

The Board of Commissioners of the Niagara Falls Housing Authority (NFHA) met in a Monthly Board Meeting session on Tuesday, October 8, 2024 at 3:30 pm at 744 Tenth Street, Niagara Falls, NY. Chair Giancola called the meeting to order at 3:31 pm.

**Present:**

Mrs. Maralynn Giancola  
Mrs. Gloria Dolson  
Mr. James Swift  
Mr. Gerald Cracknell  
Mrs. Colleen Todd

**Also Present:**

Ms. Angela Smith  
Mr. Jason Cafarella

**Absent:**

Mr. Brian Archie

**At the Request of the Interim Executive Director:** Jamie Allen, George Dreer

**I. MOMENT OF REFLECTION**

Chair Giancola asked that are thoughts and prayers go to Samika Sullivan and her family in the passing of her niece Bruoklyn Barhams and the victims of Hurricane Milton and Helene.

**II. APPROVAL OF MINUTES FROM MEETINGS**

On a motion made by Commissioner Cracknell, seconded by Commissioner Todd and carried, the September 10, 2024, monthly meeting minutes of the Board of Commissioners was approved.

**III. COMMITTEE REPORTS/RECOMMENDATIONS**

**A. Facilities & Residential Affairs/Senior Living/Community**

Commissioner Archie was not in attendance to report.

**B. Finance – Chair Giancola –**

Mr. Dreer reported that per Mr. Lis, the finances look good. The total amount of utilities was low. Capital Funds are getting an increase, but we can't do anything yet until HUD tells us what we are getting. Chair Giancola asked for a motion to approve the reports. Commissioner Swift made a motion, Commissioner Cracknell seconded and the motion was unanimously carried.

**C. Governance/Human Resources – Commissioner Swift –**

Commissioner Swift reported that applications are coming in and we are interviewing for open positions. There were 3 people that applied for the DED position internally and 21 people who applied externally and 137 people that applied for the ED position. Commissioner Swift reported that we are looking at the Housing Authority's residency requirement along with the civil service requirement for taking the exam. After reviewing the Personnel Action Chart and Leave of Absence Request, Commissioner Swift asked for a motion to approve the Personnel Action Chart. Motion made by Commissioner Cracknell, Commissioner Todd seconded and the motion was unanimously carried.

**D. Strategic Planning – Commissioner Todd –**

Commissioner Todd reported that staff will be cross training. Ms. Smith reported that our 5-year plan is due to HUD. There is a meeting with residents and staff tomorrow and the Public hearing is in November.

**E. Occupancy Reports –**

Ms. Smith reported that we are at 87% so we still have to report to HUD because we are not where we have to be. The uncollected rent is 34.91%. Managers are doing everything they can to collect rent and we meet with HUD.

**IV. CHAIRMAN'S REPORT**

Chair Giancola asked for a motion to approve Resolution No. 2024-61 amending prior approved Resolution No. 2024-57. Chair Giancola stated that we were going to do an independent contract with Angela Smith, but we can't per HUD. Ms. Smith has to wait one year before she can work at the Housing Authority again, so we can not hire her as an independent contractor. Motion to approve

Resolution No. 2024- 61 was made by Commissioner Todd, seconded by Commissioner Dolson, all in favor. Chair Giancola reported that the Public Hearing is on November 12<sup>th</sup>, at 12:00 pm at Central office and the board retreat will also be on November 12<sup>th</sup> at 5:00 pm. Chair Giancola then reviewed the subcommittees that each board member is on.

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

**A) Approval of changing the leave for Cancer screening in the Handbook**

Ms. Smith asked for a motion to approve Resolution 2024-62 approval to change the leave for cancer screening in the handbook. The policy only talks about breast and prostate cancer and it has to cover all cancer screening. Motion to approve Resolution No. 2024-62 was made by Commissioner Swift and seconded by Commissioner Cracknell, motion was unanimously carried.

**B.) Updates on Niagara Falls Housing Authority matters**

Ms. Smith reported that the Cornerstone Audit is complete and we should get a copy of it this week. An authority wide needs assessment survey went out and we will have the numbers for next time we meet. All NSPIRE inspections are completed. All sites passed, we are just waiting on Jordan Gardens score. RAD is at a standstill. Ms. Smith stated that she will be meeting with Linda Goodman soon because residents need to know about the amendment. Ms. Smith will also be setting up a meeting with Beacon regarding all the concerns at Center Court. The RFP for Legal Services has gone out.

**NFHA ATTORNEY REPORT-**

Attorney Cafarella reported that he is working on Landlord/tenant issues.

**VI. UNFINISHED BUSINESS**

None

**VII. NEW BUSINESS**

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

Commissioner Todd made a motion to enter into Executive Session to discuss contract and personnel issues. Commissioner Swift seconded and the motion was unanimously carried.

Executive Session began at 3:59 pm

Executive Session ended at 4:24 pm

Commissioner Swift made a motion to return to regular Session. Commissioner Cracknell seconded and the motion was unanimously carried. Regular Session resumed.

**VIII. ADJOURNMENT**

Commissioner Dolson made a motion to adjourn. Commissioner Cracknell seconded and the motion was unanimously carried. The meeting adjourned at 4:25 pm.

  
Secretary