

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES

Kingswood Community Center

6:00 p.m.

AUGUST 26, 2019

Present Representing the Board of Commissioners

Ben Cohen

Steven Washington

Jane Vincent

Betty Pinkett

Matthew Heckles (arrived at 6:36 p.m.)

Absent: James Spadola

Earl Jeter

Maureene LaFate

Vincent White

Present Representing WHA (Executive Staff):

John Hill

Frank Eirich

Karen Spellman

Rosemarie Bizune

Donna Starkey-Ford

Denise Miller

Yolanda Durant

Anthony Sampson

Andrew Johnson

LaVerne Hanson

Nancy Clark, Scribe

The meeting was called to order at 6:00 p.m. Commissioner Cohen called for the roll. A recess was called until 6:10 PM. A quorum was established at 6:40 p.m.

PUBLIC COMMENT

Ms. Beatrice Dunn (Scattered Site resident):

- Expressed concern that the Public only receives 3 minutes to speak.
- Smoke detectors in her house were going off for a long time. She learned they had been in the house too long. A maintenance employee replaced the smoke detectors on Thursday so the problem has been addressed.
- Water leaking in basement and was being flooded. Had to contact someone to fix it on Saturday and they needed to shut off the water. She needs to be reimbursed ~\$140.00 since she had to pay him that day.
- Needs a new outside storm door and a new frame around the door. The porch deck is starting to come up.

Ms. Stephanie Burgess-Golden (Crestview):

- When will the alarm on the back door be completed?
- Opening and closing of the different doors?
- What happened about the flowers, plants and shrubbery?
- Concerned about water leaks (Community Room and front of building)
- Fire alarm went off 8 times beginning at 11:54 p.m. and had to go up and down 7 flights of stairs. Some residents were trying to use the stairs with their walkers. Can a safe place be found for these residents to meet?
- Concerned about the mold issues (in and around the building).
- Since the HUD inspection, residents have started smoking again and defecating in hallways/stairwells.

Dolores Wharton (Herlihy):

- Regarding parking, will the gates be put down?
- Most of the time, Security Guards do not show up on the weekends.
- Smoking (including marijuana) is still an issue. Suggests getting dogs to sniff for drugs.

Brenda Saunders (Baynard):

- Floors are dirty/yellow (including the lobby).
- Smoking continues in apartments, front, back and on the property.

1. APPROVAL OF MINUTES

Commissioner Cohen called for a motion to approve the Minutes of the July 22, 2019 Board meeting. Commissioner Washington made the motion and Commissioner J. Vincent seconded the motion. Commissioner Cohen asked for questions.

With no further questions from the Board, Commissioner Cohen called for the vote. Motion carried.

Minutes of the July 22, 2019 Board Meeting adopted as amended unanimously.

2. EXECUTIVE DIRECTOR'S REPORT

Mr. Hill provided highlights from his report.

3. UPDATE TO PUBLIC COMMENTS FROM PREVIOUS MEETING

None.

4. ACTION ITEMS (RESOLUTIONS)

Resolution 19-42 Authorizing the Wilmington Housing Authority to Contract with Liberty Parks and Playgrounds, Inc. to Build a New Playground and Resurface an Existing Playground in the Southbridge Family Development at a Cost of \$100,091.95 (presented by Mr. Hill)

Commissioner Cohen called for a motion to adopt Resolution 19-42. Commissioner J. Vincent made a motion and Commissioner Pinkett seconded the motion. Commissioner Cohen asked for questions on the motion. With several questions from the Board, Commissioner Cohen tabled the resolution.

Resolution 19-42 tabled.

5. FINANCE REPORT

Ms. Bizune provided an overview of the Financial Statement which is included in the Board Book.

Commissioner J. Vincent inquired since we have so many vouchers on the street in searching status, how is the success rate and do we have any market concerns? Ms. Starkey-Ford responded that we don't see any market concerns at present. They are finding units within their voucher term of 60-90 days. We had been successful with leasing new applicants, however, we have had a high number of end of participation. Commissioner J. Vincent wanted to note that voucher holders could exercise their right with portability by porting to neighboring housing authorities.

6. BOARD COMMITTEE REPORTS

- a. Audit Committee
 - i. No report
- b. Finance Committee
 - i. Met in August and will meet again in September
- c. IT Committee
 - i. Met in August and welcomed our new IT Director, and will meet again in September
- d. Development Committee
 - i. No report
- e. By-Law Ad-Hoc Committee
 - i. No report

7. OTHER BUSINESS

None.


8. ADJOURNMENT

With no further business to come before the Board, Commissioner Cohen adjourned the meeting.

The meeting was adjourned at 7:08 p.m.

ADOPTED September 23, 2019

Respectfully submitted,


Steven Washington, Secretary

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES

400 N Walnut Street

6:00 p.m.

JULY 22, 2019

Present Representing the Board of Commissioners

James Spadola

Vincent White

Jane Vincent

Steven Washington

Maureene LaFate (via phone)

Matthew Heckles (arrived at 6:20 p.m.)

Earl Jeter (arrived at 6:23 p.m.)

Absent: Ben Cohen

Betty Pinkett

Barry Willoughby, General Counsel

Present Representing WHA (Executive Staff):

John Hill

Frank Eirich

Karen Spellman

Rosemarie Bizune

Sandra Rosmini

Donna Starkey-Ford

Denise Miller

Yolanda Durant

Irmina Williams

Nancy Clark, Scribe

The meeting was called to order at 6:00 p.m. following Public Session and the Executive Director's Report, and established a quorum.

PUBLIC SESSION - No comments.

1. EXECUTIVE DIRECTOR'S REPORT

Mr. Hill asked Ms. Rosmini to recognize the employees (Housing Managers, etc.) who assisted with the senior resident visits due to the extreme heat. Waters and fans were provided if needed.

Mr. Hill discussed his quarterly meeting with Mayor Purzycki on July 10 and reviewed his presentation (hiring update, policies, website, scattered sites, modernization, housing choice vouchers [HCV], etc.). Mr. Hill confirmed the new website and the electronic HCV waiting list will be ADA (American Disabilities Act) compliant. A discussion was held regarding the HCV waiting list application if someone cannot read or see. Commissioner Washington asked about IEP (Individualized Education Plan). It was suggested that someone contact the Delaware Disabilities Council and the Delaware State Housing Authority.

Another discussion was held regarding the Park View Sustainability Plan. The Chairman commended WHA for providing the large sign at Park View which states "Pardon Our Construction" so the neighbors are aware. Mr. Hill commented that we plan to do the same at Baynard. Commissioner V. White asked about the Park View governance issue. Ms. Spellman will obtain the minutes from the Park View Board Meetings.

2. MINUTES OF MEETING

The Chairman called for a motion to approve the Minutes of the June 24, 2019 Board meeting. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions.

Commissioner J. Vincent requested an amendment to include the purpose of the Executive Session.

With no further questions from the Board, the Chairman called for the vote. Motion carried.

Minutes of the June 24, 2019 Board Meeting adopted as amended unanimously.

3. RESPONSE TO INQUIRIES FROM PUBLIC COMMENTS

Ms. Spellman had a discussion with Ms. Dunn regarding recertification. During recertification, residents are asked to sign an authorization so that if they should have their utility service disrupted, it authorizes the manager to contact Delmarva Power and Light (DP&L).

Ms. Dunn requested to be a member of the Disciplinary Committee. Ms. Spellman noted that we do not have such Committee. Ms. Spellman confirmed that Board Meetings begin at 6:00 p.m.

4. FINANCE REPORTS

Ms. Bizune provided an overview of the Financial Statement which is included in the Board Book. The Chairman commented that Ms. Bizune will provide more graphic-friendly charts to include in future Finance Reports.

Commissioner White requested that a list of acronyms be included in each Board Book.

5. BOARD COMMITTEE REPORTS

- a. Development Committee
 - i. No report.
- b. Finance Committee
 - i. No report.
- c. IT Committee
 - i. No report.
- d. Bylaws Committee
 - i. Commissioner V. White – A workshop was held on July 18, 2019. Many good comments were received. Minutes will not be distributed but are available on audio per request. A 2nd workshop will be held on August 7, 2019 to finish the document.

6. RESOLUTIONS

Resolution 19-40 Authorizing Additional Funds for the Agreement between Wilmington Housing Authority and Robert Half International to Provide Temporary Professional Employment Services (presented by Mr. Hill)

Resolution 19-40 has been amended to reflect the correct dates for temporary employment services.

The Chairman called for a motion to adopt Resolution 19-40. Commissioner V. White made a motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote.

Resolution 19-40 adopted as amended unanimously.

Resolution 19-41 Adopting Revised Bylaws and Ethics Policy

Resolution 19-41 was pulled by Commissioner V. White.

7. OLD BUSINESS

- a. Resolution 18-19, Rental Demonstration Program (RAD) application for Lincoln Towers – Mr. Hill will discuss at the next Board Meeting. The Chairman reminded Mr. Hill that he would like a Town Hall Meeting scheduled at Lincoln Towers.

8. NEW BUSINESS – none


9. ADJOURNMENT

With no further business to come before the Board, the Chairman called for a motion to adjourn the meeting. Commissioner V. White made the motion and Commissioner Washington seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.

The meeting was adjourned at 7:11 p.m.

ADOPTED August 26, 2019

Respectfully submitted,


Steven Washington, Secretary

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

AMENDED REGULAR MEETING MINUTES

400 N Walnut Street

6:00 p.m.

JUNE 24, 2019

Present Representing the Board of Commissioners

James Spadola

Ben Cohen

Vincent White

Betty Pinkett

Jane Vincent

Steven Washington

Maureene LaFate (arrived at 6:14 PM)

Matthew Heckles (arrived at 6:28 PM)

Absent: Earl Jeter

Barry Willoughby, General Counsel

Present Representing WHA (Executive Staff):

John Hill

Karen Spellman

Rosemarie Bizune

Donna Starkey-Ford

Sandi Rosmini

Kathi Sulsky

Yolanda Durant

Denise Miller

Tyrone Malcom

Irmina Williams

Nancy Clark, Scribe

EXECUTIVE SESSION:

- a. Collective Bargaining

The Executive Session commenced at 6:05 and adjourned at 6:18 PM.

The Board of Commissioners Meeting commenced at 6:20 PM.

The Chairman called for the roll. A quorum was established to proceed with the Public Session.

PUBLIC SESSION:

Ms. Beatrice Dunn (Scattered Site resident) had the following comments/concerns:

- Ms. Dunn stated that there's a long list of things to be recertified. However, there is nothing on the recertification asking if anything has to be done with DP&L.
- Ms. Dunn would like to be part of the Disciplinary Committee.
- A discussion was held with the Chairman regarding the start time of the Board Meetings.

1. MINUTES OF MEETING

The Chairman called for a motion to approve the Minutes of the May 28, 2019 Annual Board meeting. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions.

With no questions from the Board, the Chairman called for the vote. Motion carried.

Minutes of the May 28, 2019 Annual Meeting adopted unanimously.

2. EXECUTIVE DIRECTOR'S REPORT

Mr. Hill provided highlights from his report. Commissioner V. White asked how Corporate Communications (website re-creation) were secured. Mr. Hill explained that it was done through a small purchase that HUD allows under \$10,000. The company is located in New York and is not a women or minority-owned business.

Mr. Hill pulled resolution 19-39 from the agenda and will add it to the next meeting.

Mr. Hill showed a video ("Who Moved My Cheese") which shows how to accept changes.

3. RESPONSE TO INQUIRIES FROM PUBLIC COMMENTS

Ms. Spellman shared that Ms. Diana Dorn (Compton resident) commented that she witnessed a domestic violence incident in the hallway and complained the young people are being disrespectful. Ms. Dorn received a letter from management which was presented at the last Board Meeting. Ms. Spellman discussed with Commissioner Pinkett and shared that the letter is a standard appointment letter.

Ms. Spellman discussed that Ms. Tiffany Putney (Compton resident) had an incident with another resident four years ago. The situation was resolved.

Commissioner J. Vincent asked if both residents received a follow-up communication. Ms. Spellman confirmed that the Manager contacted each resident.

Ms. Spellman shared that Ms. Donna Smith (Compton resident) wrote an incident report about a maintenance employee and provided documentation from Management at the last Board Meeting. The Superintendent did an investigation and nothing was found. The Manager addressed the resident.

4. FINANCE REPORTS

Rosemarie Bizune provided an overview of the Financial Statement which is included in the Board Book.

Ms. Bizune discussed the Grants. Five (5) have been obligated and expended and four (4) have not. Commissioner V. White asked for an explanation. Ms. Bizune confirmed that the work has been done and we don't run a risk of not spending.

Ms. Bizune discussed Section 8 voucher issuance. HUD is concerned we are being too aggressive. Commissioner Cohen stated that the Section 8 budget was developed based on 900 vouchers, so since we significantly dropped that, both revenue and expenses from the Section 8 budget will be significantly lower than what they would have been. This is attributed to the lower number of vouchers (~500) we plan to issue this year.

Commissioner LaFate asked about the cause of the 8 vacancies at Park View. Ms. Bizune responded they are due to deaths or moved to nursing homes.

Commissioner Cohen asked if there is any movement on Park View refinancing. Ms. Bizune replied that we will close this week.

Per Mr. Willoughby, there is no update on the tax issue. Ms. Bizune stated that there was a letter sent to New Castle County and we are waiting for a response.

Ms. Sulsky provided an update on Madison Gardens insurance.

The Chairman called for a motion to approve the Finance Report. Commissioner Cohen made the motion and Commissioner V. White seconded the motion. The Chairman asked for questions.

With no questions from the Board, the Chairman called for the vote. Motion carried.

5. BOARD COMMITTEE REPORTS

- a. Development Committee
 - i. Commissioner V. White – A Development Committee Meeting will be scheduled shortly.
- b. Finance Committee
 - i. Commissioner Cohen – The Finance Committee met on June 19, 2019 and discussed the finance report, as well as The Park View.
- c. IT Committee
 - i. Commissioner Cohen - The Technology Committee also met on June 19, 2019 and discussed transition/search for an IT Director, as well as the current state of technology and moving technology forward in the Housing Authority. The next meeting (Finance and Technology) will be held on July 17, 2019.

Commissioner Washington and Commissioner LaFate asked if the times for the meetings can be later to better accommodate schedules.

6. RESOLUTIONS

Agenda Resolutions:

Resolution 19-35 Authorizing the Wilmington Housing Authority to Sell Property Located at 1506 West 7th Street, Wilmington, DE 19805 Under the Section 32 Homeownership Program (presented by Ms. Williams)

A discussion was held regarding the purchase price. Wording of the contract will be discussed at an upcoming Development Committee Meeting.

The Chairman called for a motion to adopt Agenda Resolution 19-35. Commissioner V. White made a motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote.

Agenda Resolution 19-35 adopted unanimously.

Resolution 19-36 Authorizing a Wage Increase between the Wilmington Housing Authority and the American Federation of State, County and Municipal Employees, Local 563, and the Office and Professional Employees International Union, Local 32, and the Service Employees International Union, Local 32BJ (presented by Mr. Willoughby)

Commissioner V. White commented that Counsel is charged with presenting the Board with a memorandum regarding the summary of the resolution.

The Chairman called for a motion to adopt Agenda Resolution 19-36. Commissioner V. White made a motion and Commissioner Cohen seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote.

Agenda Resolution 19-36 adopted unanimously.

Resolution 19-37 Authorizing the Wilmington Housing Authority to Implement a Homelessness Initiative and an Offender Re-Entry Program (presented by Mr. Hill)

A conversation was held regarding the resolution, including the following:

Commissioner J. Vincent asked if the MOU will spell out the details of the program and be brought back to the BOC. Mr. Hill responded that it's not necessary unless the BOC wants it. Basically, the resolution is considered the policy. The MOU is what we are already doing on a day-to-day basis.

Commissioner V. White asked if we're treating this population the same as any other, then why do we need this resolution. Mr. Hill responded that he thought it be best to present this as a resolution. The resolution authorizes an update to the Admissions and Continued Occupancy Policy (ACOP).

The Chairman asked for the definition of an offender. Mr. Hill responded that it's a broad term. The Housing Authority can obtain certain background information, e.g. how long ago did something happen, etc. HUD has two (2) restrictions to prevent someone from coming into Public Housing/Section 8: 1) sex offender and 2) manufacturing of methamphetamines.

Commissioner Heckles commended the Housing Authority on this initiative.

The Chairman called for a motion to adopt Agenda Resolution 19-37. Commissioner V. White made a motion and Commissioner Cohen seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote.

AYES

NAYS

ABSTENTIONS

James Spadola
Vincent White
Betty Pinkett
Jane Vincent
Steven Washington
Maureene LaFate
Matthew Heckles

Ben Cohen

Agenda Resolution 19-37 adopted.

Resolution 19-38 Authorizing the Wilmington Housing Authority to Add Twenty-Five Energy Performance Contract (EPC) Scattered Site Units to the Section 32 Homeownership Program (presented by Mr. Hill)

The Chairman called for a motion to adopt Agenda Resolution 19-38. Commissioner V. White made a motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote.

Agenda Resolution 19-38 adopted unanimously.

Resolution 19-39 Authorizing the Wilmington Housing Authority to Dispose of Seventeen Scattered Site Properties

Agenda Resolution 19-39 was pulled from the agenda at the request of Mr. Hill.

7. OLD BUSINESS

- a. By-Law Ad Hoc Committee
 - i. 2nd Reading

A discussion was held regarding a separate meeting with the BOC to review the by-laws. **NOTE** – As of July 9, 2019, a Board By-Laws Committee Workshop has been scheduled on July 18, 2019 at 4:30 PM.

- b. Resolution 18-19, Rental Demonstration Program (RAD) application for Lincoln Towers – no update

8. NEW BUSINESS

9. ADJOURNMENT

With no further business to come before the Board, the Chairman called for a motion to adjourn the meeting. Commissioner J. Vincent made the motion and Commissioner LaFate seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.

The meeting was adjourned at 7:47 p.m.

ADOPTED *June 24, 2019*

Respectfully submitted,


Steven Washington, Secretary

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING MINUTES

400 N Walnut Street
6:00 p.m.

MAY 28, 2019

Present Representing the Board of Commissioners

James Spadola
Vincent White
Earl Jeter
Betty Pinkett
Jane Vincent
Maureene LaFate
Steven Washington (via conference call at 6:18)

Absent: Ben Cohen
Matthew Heckles

Lauren Russell, General Council

Present Representing WHA (Executive Staff):

John Hill
Karen Spellman
Rosemarie Bizune
Donna Starkey-Ford
Sandi Rosmini
Kathi Sulsky
Yolanda Durant
Denise Miller
Nancy Clark
Christine Arnold, Scribe

The Chairman called for the roll. A quorum was established to proceed with the Public Session.

PUBLIC SESSION:

Mr. Wayne McManamon, SEIU union representative, and Mr. Andrew Johnson, AFSCME union representative, shared their concerns about the lack of negotiating the wage reopener and the wage increase offer that was made to the employees. They appealed to the Board of Commissioners to reconsider the wage increase amount and offer more money to the employees.

Ms. Diana Dorn, Compton resident, commented that she witnessed a domestic violence incident in the hallway and made comments to the couple. Ms. Dorn then received a letter from management stating that she should "mind her own business and don't get involved with domestic violence incidents". She

asked that we consider only housing residents aged 50+ at Compton since the younger people are causing the problems. She provided a copy of the letter to the Board and Ms. Spellman for follow-up.

Ms. Tiffany Putney, Compton Resident, stated that older residents cause problems as well. She referred to an email that was sent about her. The man that sent the email about her recently caused an issue with her four years ago. The police were called, a report was made and the threatening was from him and he was the aggressor.

Ms. Donna Smith, Compton Resident, shared that she wrote an incident report about a maintenance employee. She provided copies of the documentation that was sent to her from management. Management did not meet with her to allow her to share her side of the story. She believes she should have been provided that courtesy.

1. MINUTES OF MEETING

The Chairman called for a motion to approve the Minutes of the April 22, 2019 Annual Board meeting. Commissioner V. White made the motion and Commissioner J. Vincent seconded the motion. The Chairman asked for questions.

Commissioner White asked that moving forward, to cite comments from him as "V. White" and Ms. Vincent as "J. Vincent" in future minutes to provide more clarification of who is who.

With no more questions from the Board, the Chairman called for the vote. Motion carried.

Minutes of the April 22, 2019 Annual Meeting adopted unanimously.

The Chairman called for a motion to amend the agenda to move the Bylaw Ad-Hoc Committee Report to be the next item on the agenda. Commissioner J. Vincent made the motion and Commissioner V. White seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.

2. BYLAW AD-HOC COMMITTEE REPORT

Commissioner V. White provided a summary of what has been done with the proposed draft bylaws including the workshops, minutes, remarks which has been presented to the BOC's and incorporated in the current document which has been shared with the Board and legal counsel prior to this meeting.

He shared that the previous bylaws resulted in this Agency being held hostage by people with no respect of the law or governance. He sat through four (4) years of that and he believes that if we had better bylaws we would not have been held hostage by those individuals.

The goal of the committee was to create world class bylaws. These are not necessarily Wilmington, Delaware bylaws. We, being the committee, Mr. Hill, Mr. Heckles and myself looked at bylaws throughout various jurisdictions including New York, New Jersey, and Colorado. We wanted to make certain that they reflected the opinions and the thoughts of those in Wilmington, Delaware and this particular Agency.

They are well thought out and he believes puts us in a position where governance will be less of an issue and where we can do our jobs and not necessarily meddle in the day-to-day activities. It gives us a clear path of roles and responsibilities for the BOC's and the staff. He is presenting this as our first reading and subsequently it is still a "living document" where we can accept comments, concerns, or questions and incorporate those into our second reading (please email to Nancy Clark at nclark@whadelaware.org).

Commissioner Washington commented that he would like to see a document where Mr. Heckles was at the meetings when the new bylaws were created. He believes that we should go through each frame so we can truly understand what the bylaws mean and what they entail.

Commissioner J. Vincent commended the committee and staff on their efforts with this project. Bylaws should be reviewed on a regular basis and this is long overdue.

The Chairman called for a motion to accept the first reading of the bylaws. Commissioner J. Vincent made the motion and Commissioner V. White seconded the motion. With no further questions from the Board, the Chairman called for the vote. Motion carried.

The first reading of the bylaws accepted unanimously.

3. EXECUTIVE DIRECTOR'S REPORT

Mr. Hill provided highlights from his report and reviewed the Staff Relocation Plan which is included in the Board Book.

Commissioner J. Vincent suggested that perhaps Ms. Russ or another consultant can assist with reviewing the policies for updates.

The Chairman mentioned that the new board members need to receive their BOC training.

4. RESPONSE TO INQUIRIES FROM PUBLIC COMMENTS

Mr. Spellman shared Ms. Robin Bland, resident of Compton Towers, had a question regarding security at last month's Board meeting. Several years ago residents were door monitors, the Housing Authority paid them for their service and she wanted to know if we could do this program again. Ms. Spellman met with her and explained that it was an action that was taken by the Attorney General's office in Delaware to stop the program. The monitors must be certified or licensed security personnel to monitor; therefore we cannot use them any longer.

Her other question was in regard to how long does it take for a manager to address an incident report. It is determined on a case by case basis and the nature of the complaint. The person that wrote the incident report may not necessarily receive a report on how the incident was handled because it is confidential. It is between the resident and the manager. They may see a change, they can come and ask if it was handled, if there was some action taken and the manager could answer that but the specific details as to how it was handled would not be shared.

5. RIVERSIDE REDEVELOPMENT REPORT

Mr. Hill shared that we are working on the Master Development Agreement which was shared with the Board about two (2) weeks ago. He asked that any comments from the Board be sent to Nancy Clark. He anticipates that a resolution may be presented to the Board next month.

6. FINANCE REPORTS

Rosemarie Bizune provided the overview of the Financial Statement which is included in the Board Book.

Commissioner J. Vincent asked for the total amount of additional vouchers that need to be issued. Ms. Bizune replied she budgeted over 900 more vouchers but that may change depending on how much money is used when the 430 are leased. We had a meeting with HUD and they believe we are being too aggressive and putting too many vouchers on the street which may result in a shortfall next year. They advised us to be more conservative with the 900 additional vouchers.

Mr. Hill added that there are three (3) dangers when an agency is too aggressive with vouchers. (1) HUD provides our monies via a budget authority, not a certain number of vouchers. (2) If too many vouchers are on the street and the area cannot absorb those vouchers then families are set up to fail with leasing their vouchers because there are not enough units available. (3) If ten families are terminated and they had 2 or 3 bedroom units but the replacement families need 4 or 5 bedrooms they will use more of the budget authority. We then may have to go into the reserves or suffer from a shortfall.

He will be working with the team to develop a leasing schedule approach as well as using the two-year tool to provide guidance. Section 8 and Finance will be required to meet at least twice weekly to ensure they are leasing up correctly.

Mr. Hill shared that he anticipates next month that he will share the Madison Sustainability Plan with the Board.

7. RESOLUTIONS

Consent Agenda Resolutions:

Resolution 19-32 Approving an Anti-Harassment Policy for the Wilmington Housing Authority

Resolution 19-33 Amending the Wilmington Housing Authority Pension Plan

The Chairman called for a motion to adopt Consent Agenda Resolutions 19-32 and 19-33. Commissioner J. Vincent made a motion and Commissioner L. LaFate seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote.

Consent Agenda Resolutions 19-32 and 19-33 adopted unanimously.

8. OLD BUSINESS

Resolution 18-19, Rental Demonstration Program (RAD) application for Lincoln Towers – no update

9. NEW BUSINESS

Discuss City of Wilmington Property Licenses

Mr. Hill shared that recently we received notices from the City stating that they require WHA to get a business license to operate our Scattered Site properties. He believes it is \$10 per inspection. He wrote a letter to our attorney because we are a quasi federal governmental agency we should be excluded. He is reaching out to the City to resolve this issue.

Commissioner J. Vincent recommended reaching out to other non-profit agencies within the City of Wilmington that are landlords to find out what the City requires of them. Commissioner Jeter suggested contacting DANA (Delaware Alliance for Nonprofit Advancement) which is an umbrella of non-profits. They may be a good resource.

Discuss New Castle County Property Taxes

Mr. Hill shared that New Castle County has an assessment against the Housing Authority for Park View for approximately \$640,000. Again, WHA should be exempt from paying property taxes. General Counsel is handling this situation as well. The Park View refinance will not be affected by this; however, \$654,000 will be placed into an escrow account until this is resolved and we will not have access to these monies. This item will remain on the agenda each month until it is resolved.

Ms. Spellman added that she had met with Tom Gordon, former New Castle County Executive, and he was supportive of the Housing Authority. He had members of his staff to work with us to try and resolve it. However, there was an election and Matt Meyer became the new County Executive. Next steps are to meet with County Executive Matt Meyer and his staff.

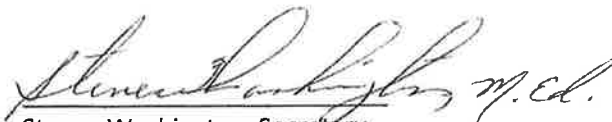
10. ADJOURNMENT

With no further business to come before the Board, the Chairman called for a motion to adjourn the meeting. Commissioner J. Vincent made the motion and Commissioner LaFate seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.

The meeting was adjourned at 7:14 p.m.

ADOPTED June 24, 2019

Respectfully submitted,


Steven Washington, Secretary

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

ANNUAL MEETING MINUTES

400 N Walnut Street

APRIL 22, 2019

Present Representing the Board of Commissioners

James Spadola

Ben Cohen

Steven Washington

Betty Pinkett

Jane Vincent

Maureene LaFate (arrived at 6:05)

Matthew Heckles (arrived at 7:00)

Absent: Vincent White

Earl Jeter

Barry Willoughby, General Council

Present Representing WHA (Executive Staff):

John Hill

Karen Spellman

Rosemarie Bizune

Kathryn Hoerner-McGinnes

Kathi Sulsky

LaVerne Hanson

Sarah Babaian

Darniece Hampton

Vibhuti Talwar

Yolanda Durant

Denise Miller

Nancy Clark

Christine Arnold, Scribe

The Chairman called for the roll. A quorum was established to proceed with the Public Session.

PUBLIC SESSION:

Ms. Robin Bland, Compton Towers Resident, had two (2) concerns. First was there was a previous discussion about possibly having senior residents be desk monitors and how long does it take for a manager to address resident incident reports. Ms. Spellman will follow-up with these requests.

ANNUAL MEETING OF THE BOARD

John Hill, Executive Director conducted the nomination and election for the position of Chairman of the Board:

CHAIRMAN OF THE BOARD

Commissioner Vincent nominated Commissioner Spadola and Commissioner Spadola accepted the nomination. With no further nominations, Mr. Hill called for the vote.

Commissioner James Spadola is elected Chairman of the Board unanimously.

VICE CHAIRMAN OF THE BOARD

Commissioner Vincent nominated Commissioner Cohen and Commissioner Cohen accepted the nomination. With no further nominations, the Chairman called for the vote.

Commissioner Benjamin Cohen is elected Vice Chairman of the Board unanimously.

TREASURER

There was discussion if one person could serve two (2) seats on the Board. Mr. Willoughby shared that there is no reason under the bylaws that they could not but it is not the normal protocol. Commissioner Washington nominated Commissioner Cohen as Treasurer and Commissioner Cohen accepted the nomination. With no further nominations, the Chairman called for the vote.

Commissioner Benjamin Cohen is elected Treasurer of the Board unanimously.

SECRETARY

Commissioner Pinkett nominated Commissioner Steven Washington and Commissioner Washington accepted the nomination. With no further nominations, the Chairman called for the vote.

Commissioner Steven Washington is elected as Secretary of the Board unanimously.

2019-2020 Officers of the Board

James Spadola, Chairman
Ben Cohen, Vice Chairman
Ben Cohen, Treasurer
Steven Washington, Secretary
John Hill, Assistant Secretary

REGULAR MEETING OF THE BOARD

Mr. Hill asked that the agenda be changed to reflect Resolution 19-29 moved out of the consent and be available for discussion when resolutions come up on the agenda. The Chairman agreed to the change.

1. MINUTES OF MEETING

The Chairman called for a motion to approve the Minutes of the March 25, 2019 Board meeting. Commissioner Vincent made the motion and Commissioner LaFate seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.

Minutes of the March 25, 2019 Regular Meeting adopted unanimously.

2. EXECUTIVE DIRECTOR’S REPORT

Mr. Hill shared a presentation on “Partnering to Reduce Homelessness in Wilmington”. Commissioner Vincent shared her support with this initiative and offered her expertise to assist with accomplishing this goal.

Commissioner Washington recommended homelessness training that the Teachers Union, DSEA, has may be a good opportunity for the staff to take to help understand why it is urgent for those that are homeless to find shelter.

3. RESPONSE TO INQUIRIES FROM PUBLIC COMMENTS – No report

4. FINANCE REPORTS

Rosemarie Bizune provided the overview of the Financial Statement which is included in the Board Book.

Commissioner Cohen asked which capital grant years the 1.5 million dollar loan for Riverside will be obligated to. Ms. Bizune replied we are aware of that expense and we are waiting for the documentation to obligate the monies. If there is not enough money in 18 then we will obligate it in 19. Commissioner Cohen asked for an update regarding the vouchers; Ms. Hoerner-McGinnes provided the information:

Voucher Type	Total	Comments
HCV	155	Issued & on street searching. Additional 41 scheduled for 2nd & final appointments on 3/19/19
HCV	28	These are ready to be issued and will be on 2/27/2019
HCV	136	In interview process, working to make eligible, most waiting on criminals to be returned. Eligible with issuance on 3/29/2019
HCV	50	39 leased as of 1/1/2019. Remaining 11 will lease up 3/01/2019
VASH	6	On the street searching
Park View	2	
Luther Towers	35	35 issued, 98 under contract
Total Vouchers	412	

Mr. Hill added that there are still issues with Luther Towers leasing up the vouchers. Our team has gone above and beyond trying to complete this project. He asked Ms. Starkey-Ford to compose a letter to HUD requesting that those remaining vouchers go into the regular voucher population.

Mr. Hill also shared that the waiting list was scheduled to open on April 13th via telephone. He postponed that because he wants it automated via computer application for a smoother process. It is anticipated that the waiting list will be opened up within the next 6-8 weeks.

There was concern that some of the population may be left out because they may not be tech-savvy or have access to mobile devices or a computer to complete the application. It was suggested that kiosks be available and advertised to provide everyone the same level of access to apply.

Commissioner Vincent asked if there is data available to show how successful searches are with those that are issued or what percent of the applicants need extensions and what percent actually never locate a place. She shared that this is a concern of hers especially for those that are homeless. Mr. Hill replied that he had previously asked Ms. Starkey-Ford for this information and will forward it when it is received.

There was discussion about DSHA having a statewide waiting list. Commissioner Heckles shared that this was a previous initiative of the prior administration at DSHA. It was not completed because the other Housing Authorities were not interested in partaking in the project.

There was discussion about the Park View real estate taxes. Brent Shaffer shared that because of the way the project is currently titled, he does not believe it qualifies for the exemption because the title owner is Electra Arms Senior Associates, L.P. and it is a for profit entity. It was required to be for the tax credits that financed the project. In order to obtain non-profit status an exemption needs to be requested with New Castle County. A transfer of title is not an option because of the refinance. Commissioner Vincent suggested that contact me made to New Castle County to request that they waive or negotiate a reduced tax amount without transferring title. Mr. Shaffer and Mr. Hill will work together to compose a letter for this request.

5. RESOLUTIONS

Consent Agenda Resolutions:

Resolution 19-28 Authorizing the Wilmington Housing Authority to Update its Purchasing Policy to Reflect the Revised Procurement Thresholds

Resolution 19-30 Authorizing the Approval of a Line of Credit for Park View Apartments

The Chairman called for a motion to adopt Consent Agenda Resolutions 19-28 and 19-30. Commissioner Cohen made a motion and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote.

Consent Agenda Resolutions 19-28 and 19-30 adopted unanimously.

Resolution 19-29 Authorizing the Approval of Wilmington Housing Authority's Revised Fiscal Year 2020 Operating Budget

Ms. Bizune presented the resolution. This is a resolution to revise the annual budget that was approved by the Board on February 25, 2019, resolution 19-18.

The Chairman called for a motion to adopt Resolution 19-29. Commissioner Cohen made a motion and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion.

Commissioner Cohen asked for an explanation of where the \$271,280 from Operating Reserves will come from to cover the costs. Ms. Bizune shared in the first budget we were budgeting over \$300,000 to be used; however, the admin fee increased reducing the amount down. It is the Section 8 program admin fee reserve that will be used.

Commissioner Cohen questioned if the operating subsidy funding percentage was published yet. Ms. Bizune replied we just know that there was a reduction in our calculation based on last year and what she budgeted. HUD has not published their pro-ration rates. We are still hearing 95-99%. We did receive notification about Section 8. We will receive .99874 of last year's budget. There is no re-benchmarking this year.

There was discussion of the two (2) positions that were missed in the budget. Clarification was made that the previous budget that was approved was for nine (9) new positions and this revised budget has ten (10) new positions.

With no further questions from the Board, the Chairman called for the vote.

Resolution 19-29 adopted unanimously.

Resolution 19-31 Authorizing HUD Required Amendments to Loan and Limited Partnership Agreements and to Grant a Parking Easement from Wilmington Housing Authority for the Benefit of the Park View

Mr. Brent Shaffer presented the resolution. This resolution pertains to refinancing the Park View with a new HUD insured loan by Harper Capital Partners. Principally it authorizes the general partner to proceed with agreement to the loan; it authorizes Karen Spellman as President of the general partner to sign the documents and authorizes an amendment that HUD requires to the limited partnership agreement of the owner, Electra Arms Senior Associates and it also authorizes the easement agreement for the parking lot.

The Chairman called for a motion to adopt Resolution 19-31. Commissioner Cohen made a motion and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion.

Commissioner Cohen asked if there is anything that we should be concerned about that would come back and cause an issue. Mr. Shaffer responded he does not believe so. It allows us to go through the process of refinancing. We have the commitment that was issued by HUD and it has been reviewed by

the Finance Committee and staff and they are comfortable with the terms of the 9.5 million dollar loan. He does not anticipate any problems in closing on refinance or needing to come back to the Board of Commissioners.

With no further questions from the Board, the Chairman called for the vote.

Resolution 19-31 adopted unanimously.

6. BOARD COMMITTEE REPORTS

Finance

Commissioner Cohen shared that the Finance Committee meeting was held. He was unable to attend; however, many commissioners did attend and asked many good questions about the resolutions that were just discussed. We are planning on the next meeting to be scheduled May 22, 2019. The time still needs to be determined.

Development

The Chairman shared that Commissioner White is not present; however, he does have a note to appoint members of the committee. He recommends the following members be included on the committee:

Commissioner White - Chair
Commissioner Vincent
Commissioner Heckles
Commissioner Pinkett

He asked that they communicate with Commissioner White about their decision. There was discussion about how members are appointed to the committees. The Chairman shared that he appoints the chair of each committee and that chair appoints its members. All BOC members are welcome and encouraged to attend any committee meeting that they desire to.

By-Law Ad Hoc

Mr. Hill shared that all of the comments received from the commissioners were added to the document. Commissioner White will review the draft and it will be sent to the commissioners. There will be a combination Development/By-Law Ad Hoc Committee meeting scheduled for May 1st.

7. OLD BUSINESS

Resolution 18-19, Rental Demonstration Program (RAD) application for Lincoln Towers – no update

8. NEW BUSINESS

The Chairman shared that two (2) new committees are being added:

Commissioner Cohen suggested that a technology committee be developed to look into best practices and how to improve technology at WHA. Commissioner Cohen will be the Chair and Commissioner Spadola will be on the committee. Anyone else that is interested please let Commissioner Cohen know.

Mr. Willoughby confirmed that members of the committees are not limited to commissioners. We can bring in non-BOC members which are subject matter experts to assist. They would not be voting members.

Chairman Spadola is also composing an audit committee. Again, anyone that is interested in serving on the committee please let him know.

Mr. Hill asked that committee meetings be standardized to a set day and time each month to prevent scheduling conflicts.

There was discussion of when the May meeting will be held since the 4th Monday is Memorial Day. By-laws state it will be held the Tuesday after which is May 28th. Ms. Arnold will send the schedule to the Board.

9. EXECUTIVE SESSION

The Chairman called for a motion to go into Executive Session. Commissioner Cohen made the motion and Commissioner Pinkett seconded the motion. The Chairman asked for questions on the motion. With no further questions from the Board, the Chairman called for the vote.

The Board went into Executive Session at 7:51 p.m.


10. ADJOURNMENT

With no further business to come before the Board, the Chairman called for a motion to adjourn the meeting. Commissioner Vincent made the motion and Commissioner Cohen seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.

The meeting was adjourned at 8:00 p.m.

ADOPTED May 28, 2019

Respectfully submitted,


Steven Washington, Secretary

**WILMINGTON HOUSING AUTHORITY
REGULAR MEETING OF THE
BOARD OF COMMISSIONERS**

March 25, 2019

**400 N. Walnut Street
6:00 p.m.**

MINUTES OF MEETING

Present Representing the Board of Commissioners

James Spadola, Chairman
Steven Washington, Secretary
Vincent White
Jane Vincent
Maureene LaFate
Matthew Heckles (arrived 6:10)
Ben Cohen, Treasurer (arrived 6:15)

Barry Willoughby, General Counsel

Absent

Earl Jeter
Betty Pinkett

Present Representing WHA:

John Hill, Executive Director
Karen Spellman, Deputy Executive Director
Rosemarie Bizune, Finance Director
Roger Turk, Development Director
Sandi Rosmini, Housing Management Chief
Kathi Sulsky, HR Chief
Christine Arnold, Special Assistant/Scribe

Donna Starkey-Ford, Section 8 Chief
Laverne Hanson, Procurement Chief
Vibhuti Talwar, Finance
Denise Miller, Manager
Yolanda Durant, Security
Darniece Hampton, Resident Services

The Chairman called for the roll. A quorum was established to proceed with the Public Session.

PUBLIC SESSION – No comments

1. MINUTES OF MEETING

The Chairman called for a motion to approve the Minutes of the February 25, 2019 Board meeting. Commissioner White made the motion and Commissioner Vincent seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.

Minutes of the February 25, 2019 Regular Meeting adopted unanimously.

2. EXECUTIVE DIRECTOR'S REPORT

Mr. Hill provided highlights from his report which is included in the Board Book.

Commissioner Washington suggested that we contact Kevin Kelley, Director of Parks and Recreation at the City of Wilmington regarding their summer youth program to assist with grass cutting.

Commissioner Vincent asked that the Board be updated on the HUD Correction Action Plans. Mr. Hill responded that HUD approved the CAP was approved by HUD and will be submitting the first CAP to them on April 15, 2019 and he will include it in the Board Report.

Commissioner Vincent asked if the write-off of vacated tenant accounts (TARS) amount of \$10,000 (Resolution 19-25) is a normal quarterly write-off figure. Ms. Bizune confirmed it is within the normal quarterly range.

The Chairman called for a motion to accept the Executive Director's Report. Commissioner White made the motion and Commissioner Vincent seconded the motion. With no further questions from the Board, the Chairman called for the vote. Motion carried.

Executive Director's Report accepted unanimously.

3. RESPONSE TO INQUIRIES FROM PUBLIC COMMENTS

Ms. Spellman provided an overview of the report which is included in the Board Book. Ms. Rosmini provided a synopsis of what occurred during her visit on March 4th at Ms. Davis' apartment. She confirmed that the water in the buckets was clear, felt for damage and found none, had Ms. Davis dump out the water and asked her to make contact with the manager if water drips into the buckets. Neither Ms. Rosmini nor Ms. Patton has heard from Ms. Davis.

Commissioner LaFate asked if pictures were taken and if the follow-up was in writing and sent to Ms. Davis. Ms. Rosmini confirmed that pictures were taken and a letter was sent to Ms. Davis.

Commissioner White asked if the tone and manner of how the security guard treated Ms. Davis was addressed. Ms. Spellman responded that it is her understanding that Ms. Davis took offense to the response of "not now".

4. RIVERSIDE REDEVELOPMENT REPORT

Ryan Bailey, Pennrose Properties, provided an update on the resolutions that are being presented tonight for the Riverside Redevelopment Project.

First is Resolution 19-20 authorizing WHA to set aside up to \$1.5 million for a development loan to Riverside Phase I. This would be \$1.5 million of the total \$18.8 million for the total construction costs of the first phase. This is a relatively small percentage of the total development costs. He has previously reviewed the other sources with the Board.

The second is Resolution 19-23 is for up to 35 project-based Housing Choice Vouchers which will help support \$2.5 million in debt that will be amortized down. The income from those vouchers will enable us to pay down the debt. This will allow the Housing Authority to add funds to the deal without using Capital Fund dollars.

The last is Resolution 19-27 to enter into a ground lease which is the site control document that is used when the Housing Authority will retain ownership of the land. This is an agreement to enter into a

ground lease and is the least restricted document that can be sent to the State to show that we have site control for the application. The ground lease was discussed in the executed term sheet. We will hopefully be awarded the tax credits in July and then will come back to the Board to get the final version of the ground lease approved prior to closing.

The importance of adopting these resolutions tonight is the tax credit application is due to Delaware State Housing Authority at the end of April and our internal deadline is April 15th.

Chris Lamb, Pepper Hamilton, provided an update on the Riverside Master Development Agreement which is an expansion of the term sheet that was approved in October 2018. He met with staff and provided comments, last week he met with RRDC and Kingswood and Purpose Built was on the phone. We are working on negotiating the 60 page document and will get the Board more actively involved with the document once it is flushed out a little bit more.

He was asked by Mr. Hill to review the ground lease resolution and he made comments which were incorporated into the document. In his professional opinion it is a satisfactory form to be approved if the commissioners deem appropriate.

5. FINANCE REPORTS

Rosemarie Bizune provided the overview of the Financial Statement which is included in the Board Book.

Donna Starkey-Ford provided an update about the Housing Choice Vouchers. We have not issued the 700 vouchers yet; we were working with 462 and did manage to lease up 98 of the Luther Towers last week. We are working with 166 determining eligibility. We have a few for Park View, 7 VASH and the remaining Luther Towers. Currently there are 91 vouchers on the street. We are ready to schedule some of the 700 but we are waiting until the beginning of the fiscal year due to the workload.

Commissioner Cohen asked if the 98 vouchers for Luther Towers are included in the 462. Ms. Starkey-Ford confirmed that they are and should be subtracted from the 462 reducing the number to 364. There are roughly 50 that are ready to be put on the street. We have not had an opportunity this week because of workload so it will be done next week. Mr. Hill is making some recommendations for additional staff in the budget.

Commissioner White asked about the insurance rates at Madison. Kathi Sulsky shared the reason why the property insurance was increased at Madison. It went from approximately \$5,000 to \$19,000 because of losses. We had a series of frozen pipes that broke and the losses well exceeded the premiums that were being paid which were close to \$200,000. We had difficulty getting property insurance because of the losses so we had to go into the Assigned Risk pool. It is anticipated that we will stay in the pool 5-7 years. We recently had another claim for a frozen pipe.

Mr. Hill shared that maintenance is going to bring in a specialist because this has been three years running. The pipes have been wrapped and we need to find out what the root issue is. Mr. Turk added we have taken several measures to solve the problem but have not been totally successful. Some of the issues that were discovered were windows being left open during below freezing temperatures. The piping is in the attic space and it originated as a design problem. The CPVC piping cracks and some have been replaced with the proper piping. Mr. Hill added that a report will be provided to the Board through the Chairman.

The Chairman called for a motion to accept the Finance Report. Commissioner Cohen made the motion and Commissioner White seconded the motion. With no further questions from the Board, the Chairman called for the vote. Motion carried.

Finance Report accepted unanimously.

6. RESOLUTIONS

Consent Agenda Resolutions:

Resolution 19-19 Authorizing an Additional Fifty-Thousand Dollars (\$50,000) from the Capital Fund to EJP Consulting to Conduct a Portfolio Assessment and Assist with Advising on Choice Neighborhood Initiative (CNI) for the Riverside Development

Resolution 19-21 Authorizing the Wilmington Housing Authority to Sell Property Located at 2213 Eastlake Court, Wilmington, DE 19802 under the Section 32 Homeownership Program

Resolution 19-22 Authorizing the Wilmington Housing Authority to Utilize Up to Seventy Thousand Dollars (\$70,000) from Public Housing Reserves to Fund Vacant Scattered Site Unit Clean Up Crew

Resolution 19-25 Authorizing the Executive Director to Write-Off Vacated Tenant Accounts (TARs) Receivables in the Amount of \$10,000.99 for the Fiscal Year Period January 2019 to March 2019

The Chairman called for a motion to adopt Consent Agenda Resolutions 19-19, 19-21, 19-22 and 19-25. Commissioner White made a motion and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote.

Consent Agenda Resolutions 19-19, 19-21, 19-22 and 19-25 adopted unanimously.

Resolution 19-18 Authorizing the Approval of Wilmington Housing Authority's Operating Budgets

Commissioner White called for a motion to adopt Resolution 19-18 and Commissioner Cohen seconded the motion. The Chairman asked for questions on the motion.

Commissioner Cohen asked Mr. Hill to provide any key points about the budget that he wanted to share. Mr. Hill provided a summary of why the budget should be adopted. He shared that the budget had the input of all the directors and then there were final decisions that were made after those budgets were provided by the departments. Mr. Hill determined that from an operational standpoint that there are several departments that are working under staffed. He provided some examples. He also shared the summaries of why the new positions are needed and went over the documentation of what those new positions will add to the departments.

Commissioner Cohen added that this budget does add 14.5 new positions to the staffing. There were two (2) questions that were raised by the commissioners which were (1) among the 14.5 new FTE, should any of these positions be contracted as opposed to hiring.

Mr. Hill responded that it is a misnomer that there are 14.5 new positions as some of positions are staffed by temporary employees and some are paid by grants. The number is closer to 11.5 positions. He believes that all positions should be new hires.

Mr. Hill added that the second question that Commissioner Cohen asked was the number Section 8 vouchers for each employee. He provided a breakdown of what the Case Manager's workload is and what is involved. He provided details of why the new positions in that department are needed. NAHRO and Nan McKay state that it is approximately 400 per case load.

Commissioner Heckles shared that in the State of Maryland there are limited full-time positions that are available and their capacity needs exceed the cap. They hire contractors with a renewable 12-month contract, establish performance and then convert them into a full time employee later on. It works better for positions with general skill sets. He suggested that WHA may want to do this with positions that are applicable to general skill sets.

Commissioner Vincent commented that she was the one that raised that question because if we have a backlog of vouchers to be able to get on the street and have a short window to do this, hiring contractual employees that are term limited might be a way to help catch up on a backlog without unnecessarily a commitment of an long-time employee. Particularly if we are concerned that the federal budget might not sustain itself and we would be looking at layoffs 2-3 years later.

Mr. Hill responded that currently we are already operating below margin for staff as the program has grown 250 vouchers over the past 2-3 years and we did not keep up with the volume; therefore, the additional full time employees are needed at this time.

Commissioner White asked that in the future a projection of hiring a FTE or a contractor in terms of cost and benefits should be provided to the Board to show that due diligence was performed. This also would allow the Board to see the options and perhaps provide some insight where possible.

With no further questions from the Board, the Chairman called for the vote.

Resolution 19-18 adopted unanimously.

Resolution 19-20 Authorizing the Wilmington Housing Authority to Set Aside Up to One Million Five Hundred Thousand Dollars (\$1,500,000) for a Development Loan to the Riverside Phase I Development

Commissioner White called for a motion to adopt Resolution 19-20 and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion.

Commissioner Cohen asked what the sources of funds are. Mr. Turk responded they would be the capital fund grants 2018, 2019 and the RHF funds.

Commissioner White asked if the Finance Committee had a chance to review this and shares a recommendation to approve the resolution. Commissioner Cohen confirmed.

With no further questions from the Board, the Chairman called for the vote.

Resolution 19-20 adopted unanimously.

Resolution 19-23 Authorizing the Wilmington Housing Authority to Allocate Up to Thirty-Five (35) Housing Choice Vouchers for Project Based Assistance to Support Phase I of the Riverside Redevelopment Project

Commissioner White called for a motion to adopt Resolution 19-23 and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion.

Commissioner Heckles commented it references the 20% cap for project-based vouchers. Where are we now? Mr. Hill responded the Housing Authority has 2,100 vouchers, allowing 420 vouchers to be set aside for project-based. So far we have project-based contracts for 172 units, leaving 248 units available for project-basing. Also, as we receive new vouchers that number will increase.

With no further questions from the Board, the Chairman called for the vote.

Resolution 19-23 adopted unanimously.

Resolution 19-24 Authorizing the Approval to Implement a Mandatory Hiring Policy for Contractors to Hire Section 3 Workers Based Upon Contract Award Consistent with Requirements Contained in The Department of Housing and Urban Development Act of 1968 (Section 3) and 24 CFR, Part 85.36 and 135

Commissioner White called for a motion to adopt Resolution 19-24 and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion. With no questions from the Board, the Chairman called for the vote.

Resolution 19-24 adopted unanimously.

Resolution 19-26 Supporting the Wilmington Housing Authority's Resident Services Department One Stop Shop to Take the Lead on Section 3 Training and Job Placement at Riverside

Commissioner White called for a motion to adopt Resolution 19-26 and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion.

Commissioner White asked that Mr. Hill provide a summary of the resolution. The Resident Services department should take the lead on Section 3 training and job placement at Riverside because it involves WHA residents. He spoke with Mr. Herring and assured him that we will work with his organization to have them involved in the process. Mr. Herring agreed. Once this resolution is approved, Mr. Hill will send the letter to Mr. Herring.

Commissioner White added that this is an opportunity to clarify what collaboratively means.

With no further questions from the Board, the Chairman called for the vote.

Resolution 19-26 adopted unanimously.

Resolution 19-27 Authorizing the Agreement to Enter into a Ground Lease Between the Wilmington Housing Authority and the REACH Riverside Partnership, LLP for the Property Identified as “Riverside” (Northeast) for the Purpose of Development

Commissioner White called for a motion to adopt Resolution 19-27 and Commissioner Vincent seconded the motion. The Chairman asked for questions on the motion.

Commissioner White asked with the effective date of the ground lease beginning June 30, 2020 does this mean that if Pennrose is denied the tax credits, is this an indication that there will be another submittal. The agreement to enter will be binding until 2020.

Mr. Lamb replied the commitment to enter into a ground lease runs until June 30, 2020 which is fairly typical of the timeframe it would take to close a tax credit deal if we are fortunate to receive it. Also a condition in the agreement is that they actually have a tax credit closing; therefore, effectively if they do not get tax credits there will not be a closing and there would not be a ground lease.

Commissioner White asked is it stated in the ground lease that it would be null and void. Mr. Lamb replied it is not. There was discussion about the agreement and what it should state.

Commissioner Heckles made a motion to amend the resolution to accept the default language and defer to counsel to write the language. Commissioner White accepted the motion. With no further questions from the Board, the Chairman called for the vote.

Resolution 19-27 adopted the amended resolution unanimously.

7. BOARD COMMITTEE REPORTS

Finance

Commissioner Cohen shared that there were two (2) budget workshops. He thanked Mr. Hill and Ms. Bizune for their authorship of the budget and the process ran much more smoothly from the Board’s side this year and it is appreciated. We will be moving forward and scheduling a meeting in April and considering all of the moving pieces including Park View, Riverside, etc.

Development - No Report

By-Law Ad Hoc

Commissioner White thanked staff for their work with the By-Law and Ethics workshops. The edits will be shared with the BOC for their consideration and comments.

8. OLD BUSINESS

Resolution 18-19, Rental Demonstration Program (RAD) application for Lincoln Towers

The Chairman asked why this is on the agenda. Commissioner Heckles responded it is an ongoing reminder to get an update if there is progress on this.

9. NEW BUSINESS

Commissioner White shared that he would like the BOC's to entertain an invitation to host Mr. Rodriguez from HUD to give a presentation on the Section 3 program. He would like to have this be a workshop at 5:30 before the April 22nd Board meeting.

10. ADJOURNMENT

With no further business to come before the Board, the Chairman called for a motion to adjourn the meeting. Commissioner Vincent made the motion and Commissioner White seconded the motion. With no questions from the Board, the Chairman called for the vote. Motion carried.

The meeting was adjourned at 7:37 p.m.

ADOPTED April 22, 2019

Respectfully submitted,


Steven Washington, Secretary