

**WILMINGTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

ANNUAL MEETING MINUTES

400 N Walnut Street

APRIL 22, 2019

Present Representing the Board of Commissioners James Spadola

Absent: Vincent White Ben Cohen

Earl Jeter Steven Washington Betty Pinkett Jane Vincent Maureene LaFate (arrived at 6:05) Matthew Heckles (arrived at 7:00)

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.

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

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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**

HCV
155

HCV
28

Comments Issued & on street searching. Additional 41 scheduled for 2nd & final appointments on 3/19/19 These are ready to be issued and will be on 2/27/2019 In interview process, working to make eligible, most waiting on criminals to be returned. Eligible with issuance on 3/29/2019 39 leased as of 1/1/2019. Remaining 11 will lease up 3/01/2019 On the street searching

HCV
136

HCV VASH Park View Luther Towers Total Vouchers

50 6 2 35 412

35 issued, 98 under contract

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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.

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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

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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.

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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

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