

The Board of Commissioners of the Niagara Falls Housing Authority (NFHA) met in a Special Board Meeting session on Tuesday, May 5, 2020 via conference call at 4:00 pm. Chair Soda called the meeting to order at 4:13 pm.

**Present:**

Mr. Frank Soda  
Mr. Earl Bass  
Mr. Lawrence Cook  
Ms. Marcia Massaro  
Mr. Brian Archie, Sr.  
Mr. Dwayne Sledge  
Ms. Colleen Todd

**Also Present:**

Mr. Clifford Scott  
Ms. Angela Smith  
Mr. Jason Cafarella

**Absent:**

**At the Request of the Executive Director** Melissa Matsulavage, Nancy Haley, Tomorrow Allen-Collins, George delValle, Roger Lis, Samika Sullivan, George Dreer and Maria Vitello

**Acknowledgement of Receipt of Proper Notice of Meeting**

All board members acknowledged receipt of proper notice for meeting.

**Signing of Waiver**

Each member will sign the waiver and mail it to the administrative office.

**I. MOMENT OF REFLECTION**

Moment of reflection was held.

**II. APPROVAL OF MINUTES FROM MEETING**

On a motion duly made by Commissioner Bass, seconded by Commissioner Massaro and carried, the April 14, 2020 meeting minutes of the Board of Commissioners' meeting were approved.

**III. APPROVAL OF CONSENT AGENDA**

Chair Soda reviewed today's consent agenda and explained the procedure to Ms. Todd and Mr. Sledge. Motion was duly made by Commissioner Archie, seconded by Commissioner Sledge to approve the consent agenda for the meeting held May 5, 2020. Motion was unanimously approved.

**IV. CHAIR'S REPORT**

Chair Soda welcomed two new board members. Mr. Dwayne Sledge, is a resident commissioner and Ms. Colleen Todd has been newly appointed by Mayor Restaino for a five year term. Mr. Archie has been reelected as a resident commissioner. Ms. Todd stated she worked for the city for 40 years and has been retired for 2. She is looking forward to being on the board and it is a special opportunity for her. Chair Soda stated an orientation will be scheduled in the summer, and in July is an all-day board retreat.

Chair Soda stated members received the four annual statements; which are the conflict of interest disclosure, code of professional ethics, acknowledgement of fiduciary duties and responsibilities, and the job description for board membership. Chair Soda asked members to complete all forms and along with the signing of the waiver, to please mail them to the administrative office.

Chair Soda stated the June packet will include an updated directory of contact information for board members.

Chair Soda gave an overview of the board summary self-evaluation which is conducted annually in May.

## **V. EXECUTIVE DIRECTOR'S REPORT**

Mr. Scott welcomed Ms. Todd and Mr. Sledge to the board. He also stated letters to Mrs. Braswell and Mr. Turton will be sent thanking them for their service rendered to this board.

Mr. Scott reported that staff, board and residents are continuously updated on the governor's orders with regards to COVID-19 and that this agency is doing its best to serve its residents. Staffing continues to be staggered, with employees working at the office as well as at home and all staff has been doing a tremendous job. Ms. Smith has been coordinating the COVID-19 orders and has been responsible for distributing the information and has worked tirelessly to keep everyone informed and to keep things moving.

Resident needs assessments are still being compiled and Congressman Brian Higgins is interested in the needs assessment data.

Residents are being given gift cards this week; residents at the Beloved Community will receive theirs shortly.

Further information on Jordan Gardens has been provided to the attorney general for the grant application relative to the Highland/Beech 2023 plan.

The city has been awarded a \$2.1 million stimulus. An RFP is on their website through community development to apply for funding relative for residents to pay back rent and back utilities, among other things.

Blue Cardinal would like to host a cookout sometime in late June or early July for the residents at Wrobel Towers.

Mr. Scott reported that with schools canceling the remainder of the year, our after school staff services are not needed. If there will be a summer camp program, many will be called back to work. Commissioner Archie asked if these staff members would be eligible for unemployment. Mr. Scott said yes. Ms. Sullivan asked what the last date for these employees to work is. Ms. Smith stated their last day of employment will be May 15 and their last paycheck will be May 29. Many of the after school employees are employed elsewhere and so will still be working at their other jobs.

## **VI. NFHA ATTORNEY REPORT**

Mr. Cafarella called for the meeting to go into Executive Session for the purposes of contract negotiation.

Commissioner Sledge made a motion to go into Executive Session. Commissioner Massaro seconded and the motion was unanimously carried.

Executive Session began at 4:42 pm  
Executive Session ended at 5:11 pm

Commissioner Archie made a motion to return to regular session. Commissioner Sledge seconded and the motion was unanimously carried. Regular session resumed.

**VII. UNFINISHED BUSINESS**

Chair Soda gave an overview of the financial statements to the new members.

**VIII. NEW BUSINESS**

Chair Soda stated the next meeting is June 9. The board retreat is scheduled for July 14. There is no meeting in August and meetings will resume on the second Tuesday of the month beginning in September.

Commissioner Bass announced he tested positive for the COVID-19 virus but has made a full recovery and is scheduled to return to work. Members wished him well. Commissioner Archie stated he was tested yesterday and is awaiting results.

**IX. ADJOURNMENT**

Motion to adjourn was made by Commissioner Massaro, seconded by Commissioner Sledge. The motion was unanimously carried. The meeting adjourned at 5:15 pm.

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**Secretary**