

The Board of Commissioners of the Niagara Falls Housing Authority (NFHA) met in a Special Board Meeting session on Tuesday, May 7, 2019 at 744 Tenth Street at 4:00 pm. Chair Soda called the meeting to order at 4:12 pm.

Present:

Mr. Frank Soda
Mr. Lawrence Cook
Ms. Kristen Grandinetti
Ms. Marcia Massaro
Mr. Earl Bass
Mr. Brian Archie, Sr.
Mr. Andrew Turton

Also Present:

Mrs. Patricia L. Barone
Mr. Jason Cafarella

Absent:

At the Request of the Interim Executive Director: Melissa Matsulavage, Nancy Haley, Mary Jean Buddenhagen, Roger Lis, Kelly Mariano, Joseph Brown, Antoinette Polito, Keyonia Curry, Tomorrow Allen-Collins, Jeannine Brown Miller and Maria Vitello

Acknowledgement of Receipt of Proper Notice of Meeting

All members acknowledged receipt of proper notice of meeting.

Signing of Waiver

All members signed the waiver.

Due to a time constraint, Mr. Lis gave the financial report first.

A. Finance – Mr. Cook, Chairman

Mr. Lis presented a review of the unaudited financial income statement.

A question and answer session followed.

The annual audit will be conducted during the first two weeks in June.

Financial statements were received and filed. Discussion was held regarding the investment report.

Presentation by ATTAIN Lab Staff

Mr. Joe Brown and Ms. Antoniette Polito distributed materials to board members and gave a Power point presentation on upcoming programs, services and how they assist the clients they serve. A question and answer session followed.

I. INVOCATION

Discussion was held on whether to have an invocation with members both agreeing to have it remain and members opposed to it on the agenda. A decision was made to have this item renamed Moment of Reflection.

II. APPROVAL OF MINUTES FROM MEETING

On a motion duly made by Vice Chair Cook, seconded by Commissioner Massaro and carried, the April 9, 2019 meeting minutes of the Board of Commissioners' meeting were approved.

III. CHAIR'S REPORT

Chair Soda welcomed Earl Bass to the board.

Chair Soda asked all members to complete, sign and return the annual statements.

IV. INTERIM EXECUTIVE DIRECTOR REPORT

Parking at the Administrative Offices

Ms. Barone reported that she spoke with Fire Chief Joe Pedulla on behalf of the residents at Spallino Towers with regards to the firefighters parking where the residents park. Ms. Barone stated she offered to have the firefighters park behind the administrative offices as well as the side parking lot, which they began doing. On April 24, 2019 a letter was received from Mayor Dyster stating firefighter's vehicles have been damaged and the City must reimburse the firefighters for expenses incurred. Discussion ensued. Chair Soda asked Ms. Haley for a cost estimate on additional parking.

Updates.

- Ron Christopher will give a security update at the June 11 board meeting.
- Keyonia Curry, ROSS Coordinator, will present at a future meeting.
- UPK teacher position at Family Resource Building is vacant. Meeting with Mark Laurrie at school district next week. Mr. Saladin Allah is filling in as a teacher as he has done so in the past.
- Wrobel Towers had their resident chat on April 15. The topic was on the work being done on the Niagara Scenic Parkway. To date, only one resident has moved out due to the construction.
- A Mother's Day Breakfast was held May 4 at Packard Court Community Center.
- A Job Outreach event was held May 3 at the Family Resource Building.
- An Easter celebration was held April 18 at Spallino Towers with dinner and games. The next holiday celebration will take place at Wrobel Towers.

RAD Training.

- HUD is sponsoring conference calls at the end of July and beginning of August on this topic.
- Dates established are July 26, 31, August 1, 2 and will last for 2 hours.
- Ms. Barone will email board members and staff to see who may be interested in participating.

Security Guard Services.

- Will be meeting with Trace Security Services again this week.
- There are several issues that need to be resolved.
- Have spoken with Police Chief Thomas Licata to have officers on site. Chief Licata is looking into grant possibilities to offset costs. Discussion ensued.

Occupancy.

- The occupancy rate for April was 98.70%

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)
 - Investment Report (Annual)

V. Committee Reports:

B. Family Housing Representative- Mr. Archie.

- Mr. Archie asked about some land that's by Phase III of HOPE VI as to who exactly owns it since it is full of garbage. Chair Soda stated this will be looked into and the proper entity will be notified to clean the site.

C. Elderly Housing Representative- Mr. Turton.

- Attended Easter celebration on April 18 at Spallino Towers. Everyone had a good time.
- Attended the Mother’s Day Breakfast on May 4 at Packard Court Community Center and enjoyed the entertainment that was provided.
- Residents are in the process of completing surveys. With regards to window washing, they are asking it not be done during the summer months. Ms. Haley stated the last time this work was done, it was scheduled for late September and there was a heat wave. If the work is scheduled any later; residents complain that it is too cold.

- Mr. Archie mentioned the email he recently sent to members with regards to an incident that took place in the north end section of the city and asked that a call be made to increase police patrols with the arrival of the warmer weather. Ms. Barone stated she will take care of that.

Due to an additional time constraint, Unfinished Business was now conducted.

VI. UNFINISHED BUSINESS

Resolution 2019-18

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

Commissioner Massaro made a motion to approve Resolution 2019-18 – Request of Waiver for Residency. Commissioner Archie seconded.

Discussion ensued. Members agreed request is not eligible and does not meet criteria stated in policy. The Human Resources committee will develop a procedure for future requests.

The motion was unanimously disapproved.

Chair Soda stated the tenant representatives will be combining their reports under the committee Residential Affairs and that Ms. Barone will appoint staff to this committee as well.

D. Facilities/Operations/IT – – Chairman.

- Ms. Haley reported design work for the bathroom upgrades at Wrobel Towers is being worked on.

E. Planning – Mr. Soda – Chairman.

- Key performance indicators were given to each committee chair.
- Each standing committee is to develop its evaluation plan for annual review before the board. This will be due in September.
- Next meeting is May 22.

F. Governance – Mr. Soda – Chairman.

- Self-evaluation summary was given to all members.
- Revision of bylaws is being conducted. Next meeting is May 23.
- Review of self-evaluation summary was conducted. Several items to be discussed at board retreat.

G. Human Resources– Ms. Grandinetti – Chairman.

- Next meeting is May 9.
- Selection of an Executive Director, contract, performance objectives to be discussed.
- Personnel Action Chart was received and filed.

H. Counsel – Mr. Cafarella.

- Mr. Cafarella reported on the Packard Court litigation. The mediation was not completed and will reconvene and continue. Mr. Cafarella will advise the board as to the date.
- The possible litigation between People & Possibilities and the purchaser of 2616 Highland Avenue has been resolved. The purchaser has made payment to the utility company and the new entity's name is now on the bill.

VII. NEW BUSINESS

- Next meeting: June 11, 2019 4:00 pm.
- Spring Concert: May 31, 2019 at 6:00 pm a the Family Resource Building.

VIII. ADJOURNMENT

Motion to adjourn was made by Commissioner Turton, seconded by Commissioner Massaro. The motion was unanimously carried. The meeting adjourned at 6:35 pm.

Secretary