

MINUTES

Regular Meeting
Dover Housing Authority
July 17, 2012
12:30 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, July 17, 2012, at 12:30 p.m. at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. Chairman, John McCooey, called the meeting to order.

Roll Call

John McCooey, Chairman
Mark Moeller, Vice Chairman
Marjorie Briand, Commissioner
Barbara Caron, Commissioner
John Pike, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Kathy Noel, DHA Administrative Assistant; Otis Perry, Capital Fund Manager; Mark Leno, Resident Services Coordinator; Cynthia Miller, Public Housing Family Self-Sufficiency Program Coordinator.

Minutes

The Minutes of the Regular Meeting of June 18, 2012, were presented. Mark Moeller moved to accept the minutes, seconded by Marjorie Briand.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Marjorie Briand
Barbara Caron
John Pike

Nay

None

Manifests and Correspondence

The manifests were presented. Barbara Caron moved, seconded by Mark Moeller, to approve the manifests as presented: payroll checks numbered 015554 through 015637; housing manifests numbered 035113 through 035174; Section 8 manifest numbered 032664 through 032787 and D005959 through D006042; Addison Place manifest numbered 004145 through 004157; Covered Bridge Manor manifest numbered 002690 through 002705

On a roll call vote:

Aye

John McCooey
Mark Moeller
Marjorie Briand
Barbara Caron
John Pike (abstained from housing check 004157)

Nay

None

Chairman McCooey waived the order of the agenda to introduce and hear a presentation by Cynthia Miller, Public Housing Family Self-Sufficiency (PHFSS) Program Coordinator. Ms. Miller gave a summary of the program which has the ultimate goal of helping Public Housing families obtain suitable employment and other life skills for self-sufficiency. She explained the biggest challenge was finding ways to change the mindset, sometimes passed from generation to generation, of having no other option than to depend on public assistance. Cynthia Miller stated she is presently focused on recruiting families, gaining their trust, and making connections within the community to further the program's success.

Reports

Mark Moeller moved to accept the following reports as presented,

seconded by Marjorie Briand:

Report of Executive and Deputy Directors dated July 13, 2012

The Executive Director informed the Board that there have been no new reports of bed bugs in Mineral or Whittier Park. Mr. Buckley also reported that cases of bed bugs in elderly housing have diminished, although a couple units have posed a challenge due to reinfestations.

The Executive Director spoke of the "Tenant-Owned Recreational Equipment Policy" being proposed after consultation with the Dover Housing Authority's liability insurance company. The Executive Director explained that certain recreational equipment owned by tenants can pose a liability risk when placed on Dover Housing Authority property and it was on the advice of the insurance company that a policy be adopted.

Mr. Buckley informed the Board of upcoming training opportunities: the 2012 Tri-State Housing Symposium in North Conway and the National Service Coordinator Conference in Washington D.C. All conferences and trainings will be evaluated by merit and budget constraints throughout the year, the Deputy Director explained. The Deputy Director informed the Board that the agendas for both conferences are comprehensive and worthwhile. With the Board's approval, May Glovinski said the DHA would like to send approximately 8 staff to the Tri-State Housing Symposium in North Conway and 2 Service Coordinators to the NERSC Conference in D.C. Mark Moeller and John Pike stated their interest in attending the Tri-State Housing Symposium and playing in the Buddy Romano/Vern Kelley Scholarship Golf Tournament, Jack Buckley recommended the Dover Housing Authority sponsor a hole at the tournament as those proceeds go directly to the scholarship fund.

The Deputy Director informed the Board that the proposed changes to the Section 8 HCV Administrative Plan are to stay current with HUD regulations as well as to address issues in the best interest of HCV participants and landlords.

Housing Statistics reported for July were reviewed by the Commissioners.

The DHA Liaison Officer was unable to attend the meeting but submitted a written report. The report was reviewed by the Board.

The Capital Fund Manager Report for July 2012 was reviewed by the Board.

There was no report for July from the Senior Supportive Services Coordinator.

The Housing Choice Voucher FSS (HCVFSS) Program Coordinator Report for July was reviewed and discussed by the Commissioners.

The Public Housing FSS (PHFSS) Program Coordinator Report for July was reviewed by the Board.

The Resident Services Coordinator Report for July was presented by Mark Leno. Mr. Leno reported that the proactive approach the DHA has adopted to control the spread of bed bugs seems to be working. He stated the Manchester Housing Authority invested in heat treatment equipment including a heat truck and contacted him to learn some of the approaches that have been successful at the DHA.

The Budget Comparative for the period ending 5/31/2012 was reviewed by the Board. The TD Bank Account Balances Report and the Edward Jones Portfolio Summary, both for the period ending 6/30/2012 were also reviewed.

The *Safety Policy* was reviewed by the Board. May Glovinski explained that the Safety Committee meets quarterly to review different sections of the policy each time and will submit any recommendations for changes for approval by the Board when their review process is complete.

Resolutions

Mark Moeller moved for the adoption of the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2012-07-17-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$19,512.65 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that the funds withdrawn will be distributed to an FSS program participant who has successfully completed all of the requirements of the Contract of Participation.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Marjorie Briand
Barbara Caron
John Pike

Nay

None

Marjorie Briand moved for the adoption of the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2012-07-17-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Commissioners and staff members are hereby authorized to attend the 2012 Tri-State Housing Symposium,

September 16-19, 2012, at The Red Jacket Mountain View Resort in North Conway, NH.

BE IT FURTHER RESOLVED, that all expenses in connection with their attendance at this conference are hereby approved.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand
Barbara Caron
John Pike

Nay

None

John Pike moved for the adoption of the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2012-07-17-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr and Mark Leno are hereby authorized to attend the 2012 *National Service Coordinator Conference* in Washington, D.C., September 9-12, 2012.

BE IT FURTHER RESOLVED, that all expenses in connection with this training conference are hereby approved.

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Marjorie Briand
Barbara Caron
John Pike

None

Barbara Caron moved for the adoption of the following resolution, seconded by Marjorie Briand:

RESOLUTION NO. 2012-07-17-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached revisions shall become part of the Section 8 Administrative Plan, as required by HUD.

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Marjorie Briand
Barbara Caron
John Pike

None

Mark Moeller moved for the adoption of the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2012-07-17-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the **Tenant-Owned Recreational**

Equipment Policy, as attached, is hereby approved and shall be distributed to all Dover Housing Authority residents.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand
Barbara Caron
John Pike

Nay

None

Miscellaneous

The Board reviewed several *Foster's* articles.

Old Business

There was no old business.

New Business

May Glovinski gave a short demonstration of the proposed DHA website.

Adjournment

Barbara Caron moved to adjourn, seconded by John Pike. The regular meeting adjourned at 1:25 p.m.

Chairperson Date

Secretary Date