

The Board of Commissioners of the Niagara Falls Housing Authority (NFHA) met in a Monthly Board Meeting session on Tuesday, October 10, 2023, at 4:00 pm at 744 Tenth Street, Niagara Falls, NY. Chair Giancola called the meeting to order at 4:02 pm.

**Present:**

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

**Also Present:**

Ms. Angela Smith  
Mr. Jason Cafarella

**Absent:**

Mr. Earl Bass

**At the Request of the Deputy Executive Director:** George Dreer, Melissa Attfield, Jamie Allen, Andy Skavinsky, Gradycia Williams

**I. MOMENT OF REFLECTION**

Chair Giancola asked for a moment of silence for Jimmy Lynch, maintenance mechanic, and his sister Mary Jean Buddenhagen for their brother who passed away last week as well as for the people of the Middle East caught in conflict.

**II. APPROVAL OF MINUTES FROM MEETINGS**

On a motion duly made by Commissioner Cracknell, seconded by Commissioner Todd and carried, the September 12, 2023, monthly meeting minutes of the Board of Commissioners was approved.

**III. COMMITTEE REPORTS/RECOMMENDATIONS**

**A. Finance – Chair Giancola** – Commissioner Swift reported that the side notes are very helpful with understanding the reports. Commissioner Swift asked why the cell phones and internet overages are high. Mr. Dreer reported that there are more lines at the community centers and that the discounts for the cell phones and internet are done. Commissioner Swift then asked about the 38% of uncollected rent. Ms. Smith reported that the uncollected rent is Authority wide and it is actually good.

After reviewing the financial reports for August 2023, Chair Giancola asked for motion to approve the reports. Commissioner Swift made a motion, Commissioner Cracknell seconded and the motion was unanimously carried.

**B. Governance/Human Resources – Commissioner Swift** – Commissioner Swift reported promotions of Andy Skavinsky and Gradycia Williams.

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

**C. Strategic Planning – Commissioner Todd** – Chair Giancola reported that there was no Strategic Planning meeting, so Commissioner Todd can report at the next meeting.

**D. Occupancy Reports** – Ms. Attfield reported that when they are under 96%, she does a HUD report. Ms. Attfield reported that they had 21 move ins, 10 move outs and she is anticipating 10-11 more move ins for the month of October. Ms. Attfield also reported that there are 10 move ins assigned for November.

#### IV. CHAIRMAN'S REPORT

Chair Giancola reported that Jason will be doing their training on November 8<sup>th</sup> at 1615 Pine Avenue Event Center. From 4:00pm-5:00pm it will be a paint and sip and then from 5:30pm-7:30pm training and 7:30pm-8:30pm open discussion. The topics are Public Housing Governance, Roles and Responsibilities of committees and Ethics and Conflicts.

Chair Giancola passed out the Emergency Contact form and asked that it be filled out and turned in today.

Chair Giancola reported that their Board meeting on December 12<sup>th</sup> will be their annual Christmas meeting at the Niagara Riverside Resort. The Board meeting will be from 4:00pm-5:00pm followed by the Christmas party starting at 5:00pm-8:00pm, with spouses attending dinner.

Chair Giancola reported that since most of the Commissioners will be at a Conference in San Diego in January, she made a motion to vote to change the January Board meeting to Tuesday, January 16, 2024. Motion to approve the January board meeting made by Commissioner Swift and seconded by Commissioner Todd, motion was unanimously carried.

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

##### A) Approval of Policy Change: Maintenance & Destruction of Criminal Records

Ms. Smith asked for a motion to approve Resolution 2023-64. The board approved in December after the audit to revise and correct the policy. We have to keep all records in a second file in a locked cabinet. Commissioner Cracknell made a motion to approve Resolution 2023-64, Commissioner Todd seconded and the motion was unanimously carried.

##### B) Approval of MOU with CSEA: On Call

Ms. Smith asked for a motion to approve Resolution 2023-65. We have a shortage of employees to be on call and we would like to open it up to other employees to be on call. Motion to approve Resolution 2023-65 was made by Commissioner Archie, Commissioner Swift seconded and the motion was unanimously carried.

##### C) Approval of CFP Budget 2023

Ms. Smith asked for a motion to approve Resolution 2023-66 for the Capital Fund program \$2,290,902.00. Chair Giancola asked for a motion for the approval for the CFP Budget. Commissioner Swift made a motion, Commissioner Cracknell seconded and motion was unanimously carried.

##### D) Updates on the Niagara Falls Housing Authority matters

Ms. Smith introduced Andy Skavinsky as the new Superintendent of Maintenance and Gradycia Williams as the new Director of Housing Management. Ms. Smith reported that she went on the Washington trip and there are a lot of changes going on. The Resident Advisory Board did meet to talk about the 5-year plan. Ms. Smith reported that we are looking to have a full Service Coordinator department by the beginning of the new year, who will be working work with the managers. Ms. Smith has a meeting with the president of Center Court and was told that we are the number one priority. The staff Christmas Empowerment party is on Friday, December 15<sup>th</sup> in the evening. We are having a staff costume contest on October 31<sup>st</sup> at 1:00pm at the FRB and are looking for judges. The Trunk or Treat events are on October 25<sup>th</sup> at PCCC and October 26<sup>th</sup> at FRB. We are buying five tickets to the NOAH banquet that is on Saturday, October 21<sup>st</sup>. The banquet will be held at Antonio's and there will be an auction. Commissioner Archie and Commissioner Todd will attend. Ms. Smith will send out something with all the dates for events for October and November.

**VI. NFHA ATTORNEY REPORT**

Mr. Cafarella reported that at the last meeting the Board asked him to reach out to outside council regarding Cornerstone Village, he is still working on it and will have an update at the next meeting.

Commissioner Archie made a motion to enter into Executive Session. Commissioner Todd seconded and the motion was unanimously carried.

Executive Session began at 4:28 pm

Executive Session ended at 4:38 pm

**VII. UNFINISHED BUSINESS**

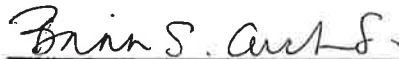
None

**VIII. NEW BUSINESS**

Next meeting: Tuesday, November 14, 2023, 4:00 pm – Administrative Office

Public Hearing Meeting: Friday, November 17, 2023, 4:00pm - FRB

**IX. ADJOURNMENT**



Secretary