snyder	10302	<u>\$ 334.73</u>
				\$5,931.58

Louis Riccio made a motion to pay the Bill List, it was seconded by Rick Iovine. The bill list was approved by a unanimous voice vote.

Louis Riccio stated hopefully we will get a budget to actual for next month's meeting. President Billy asked Chris Marra if he had any report.

Chris Marra – No Report.

President Billy then asked Janice DeJohn if she had any reports.

Janice DeJohn gave a brief report about the status of scholarship applicants both past and those approved at the past meeting. She does not have any info/pictures of the current recipients, so she told Bill Snyder that she might not be able to get him that information for the newsletter. The current recipients have until the end of August to get her the information for the payment.

President Billy asked Vernon Lawrence if he had any report at this time.

Vernon Lawrence – Not at this moment.

President Billy asked Eric Chebunko if he had any report at this time.

Eric Chebunko talked about the recent PIH Notice 2017-09

Louis Riccio asked has anyone heard about the release of the Capital Fund for 2017?

A few voices responded that no they had not heard any updated on the release of those funds.

Janice DeJohn was recognized by President Billy.

Janice stated that she had forgotten to mention that she had received an application for an internship for the Passaic Housing Authority. The applicant's name is Michael Dunlap. Victor Cirilo then gave a brief overview of Michael Dunlap's work experience at the Authority and sought out this internship so that the Passaic Housing Authority could keep him for six more weeks. Mr. Dunlap is currently a student attending Montclair State University. Passaic has agreed to pay him \$6.00 of the minimum \$12.00 per hour pay. The NJNAHRO will pick up the other \$6.00 and cost the NJNAHRO about \$1,800 over the period.

Louis Riccio moved the motion to approve Passaic Housing Authority the internship. The motion was seconded by Joseph Billy. The motion was adopted unanimously by a voice vote.

President Billy asked John Mahon if he had any report at this time from the Legislative Committee.

An extremely long conversation then proceeded about a new HUD regulation that was to go into effect on July 13, 2017 for the Lead Based Paint Regulation.

President Billy asked Gary Centinaro if he had any report at this time.

Gary Centinaro – Not at this time.

President Billy then asked Bill Snyder the Service Officer had a report.

Bill gave a brief report about recent news articles concerning President Trump's budget for HUD.

Bill spoke about Fred Pryor and Skillpath. These are training companies that do excellent supervisory, communication, and other management training. NJNAHRO would like to partner with these companies to provide training to staff. Bill also mentioned about public relations training sessions. I will be bringing the board going forward.

Bill then went on to talk about the Conference in November and a member retreat. He told the Board that he registered NJNAHRO with Paypal. In addition, he sent out a survey to members seeing if they would be interested in HQS training. To date, he has 10-12 people who responded that they would sign up. There is some concern about HQS, since HUD is investing heavily in UPCS-V which would take over the HQS.

A conversation then proceeded about the types of possible replacement training that could take place in November.

Hector Fuentes then spoke about training his organization does for lead based training. It is a fully certified program by the US Department of Labor.

Victor Cirilo then brought up the issue of Maintenance Management training for the maintenance supervisors of HAs.

Lynn Bartlett then spoke about training her agency is focused on – supervisory and management training is a big need in the authority, because of people moving up the ranks.

Lou Riccio asked who they used. She told them recently they have used Nelrod, but also Fred Pryor in the past.

Later on as the discussion progressed about Lead Based Training, Hector Fuentes noted that his training was 18 hours and that part of it was to take place at a training facility for which his organization has several around the state.

Bill Snyder is going to resurvey the membership again about other training topics.

Bill added that they are doing Procurement Contract Management. Mr. Valenti is going to be the instructor for this class. Bill stated that he would reach out to NJDCA to see if people can get CEUs for other people including CMFO and others.

Vernon Lawrence asked, “where is HUD with its UPCS-V study. There was continued discussion about that between Louis Riccio and John Mahon.”

John Mahon told everyone that MARC was having their conference in August in Washington, DC August 16 and 17. John asked if this Board would be interested in taking an advertisement in the brochure?

Joseph Billy, Jr. noted that John is now the Senior VP of MARC-NAHRO.

Louis Riccio asked how much is the advertisement?

John answered “the cost for advertisement is \$150 for half page and \$250 for a full page.”

Further discussion was had on how NAHRO would do in Indianapolis and Pittsburgh this year. In addition, why was not Philadelphia ever considered?

Louis Riccio then made a motion that NJNAHRO take out an advertisement in the MARC-NAHRO journal for \$150. Eric Chebunko seconded the motion.

Joseph Billy then called for a voice vote. The motion passed unanimously.

Joseph Billy, Jr. asked if there was any old business.

Louis Riccio stated that both he and Victor Cirilo who will be the president of NJNAHRO next year sat down in April to go over several items. The first is the NJNAHRO election process. As the By-Laws state, there are certain time frames that the Nominating Committee has to meet of which I have marked on my calendar. I will be sending out a note next month to the current members asking

them if they wish to remain on the NJNAHRO Board and on the ballot in November. Once I get a response I will send out a notification to the entire state telling them that this is the Nominating Committees recommendation and that if they want to recommend anyone else, they can nominate a person with a petition signed by 10 members in good standing and the candidate's resume.

We will then create a ballot with the existing board members and any new people who want to get on the board. That ballot will go out ten days before the conference – 5th of November to the membership. Then on the Wednesday of the conference we will have a general meeting of all the Authorities and have a vote and the new offices and board members will be elected. Effective January 1, 2018 the new officers and board members will take office.

Lou then speaking with Victor stated that the NJNAHRO Board has not had a real planning retreat since 2012 in the Revel. Lou then looked at the comparison of what the cost of that retreat would be between NYC and Atlantic City. The NJNAHRO Board did have a retreat once in NYC some time ago. Lou then handed out a memorandum which outlined the purpose of a board planning retreat, a proposed agenda – tentatively for Saturday and Sunday February 10 and 11, 2018, and budget. The budget for this event was to be held the Marriott Manhattan at Central Park.

Lastly, Lou stated that he would be officially informing Resorts that NJNAHRO would not be back in April 2018.

Joseph Billy, Jr. asked if there was new business to discuss.

Janice DeJohn, then asked – “Are you going to talk about April?”

Lou Riccio responded that, yes, but briefly. We are going to the Tropicana, but we are not going in April we are going in May. I kept it away from every other conference as much as I could. We will be going May 20, 21, and 22. I will be seeking agenda items and other information, but not until later in the year.

President Billy then asked if there was no other business, could he get a motion to adjourn the meeting.

Erick Chebunko made a motion to adjourn. Janice DeJohn seconded the motion. A voice vote was unanimous in voting to adjourn the meeting.

The meeting ended at 11:45 a.m.