

The Board of Commissioners of the Niagara Falls Housing Authority (NFHA) met in a Monthly Board Meeting session on Tuesday, February 13, 2024 at 4:00 pm at 744 Tenth Street, Niagara Falls, NY. Chair Giancola called the meeting to order at 4:00 pm.

Present:

Mrs. Maralynn Giancola
Mr. Brian Archie
Mr. James Swift
Mr. Gerald Cracknell
Ms. Colleen Todd

Also Present:

Ms. Angela Smith
Mr. Jason Cafarella

Absent:

Mr. Earl Bass

At the Request of the Interim Executive Director: Jamie Allen, Melissa Destino, George Dreer, Roger Lis

I. MOMENT OF REFLECTION

Chair Giancola asked for a moment of silence for peace with what is going on in our world and country.

II. APPROVAL OF MINUTES FROM MEETINGS

On a motion duly made by Commissioner Archie, seconded by Commissioner Cracknell and carried, the January 16, 2024, monthly meeting minutes of the Board of Commissioners was approved.

III. COMMITTEE REPORTS/RECOMMENDATIONS

A. Facilities & Residential Affairs/Senior Living/Community

Commissioner Archie reported that NSPIRE Inspections are happening at the sites. Everything is moving along smoothly, but occupancy is being looked at. There were some issues at the PCCC, but Ms. Smith addressed them and they are being taken care of. The Attain Lab at the FRB has new computers, but is waiting on staff for programming. The lab should be paying us for that space, there has been no resource sharing. The community room at Center Court will be re-opening after almost one year of no access to it and notices for NPIRE Inspection were sent out, HUD is coming next month.

B. Finance – Chair Giancola –

Chair Giancola reported that that there was no meeting last month and the next meeting will be next month prior to the board meeting. Mr. Lis reported that he has to work on the budget and he will put something together to bring to the finance committee. Mr. Lis stated that he is getting salaries from Mr. Dreer and wants to make sure everyone is on the same page with expenses. He is looking into how we are going to pay for stuff for next year. He stated that we have CD's and they are included in the budget, but interest rates will be going down. After reviewing the financial reports for December 2023, Chair Giancola asked for a motion to approve the reports. Commissioner Swift made a motion, Commissioner Todd seconded and the motion was unanimously carried.

C. Governance/Human Resources – Commissioner Swift –

After reviewing the Personnel Action Chart and Leave of Absence Request, Chair Giancola asked for a motion to approve the Personnel Action Chart. Motion made by Commissioner Archie, Commissioner Todd seconded and the motion was unanimously carried.

D. Strategic Planning – Commissioner Todd –

Commissioner Todd reported that there was no meeting last month. Ms. Smith stated that she will set up the next meeting thru email.

E. Occupancy Reports –

Mrs. Destino reported that there were issues with having people ready to move in for the months of December and January because of the holidays and finances. As of February, a bunch of files have been sent and she is anticipating 19 move ins in March. Mrs. Destino reported that they have moved down on the waiting list, and more people are complying. At the Beloved

Community, there were 12 move ins last month, there are 4 files they are working on and 4 in the bank, with more being sent over.

IV. CHAIRMAN'S REPORT

Chair Giancola started off by thanking everyone for getting their evaluations in. She stated that the commissioners will meet before the next board meeting to review them. Chair Giancola asked the Commissioners if they were interested in meeting at 3:30pm for the next board meeting, since the weather is getting nice out. Commissioner Archie, Commissioner Cracknell and Commissioner Swift were all good with the time, Commissioner Todd stated she did not want to meet any earlier than 3:30 pm. Chair Giancola stated that we will start with one meeting first. Chair Giancola asked for a motion to approve the next meeting start time at 3:30 pm. Motion made by Commissioner Swift, Commissioner Cracknell seconded, all in favor.

V. INTERIM EXECUTIVE DIRECTOR'S REPORT

A) Approval of Vehicle Maintenance Contract

Ms. Smith asked for a motion to approve Resolution 2024-9 Vehicle Maintenance Contract. Motion to approve Resolution 2024-9 was made by Chairman Giancola and seconded by Commissioner Cracknell and the motion was unanimously carried.

B) Approval of Executive Assistant Job

Ms. Smith asked for a motion to approve Resolution 2024-10 Executive Assistant Job. Motion to approve Resolution 2024-10 was made by Commissioner Archie and seconded by Commissioner Cracknell and the motion was unanimously carried.

C.) Approval of Inventory Control/Warehouse Clerk Job

Ms. Smith asked for a motion to approve Resolution 2024-11 Inventory Control/Warehouse Clerk Job. Motion to approve Resolution 2024-11 was made by Commissioner Archie seconded by Commissioner Swift and the motion was unanimously carried.

D) Updates on the Niagara Falls Housing Authority matters

Mrs. Destino reported that she has a meeting with Beacon once a month. She stated that her last meeting was on 2/8 where they talked about the literacy program that they are hosting, the computer lab being back up (but they only have one working now) and the community room opening back up on March 31st. She states that there are currently 85 recertifications that are being processed. They were behind because the software was not working properly. She stated that this will affect our PIC reports and it will help our score. Twenty-one certifications were sent to Ragini Jain to upload and to send to PIC because they were not able to upload them themselves. Mrs. Destino reported that there are currently 8 vacant units and she asked them to be more upfront with the number of vacancies. She also requested monthly detailed reports. Mr. Lis asked Mrs. Destino if she could get the last three utility reports to him.

Commissioner Archie reported that they are having a pre-inspection then HUD NSPIRE Inspection in March at Center Court, notices were sent out last week. He stated that he continues to ask for rent receipts, but he is told maintenance doesn't have time to give receipts. Also, people are in the office but no one answers the phone.

Ms. Smith reported that we are asking for an extension with the Mother Cabrini Grant until 2025. We have 10 residents signed up for the Pharmacy Tech program and classes start next week. Future programs that we are looking at are Phlebotomy, Sterile Processing, EMT and Pharmacy Tech. At the sites, PC is having their roofs replaced for \$157,000 and deadbolts will be installed at ST and WT for \$50,000. Beloved Community is having their NSPIRE inspection in March and March 18th -22nd, Midwest Inspections will be doing their annual UPCS/pre-NSPIRE inspection at WT, ST, JG and PC. There is an authority wide mandatory staff meeting on March 1st, commissioners are welcome to have lunch with the staff. We are applying for a security grant thru HUD for camera installation at the family sites. PC and JG will have a tenant election in March for the Tenant

Association. The service coordinators are planning Spring cleanup on May 17th and they will be present at the April Board meeting. People & Possibilities is taking over the Scholarships and they are working on their own website and logo.

VI. NFHA ATTORNEY REPORT-

Attorney Cafarella reported that he has been working with Ms. Smith on updating the lease agreements, policy changes and cellular agreements. He also prepared a draft for an investment policy from the State Comptroller form policy, which Mr. Lis and Mr. Dreer are looking over. Attorney Cafarella stated he had nothing else to report just normal landlord/tenant issues.

VII. UNFINISHED BUSINESS

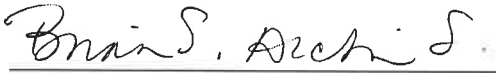
None

VIII. NEW BUSINESS

Next meeting: Tuesday, March 12, 2024, 3:30 pm – Administrative Office

IX. ADJOURNMENT

Motion to adjourn was made by Commissioner Archie seconded by Commissioner Todd, all in favor. Meeting adjourned at 4:50pm.


Secretary