

The Board of Commissioners of the Niagara Falls Housing Authority (NFHA) met in a Monthly Board Meeting session on Tuesday, April 9, 2019 at 744 Tenth Street at 4:00 pm. Chair Dobbs called the meeting to order at 4:00 pm.

Present:

Bishop Kevin Dobbs
Mr. Lawrence Cook
Ms. Marcia Massaro
Mr. Frank Soda
Mr. Andrew Turton

Also Present:

Mrs. Patricia L. Barone
Mr. Jason Cafarella

Absent:

Ms. Kristen Grandinetti
Mr. Brian Archie, Sr.

At the Request of the Interim Executive Director: Melissa Matsulavage, Nancy Haley, Angela Smith, Mary Jean Buddenhagen, Roger Lis, Samika Sullivan, George delValle and Maria Vitello

Due to a time constraint, Mr. Cafarella gave his report first.

H. Counsel – Mr. Cafarella.

▪ Mr. Cafarella reported there is a residency waiver being requested for an employee. For this resolution to pass, a unanimous vote must occur. With two members absent, those votes are considered “nay” votes and suggested this resolution be tabled. Discussion was held on the existing language in the policy and the need for modification to the policy, the need to prove “extreme hardship” and the impact on the Authority.

Commissioner Turton made a motion to table this item. Commissioner Soda seconded and the motion was carried.

▪ Mr. Cafarella reported he has spoken with the City Administrator with regards to the issues the Authority has been having with the Civil Service Commission and the residency restrictions. Candidates must be a resident of the City of Niagara Falls for one year prior to an exam. The City Administrator will speak to the Human Resource Director on having the Civil Service Commission change its bylaws although this process is very involved.

▪ Mr. Cafarella reported on the Packard Court litigation. The motion to dismiss action was granted in part and denied in part. A court order mediation is forthcoming to quickly resolve this matter.

▪ Mr. Cafarella stated he is working with staff to incorporate language into the lease agreement and Statement of Policy with regards to bed bug training. All residents must attend bed bug prevention training and if a resident refuses to attend, may result in eviction. Discussion was held to make sure residents would be given plenty of opportunities to attend a training and the procedure to evict based on a lease violation is adhered to. (Mr. Cafarella left at this time)

Presentation/Review of Audit by Roger Lis, Fee Accountant

Mr. Lis distributed a summary sheet and presented an overview of the entire audit and audit process. A question and answer session followed.

I. INVOCATION

Bishop Dobbs gave the invocation.

II. APPROVAL OF MINUTES FROM MEETING

On a motion duly made by Vice Chair Cook, seconded by Commissioner Turton and carried, the March 12, 2019 meeting minutes of the Board of Commissioners’ meeting were approved.

III. CHAIR'S REPORT

Chair Dobbs welcomed Marcia Massaro to the board.

IV. INTERIM EXECUTIVE DIRECTOR REPORT

Recognition –Bishop Dobbs – Years of Service

Ms. Barone presented Bishop Dobbs with a token of appreciation from the commissioners and staff as well as a certificate of appreciation for his 12 years of service on the board and gave remarks. Bishop Dobbs thanked everyone and spoke on his years on the board and what has been accomplished while on this board.

Updates.

- UPK teacher at Packard Court Community Center/Abate is back to work; however the UPK teacher at the Family Resource Building's last day is April 12 and the Authority is looking for a teacher to finish the school year. Mr. Saladin Allah may fill in for this position as he has done so in the past.
- ATTAIN Lab staff will give a presentation at the May 7th board meeting.
- A HUD acronym sheet is included in the board packet for the board's information.
- The Male Summit will be held April 12 9 am-2pm at the Family Resource Building.
- The annual Let's Talk event was March 22 from 8:30 am – 2:00 pm at the FRB and was very successful.
- Upcoming resident chats: Wrobel Towers – April 15 at 2 pm; Spallino Towers – April 17 at 3 pm; Packard Court – April 17 at 6 pm and Jordan Gardens (held at FRB) – April 24 at 6 pm.
- Packard Court Community Center's auction & networking event on March 23 was very successful. Ms. Sullivan thanked everyone for their support.

Employment Recruitment.

- Second round of interviews for Executive Director to take place April 24 and April 25.
- Staff to conduct tours of Authority properties.
- Working on setting up a tour of the city.

Board Retreat.

- Retreat being held July 9 at the Administrative Office.
- Agenda forthcoming.
- Jeannine Brown Miller and Jason Cafarella will present; Stan Quy will facilitate.

Occupancy.

- The occupancy rate for March was 97.99%
- Mr. Soda thanked Ms. Matsulavage for the breakdown of Center Court I and Center Court II.

Staff Reports.

- Board members received the following reports:
 - Aged Balance, Cumulative Rent Receivable Summary
 - Community and Supportive Services (HOPE VI CSS)
 - Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinator
 - Advanced Technology Training and Information Networking (ATTAIN)

V. Committee Reports:

A. Finance –

Financial statements were reviewed.

B. Family Housing Representative- Mr. Archie.

- No report.

C. Elderly Housing Representative- Mr. Turton.

- Mr. Turton stated if residents are to be held accountable with regards to bed bug training, he wants to be sure the exterminating company follows procedure as well.

D. Facilities/Operations/IT – Bishop Dobbs – Chairman.

- No report.

E. Planning – Mr. Soda – Chairman.

- Minutes from the meeting held March 27 were given to board members.
- Board has approved the Strategic Plan.
- Developing the key performance indicators for each committee.
- The Residential Affairs committee needs to be chaired by either the Family Representative or the Elderly Representative and staff members be asked to be on this committee.
- Each standing committee is to develop its evaluation plan for annual review before the board.

F. Governance – Mr. Soda – Chairman.

- Minutes from the March 26th meeting given to all board members.
- Revision of bylaws is being conducted.
- Matrix was developed with regards to how time is spent on items at board meetings.

G. Human Resources– Ms. Grandinetti – Chairman.

- Minutes from the last meeting given to all board members.
- Personnel Action Chart was received and filed.

VI. UNFINISHED BUSINESS

None.

VII. NEW BUSINESS

- Next meeting: May 7, 2019 4:00 pm. This is the Annual Meeting followed by a Special Meeting. Chair Dobbs stated nominations and election of officers will take place at the Annual Meeting.

VIII. ADJOURNMENT

Motion to adjourn was made by Commissioner Turton, seconded by Commissioner Soda. The motion was unanimously carried. The meeting adjourned at 5:25 pm.

Vice Chairman