COUNCIL ON HOUSING
Public Session
Liberty Court Community Building
Dover, Delaware
October 12, 2011

Motions

- Approval of September 14, 2011 Minutes.
- Approval of Homeless Planning Resolution No. 427.
- Approval of Milford Housing Development Corporation Resolution No. 428.
- Approval of NCALL Resolution No. 429.
- Approval of West End Neighborhood House Resolution No. 430.
- Approval of Sussex County Habitat for Humanity Resolution No. 431.
- Approval of Lutheran Community Services, Inc. Resolution No. 432.
- Approval of Dover Interfaith Mission for Housing, Inc. Resolution No. 433.

Action Items

- Ms. Eliason to email a chart of August 1, 2011 HDF applications to Council members.

Important Dates

- November 9, 2011 – next Council meeting at Buena Vista.

Norma Zumsteg, Chair, called to order the public session of the Council on Housing at 1:00 p.m. on October 12, 2011. In addition to Ms. Zumsteg, the following Council members were present:

Anita Auten
Pat Batchelor
Russ Huxtable
Hugh Leahy
Connie Louder
Donna Mitchell
Ralph Peters
Ruth Sokolowski
Vincent White

Also attending:

Anas Ben Addi, Director, Delaware State Housing Authority (DSHA)
Lynda Blythe, Administrative Specialist III, DSHA
Cindy Deakyne, Housing Asset Manager, DSHA
Susan Eliason, Director of Housing Development
Matthew Heckles, Legislative and Policy Advisor, DSHA
Lisa McCloskey, Housing Mortgage Finance Officer II, DSHA

Guests present:

Valerie DeMarco, Milford Housing Development Corporation (MHDC)
Denise Freeman, NCALL
Kevin Gilmore, Sussex County Habitat For Humanity (SCHFH)
Jeanine Kleimo, Dover Interfaith Mission (DIM)
Gina Miserendino, Delaware Housing Coalition (DHC)
Barbara Reed, West End Neighborhood House (WENH)
Karen Speakman, NCALL
Susan Starrett, Homeless Planning Council (HPC)
Sheba Vine, The Danneman Firm
Steve Tindall, Lutheran Community Services (LCS)

APPROVAL OF MINUTES

Mr. White moved that the Minutes of September 12, 2011 be approved as revised. Mr. Leahy seconded the motion and the Minutes were unanimously approved.

COMMMITTEE REPORTS

LOAN REVIEW

Mr. Leahy stated the Loan Review Committee met on September 21st and reviewed seven support grant applications. Mr. Leahy also stated that it is anticipated that two to four more Tax Credit applications will be reviewed during November-December. Upon due discussion, Mr. Leahy stated that it is the committee's recommendation that Council approve:

- Homeless Planning Council – Ms. Louder moved that Resolution No. 427 be approved. Mr. Huxtable seconded the motion which was unanimously passed.
- Milford Housing Development Corporation – Mr. Peters moved that Resolution No. 428 be approved and Ms. Batchelor seconded the motion. The motion passed with a vote of 8 to 0 with 2 abstentions due to a conflict of interest. Ms. Louder is employed by NCALL which provides technical assistance to MHDC and Mr. Huxtable is employed by MHDC.
- NCALL – Ms. Batchelor moved, and Mr. Huxtable seconded, that Resolution No. 429 be approved. The motion was approved with a vote of 9 to 0 with 1 abstention due to a conflict of interest. Ms. Louder abstained as she is employed by NCALL.
- West End Neighborhood House – Ms. Auten moved, and Mr. Peters seconded, that Resolution No. 430 be approved. The motion was unanimously approved.
- Sussex County Habitat for Humanity – Ms. Mitchell moved, and Ms. Auten seconded, that Resolution No. 431 be approved. The motion was passed with a vote of 7 to 1 with 2 abstentions. Mr. Peters abstained as he is a board member of SCHFH. Ms. Louder abstained because NCALL provides homeowner counseling to SCHFH participants.
- Lutheran Community Services, Inc. – Ms. Batchelor moved, and Ms. Sokolowski seconded, that Resolution No. 432 be approved. The Committee requested that LCS provide results and case management reports to them on an as-yet undetermined frequency. The motion was unanimously passed.
- Dover Interfaith Mission for Housing, Inc. – Mr. White moved that Resolution No. 433 be approved. Ms. Mitchell seconded the motion which was approved with a vote of 7 to 2 and 1 abstention due to a conflict of interest. Ms. Louder abstained as she is employed

by NCALL which provides assistance to DIMH. Mr. White asked that DIMH provide retention information on those who have transitioned to employment and permanent housing.

There was some question among Council members as to whether or not HDF funds were being properly utilized in some recent grant approvals. Mr. Ben Addi asked that the Loan Review Committee and/or Policy Committee discuss the implementation of HDF funding with Mr. Heckles, regarding policy, and Ms. Eliason, regarding the program, so that Council is able to define the policy. This discussion should be included in a future strategic planning meeting.

Mr. Leahy stated the next round of HDF applications will be due January 31, 2012. Ms. Eliason will email the chart of the August applications to Council. Mr. Leahy also stated he would like a review of the entire review and scoring process.

OPERATIONS COMMITTEE

Ms. Louder asked that all Conflict of Interest forms be turned in at this time.

HOUSING POLICY COMMITTEE

Ms. Sokolowski stated there was no report.

COMMUNICATIONS COMMITTEE

Mr. Peters stated no comments had been received from Council members regarding the draft of the Annual Report (copy attached). The final color version, including pictures, will be sent to Council members when completed.

Ms. Sokolowski stated she has a general concern that the report seems to be presented primarily as a report on the HDF program. Ms. Sokolowski suggested the report also reflect the broader scope of Council's responsibilities. Changes suggested by Ms. Sokolowski to the Executive Summary are: 1) page 2 should begin with a recap of all program then move into HDF; 2) page 4, last line, the words 'in total' should be removed from "...for every $1 in total invested..." ; 3) page 8 should state that "The Delaware State Housing Authority Council on Housing continues to expand the way it sees its role."; 4) also on page 8, move #4 "Invited division..." to the #2 position and re-number accordingly. Mr. Leahy moved that the Annual Report be accepted with Ms. Sokolowski's changes. Ms. Zumsteg seconded the motion and it was unanimously passed.

The final color version, including pictures, will be sent to Council members per Mr. Peters.

Mr. White asked that the Council on Housing be identified as the "Delaware State Housing Authority Council on Housing" on all future synopses and resolutions.

DSHA REPORT

Mr. Ben Addi stated:

1. The $1.2 million in tax credits approved for funding in 2010 to B'nai B'rith have been recaptured. These funds will be allocated to the 2011 round of applications and probably

applied to three additional sites bringing the number of possible applications to approve up to six.

2. DSHA received an award for Program Excellence for its homelessness program from the National Council of State Housing Agencies (NCSHA). This is the third such award DSHA has received in as many years.
3. Strategic Planning for FY13-15:
    a. Meetings were held July 22nd and September 9th with emphasis on four priorities:
        i. Ensure affordable rental housing
        ii. Advance and sustain homeownership
        iii. Promote inclusive, sustainable communities with access to efficient, coordinated programs and services
        iv. Manage for operational efficiency and long-term sustainability.
    b. Also reviewed were DSHA's:
        i. Strengths
        ii. Weaknesses
        iii. Opportunities
        iv. Threats
    c. Mr. Ben Addi met with Ms. Sokolowski, Chair of the Policy Committee, to discuss the results of the meetings.

OLD/NEW BUSINESS – none.

ADMINISTRATIVE MATTERS – none.

OTHER MATTERS

A Council retreat is still in the planning stages as members coordinate dates of participant's availability, location, etc. Mr. Ben Addi reported a facilitator is available from the Delaware Office of Management and Budget at no cost to Council.

SCHEDULING OF NEXT MEETING

The next meeting will be held on November 9, 2011, at Buena Vista Conference Center in New Castle, DE.

ADJOURNMENT

Council unanimously approved the motion by Mr. Leahy that the meeting be adjourned at 3:00 p.m.

Respectfully submitted,

Lynda T. Blythe

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Note: Copies of materials referenced as "attached" in these Minutes are available upon request.