

Housing Authority of the City of New Bern

BOARD OF COMMISSIONERS MEETING

Monday, June 19, 2017

4:30 p.m

Trent Court Auditorium

837 South Front Street

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment Period
4. Approval of Minutes – Board Meeting of April 17, 2017
5. Police Department Report
6. Fire Department Report
7. Finance Department Report – Alan Reese
8. Public Housing Report – Virginia Stanley
9. Old/ New Business
 - a. Presentation on our Summer Free Lunch Program
 - b. Presentation on commonly used HUD acronyms
10. Executive Director's Report
11. Adjourn

HOUSING AUTHORITY OF THE CITY OF NEW BERN

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD ON MONDAY, MAY 15, 2017

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Monday, May 15, 2017, in the Authority's Administrative Office, New Bern, North Carolina, which is the place, hour, and date set forth in the notice announcing the meeting.

Chair Monte called the meeting to order at 4:30 p.m.

Roll call was as follows:

Present:

Joseph J. Anderson
Carol B. Becton
William A. Frederick, Jr.
Thomas C. Hardin
Molichia Hardy
Peter T. Monte
Willie W. Newkirk, Sr.
Robert W. Overman
Denise H. Powell
Steven M. Strickland

Absent:

Barbara Lee

Following roll call, Chair Monte determined that a quorum was present.

Martin Blaney, Executive Director, Michael J. Parrish, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A. also were present.

Members of the public and staff were present.

Public Comment Period

There were no public comments made.

Minutes of April 17, 2017 Meeting

Commissioner Frederick made a motion to approve the minutes of the April 17, 2017 meeting of the Board of Commissioners. Commissioner Hardin seconded the motion. The minutes were approved unanimously.

Police Department Report – Officer Hollowell

Officer Hollowell presented the police report which was included in the board information packet. There was one Part 1 crime in Trent Court in the last 30 days. Two males assaulted a

juvenile female by pointing a gun at her. The suspects were identified but the victim has not obtained a warrant. However, the suspects were arrested on unrelated charges and currently are in jail.

Fire Department Report

No report was submitted by the Fire Department but Mr. Blaney reported that there were two incidents in the last thirty days. Mr. Blaney saw the Fire Department near the Charles Taylor building one evening and stopped. He said that a young boy who was about ten years old was trying to light a telephone book on fire that was inside the fence of the Charles Taylor building. There also was one smoke detector call at New Bern Towers but there was no fire.

Finance Report – Alan Reese, CPA

Mr. Reese reviewed the Finance Report which was included in the board information packet. The onsite visit for the financial audit will be the week of June 12, 2017. Commissioner Frederick asked how much cash the Authority had. Mr. Reese said that there was approximately \$3,000,000 in cash. Commissioner Hardy made a motion to approve the Finance Report. Commissioner Frederick seconded the motion. The motion was approved unanimously.

Public Housing Report – Virginia Stanley

Ms. Stanley presented the Public Housing Report which was included in the board information packet. Occupancy in Trent Court as of the end of April was 97% and New Bern Towers was 97%. There were sixty-six termination letters done for April for Trent Court and nine termination letters for New Bern Towers. There were nine cases of nonpayment at the May 2, 2017 Court session. Eight tenants paid the court charges and there is one writ to be served. The two units that have been offline at Trent Court for a long time because of sewer problems will be back online soon.

Old/New Business

1. Charles Taylor Building – Mr. Blaney reviewed the proposed floor plan for the renovations to the Charles Taylor building to make it suitable for use by the Boys and Girls Club. Mr. Blaney has had a couple of meetings with Boys and Girls Club representatives to review and adjust the floor plan. Mr. Blaney said that a lease with the Boys and Girls Club will be drafted which could be a boilerplate commercial lease with some minor modifications. He went on to explain that one of the modifications will be that if the current office space for the Authority floods, then the Authority would have the right to move into the office space in the Charles Taylor Building. Rent will have to be charged because it is a HUD building. Commissioner Hardin announced that he is on the New Bern Advisory Board for Boys and Girls Club and that he would abstain from voting on this matter.

Commissioner Frederick made a motion to move forward with preparing bid documents, advertising, and reviewing bids. Commissioner Anderson seconded the motion. The motion was approved with no dissenting votes and Commissioner Hardin abstaining from voting.

2. Salary Adjustments for Staff – Mr. Blaney presented the information about the proposed salary adjustments for staff. He noted that these adjustments did not include an adjustment for him. He said that the City of New Bern will do a 1%-2.5% adjustment this year. Mr. Blaney reviewed the information contained in his report which was included in the board information packet. All employees were evaluated at the end of 2016 and all have been doing a good job especially in light of the changes in job descriptions because of staff changes. Mr. Blaney also said that he confirmed that compensation was consistent with that of other eastern North Carolina housing authorities.

Commissioner Frederick made a motion to give staff a 2% increase. Commissioner Hardy seconded the motion. The motion was approved unanimously.

Executive Director's Report

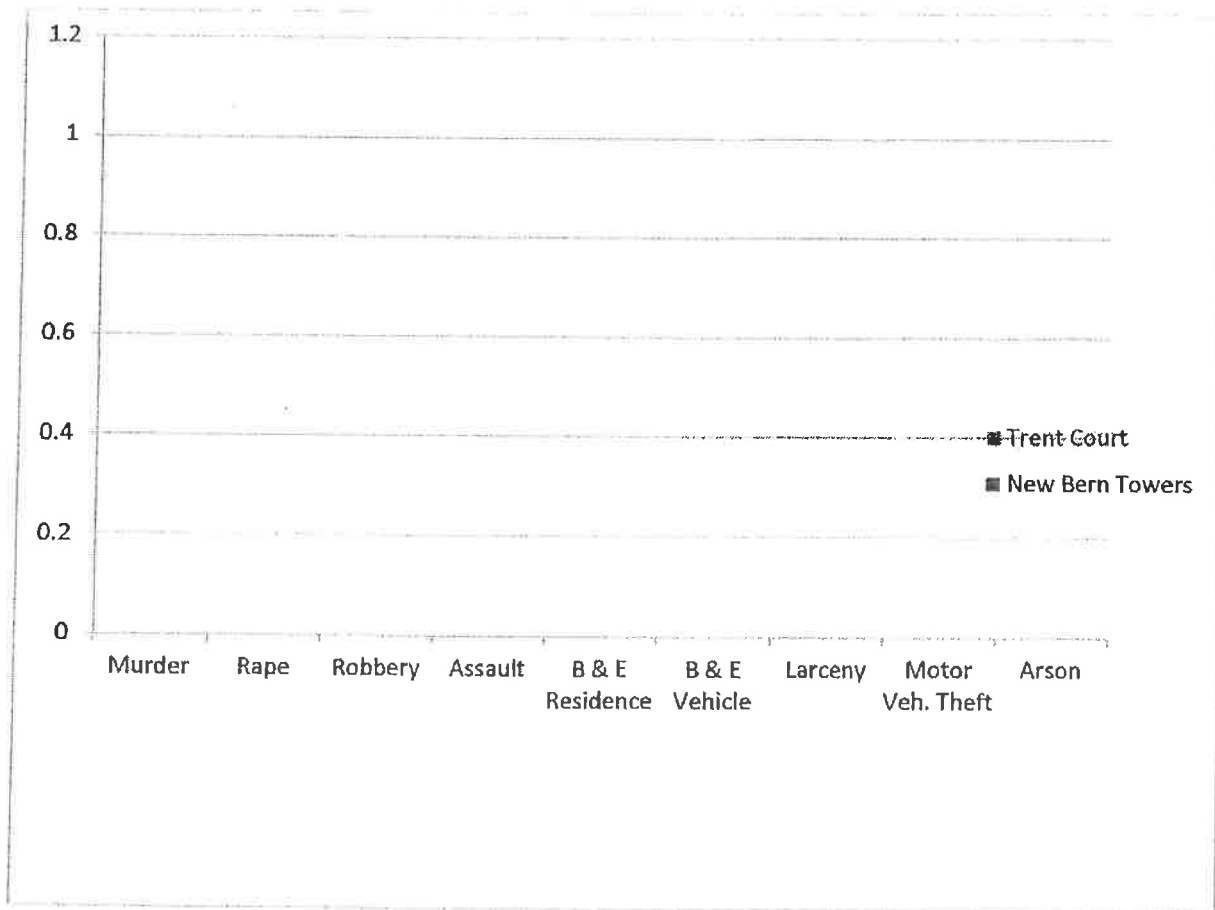
Mr. Blaney presented some items from the Executive Director's Report which was included in the board information packet.

1. Trent Court Roofs – The pre-construction meeting with the contractor is later this week.
2. Signage Committee – The Authority has taken the lead in procurement and contracting for the African American Signs of History Committee and plans to meet with the designer on May 22. There will be a kick-off event on May 22, 2017 at 6:00 p.m. at the Craven Terrace Community Room. All are invited to attend.

There being no further business, the meeting was adjourned at 4:58 p.m.

Part 1 Crimes May 9, 2017 Thru June 13, 2017

Offenses	Trent Court	New Bern Towers	TOTAL
Murder			
Rape			
Robbery			
Assault			
B & E Residence			
B & E Vehicle			
Larceny			
Motor Veh. Theft			
Arson			



Noted Incidents

Trent Court:

No activity reported

New Bern Towers:

No activity reported

New Bern Housing Authority Vacancy Report

APRIL 2017 – MAY 2017

Public Housing

	Ending APRIL Occupancy	MAY Move Outs	MAY Move Ins	Total MAY Occupancy	# Vacant	Occupancy % MAY
Trent Court 218 (*216)	212	5	4	211	7 (*5)	97%

*2 Units offline in Trent Court

Section 8 - New Construction

	Ending APRIL Occupancy	MAY Move Outs	MAY Move Ins	Total MAY Occupancy	# Vacant	Occupancy % MAY
NBT 106	103	0	0	103	3	97%

MAY 2017

	Pending terminations for non-payment	Pending terminations for criminal lease violations	Pending terminations for other lease violations
Trent Court	65 (14-day)	1	0
New Bern Towers	3 (30-day)	0	0

Court Session held on JUNE 1, 2017 7 cases – nonpayment

	# Cases to be heard	#Tenants vacated after court	# Tenants paid all court chgs	# Writs filed/ to be filed	#Writs to be served	#Writs served; 7- day wait or vacated
Trent Court	5	0	5	0	0	0
New Bern Towers	2	0	0	2	2	0

Updated 6/15/17

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Summer Free Lunch Program

DATE: June 19, 2017

Eligible children receive free lunches during the school year. During the summer, free lunches are offered at a few sites such as J. T. Barber Elementary. However, parents may have difficulty obtaining transportation to these locations.

In association with the U.S. Department of Agriculture, Craven County Schools is offering free box lunches to off-site entities willing to pick up the boxed meals and host income eligible children for lunch. Trent Court was selected as a site, as was Craven Terrace.

The Program will run from June 13 to early August. We expect that 25 children will be able to enjoy nutritious meals, Monday through Thursday. Our meals will be served in the Trent Court auditorium and we will be assisted by Ms. Cheryl Reed and four other dedicated members of the Resident Council.

Tonight, Ms. Tawanna Smith, who is leading this effort, will provide a brief presentation regarding our plans, obligations and goals.

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

A handwritten signature in cursive script, appearing to read "M. Blaney", written in black ink.

RE: HUD Acronyms

DATE: June 19, 2017

Commissioners have told me that they are not familiar with some of the acronyms staff use. It's almost as if we think *everyone* should know their meaning.

We made a list of casually used acronyms, selected the ones used most frequently and assigned them to staff by office function. Tonight, staff will introduce and explain their selected acronyms drawing upon their experience. We hope that proves to be more meaningful to the Board than simply reading a definition in a handbook.

We hope to make our presentation brief but your questions are invited and welcome!

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Executive Director's Report

DATE: June 19, 2017

Physical Improvements

The Trent Court roof work will begin in July.

Charles Taylor plans have been modified to accommodate Boys and Girls Club requests. We will soon advertise for bids.

Mid-Atlantic is assembling the bid package for underground storage tank removal with the pre-bid meeting set for June 22.

Health Insurance Coverage

We are currently covered by Blue Cross/Blue Shield (BC/BS). The new coverage year begins on July 1, 2017.

BC/BS increased our rates by 11%. It is my understanding that such increases are normal, perhaps due to market uncertainty. About 37% of our overall increase is due to age/experience and about 73% is due to market "trends". This "trends" factor is applied to all policies, statewide.

Aetna, Cigna and United Healthcare are also available in eastern North Carolina. Aetna and Cigna have uncompetitive rate structures for small groups (less than 25 employees) which price them out of the market. United Healthcare has a severely limited network of providers. Consequently, BC/BS remain our best option.

Arlene anticipated an increase so there should not be any adverse budgetary impact continuing the same coverage. (We did explore different options within the BC/BS plan.) Absent a budgetary issue, Board action is not necessary. Therefore, I chose to renew with BC/BS.

The main reason we took this action now is to provide employees an appropriate "open season" and to ensure paperwork is submitted to BC/BS before the 30th.

I previously alerted the Board's officers of this action.

Trent Court Transformation

We seem to be narrowing our focus on identifying buildable land. Please keep your fingers crossed.

Summer

4-H is conducting a week-long camp here, at Trent Court. Next week, 12 Trent Court children will attend the summer camp sponsored by the New Bern Police Department.

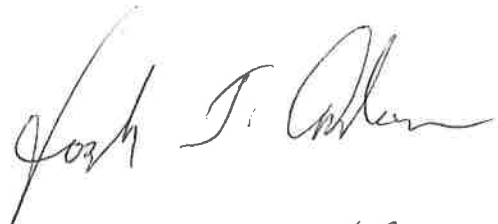
Pete Monte, Chair

Date


Martin Blaney, Executive Director

6-19-17

Date



VICK CHAIR

JUNE 19, 2017