

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
October 25, 2011

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, October 25, 2011 at Maurice View Plaza Community Room, 1 E. Vine Street, Millville, New Jersey. The meeting convened at 5:00 p.m.

Chairman Tomlin announced the Sunshine Law requirement had been met, properly posted and advertised.

The meeting was called to order by Chairman Brian Tomlin, who announced the meeting was being conducted under the Open Public Meetings Act.

Board Secretary, Paul Dice, proceeded to call the roll at this time. Present were: Commissioner James Parent, Chairman Brian Tomlin, Commissioner Dianne McCarthy and Commissioner Paula Ring. Commissioner Larry Miller was absent. Also present were MHA Solicitor Arnold Robinson, MHA staff, residents and members of the press.

Chairman Tomlin asked for a motion of approval for the September 27, 2011 minutes. Commissioner Ring made the motion and Commissioner McCarthy seconded. All others present were in favor.

EXECUTIVE DIRECTOR'S REPORT

Combined, the MHA lines of business posted a negative net income of \$13,304 for September 2011. On a cumulative fiscal year to date basis (10/1/10 – 9/30/11) all lines posted a positive net income of \$489,337. Secretary Dice advised this figure will be going down by approximately \$250,000 due to accruals. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a negative net income of \$16,114 for September 2011 and a positive cumulative net income of \$92,399 for fiscal year to date. We continue to operate HCFC's operations without having to deplete reserves.

The Assisted Living Program posted a loss of \$1,285 for September 2011. It did not cover its September overhead. The ALP maintains a positive cumulative net income of \$39,018 for fiscal year to date.

Annual HUD Physical Inspections

Ivy Evans reported our HUD scores were higher this year than ever before! She praised the staff for all the hard work done to prepare for the inspection. All of our facilities, with the exception of Jaycee Plaza, scored in the 90's. Because we scored so high, we will not be inspected again for 3 years. Jaycee Plaza, with a score of 85, will be inspected again in two years.

AMP Occupancy

Ivy Evans advised we finished the year (9/30/11) with every AMP at 100% occupancy. This does not include our scattered sites. This information is entered into the PIC system and is reviewed by HUD. This high occupancy rate should have a positive effect on our capital funding and operating funding next year.

Budget Variances

Secretary Dice asked those present to review the chart listed in his Director's report. This chart shows a numeric presentation of both favorable and unfavorable variances for our properties, Central Office, Section 8 and Holly City Family Center. This chart makes it much easier to understand the income, expenses and net income variances for the month. Secretary Dice advised it is important we know where there is a big variance – a favorable variance or unfavorable variance, and to be able to explain why. For example, the Central Office had a 352 % favorable net income in September. Mitch Moore explained this is due to a sale of a scattered site and program management fees from the ALP program.

ALP Program/Caring, Inc.

Secretary Dice advised Caring Inc. took over the Assisted Living Program on October 10, 2011. The Department of Health and Senior Services approved Caring, Inc's assumption of the program effective that date. We are expecting a \$10,000 payment from them on November 28th. Additionally, we are receiving monthly rent & utilities and \$35.00 per tenant enrolled in their program per month. MHA has now cancelled our insurance policies for the ALP. Secretary Dice advised the cash flow from the three rental properties at Jaycee Plaza should be \$83,000 per year.

Holly City Family Center Building Addition

The construction bid for the aerobics building was awarded to Fabbri Construction this week. Solicitor Robinson advised the contract is ready to be signed once the Century Savings loan closing takes place on October 26, 2011 at 2:00 p.m. We are counting on breaking ground in November.

Health Insurance Renewal

Our current Oxford Health Insurance plan is nearing renewal on October 31st. The plan rates will be going up 14%. Secretary Dice advised that we have been exploring different approaches to our Health Care policy. We are leaning towards a Health Reimbursement Account. This is a Blue Cross/Blue Shield policy where the employer can fund a portion of the deductibles. If we decide to switch plans to an HRA, we would have to do so in January 2012. Secretary Dice recommended the board approve extending our current policy –at the 14% increase, for the next two months. In the meantime, the MHA will be running figures to present to the board members regarding the HRA.

