

COUNCIL ON HOUSING  
Public Session  
Buena Vista Conference Center  
New Castle, Delaware  
August 10, 2005

**ACTION ITEMS**

**Joint Sunset Committee  
Sunset Questionnaire Review**

On August 10, 2005, Roseann Harkins, Chairperson, called to order the Public Session of the Council on Housing at 2:00 p.m. A motion was made by John Walker to move into Executive Session. Seconded by Mr. McDonough, the motion carried unanimously. The Executive Session adjourned at 2:15 p.m, at which time the Public Session resumed. In addition to Ms. Harkins, the following Council members were present:

Connie Louder  
Joe McDonough  
Ruth Sokolowski  
John Walker  
Norma Zumsteg

The following Council member was absent:

Constance McCarthy

The following persons also attended the meeting:

Thomas McGonigle, Esq., Wolf Block Schorr & Solis-Cohen LLP  
Saundra Johnson, Director, DSHA  
Tonya Burbage, Administrative Specialist III, DSHA  
Douglas Croft, Assistant Director, Financial Management, DSHA  
Jerry Jones, Housing Finance/Development Administrator, DSHA  
Tammy Knott, Administrative Specialist II, DSHA

Guests present:

Lorraine deMeurisse, Deutsche Bank of Delaware  
Marlena Gibson, Delaware Housing Coalition

**APPROVAL OF MINUTES**

A motion was made by Ms. Sokolowski to approve the minutes of the July 13, 2005 meeting as presented. Seconded by Mr. Walker, the motion carried unanimously.

Joint Sunset Committee Sunset Review Questionnaire - Ms. Harkins went over each of the questions in order and asked the Council members for their comments and/or concerns. Except for the following, the answers to the questions were acceptable to the Council as written in the questionnaire:

- Page 1, Section (b) - Ms. Sokolowski asked what the difference was in Council "may or shall" approve programs and if Council action was a recommendation. Ms. Zumsteg stated that at Loan Review, the committee members can approve or reject the applications. Ms. Harkins stated that shall was mandatory and may is not. Mr. Jones stated the Council acts as an advisory group but legislatively the Housing Director has the final say on loan approvals; however, the Housing Director has always elected to require Council approval for HDF funding.
- Page 4, Section 2, A. 1 (3<sup>rd</sup> paragraph, 1<sup>st</sup> sentence) - Ms. Harkins suggested the wording read Council has scheduled meetings on a monthly basis (no less than 6 meetings per year). The reason for this is sometimes Council does not have official business for a particular month. Council members concurred.
- Page 6, B. 2 - Mr. McDonough asked why the Council on Housing does not have a Deputy Attorney General. Mr. Croft stated that DSHA is set up as an independent authority which does not require an attorney general.
- Page 6, B. 3 (1<sup>st</sup> question) - Ms. Harkins suggested the first part of the answer should read no rules and regulations and/changes are planned. Mr. McGonigle stated the reason the question is stated this way is because under the Administrative Procedures Act (APA), the APA requires licensing boards to promulgate rules and regulations. The Council is not part of the APA, therefore it operates under By-laws.
- Page 7, Section 2, C. 2 - Mr. McDonough asked how the state's population finds out about meetings if the meeting notices are only posted on the web and at DSHA. Mr. McGonigle stated that for this type of Council, we do not have to notify the papers. Mr. Jones stated that DSHA also informs interested parties as to the Council meetings.
- Page 7, C. 4 - Ms. Sokolowski suggested that "at times" be omitted from the answer's first sentence. Council members concurred.
- Page 8, Section 2, F. - Ms. Harkins asked if Executive Orders 14 and 28 were included in the supplements. Ms. Harkins

suggested that "see supplement #9" be added to the sentence. Ms. Sokolowski suggested that Executive Orders 14 and 28 affect project rating and approval criteria. Council members concurred.

- Page 9, B. - Ms. Louder suggested that on-going training and orientation for new Council members be added to the answer. Ms. Sokolowski suggested that increased availability of funding to assist more units or fund more worthy applications be added to the answer. Ms. Johnson suggested that the strategic approach (i.e. education, programs and Needs Assessment) be added to the answer. Ms. Harkins suggested that Mr. McGonigle rephrase the answer as needed.
- Page 12, Section 4, A. 5 - Ms. Harkins suggested that supplements #1 and #2 be added to the answer.
- Page 12, Section 4, B. 1 - Ms. Sokolowski suggested that appointee be deleted and add applicant or application. Mr. McGonigle will rephrase the answer.
- Page 12, B. 3 - Ms. Harkins affirmed that the Council's By-laws provide removal of a member when in the judgment of Council it is deemed necessary. Council members concurred.
- Page 13, Section 4, B. 6 - Ms. Louder suggested that on-going training for all Council members be added. Ms. Sokolowski suggested that on-going training has been offered in the past and it is a goal of the Council to institute a regular orientation program. Mr. McGonigle will rephrase the answer.
- Page 18, Section 8, B. - Ms. Sokolowski suggested that an expanded list of groups be added to the chart. Mr. Jones stated that Council impacts so many groups that it would be too numerous to list all of them but more groups would be listed. Council members concurred.

Ms. Zumsteg made a recommendation to accept the questionnaire as amended, seconded by Mr. McDonough, the recommendation passed.

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#### ADMINISTRATIVE MATTERS

- Ms. Johnson stated that Cathy Gregory would be returning to work shortly and that she is recovering nicely after having surgery.

SCHEDULING OF NEXT MEETING

The next Council meeting is scheduled for Wednesday, September 14, at 2:00 p.m. in Dover.

ADJOURNMENT

A motion was made by Mr. Walker to adjourn the Public Session at 3:50 p.m. Seconded by Mr. McDonough, the motion carried unanimously.

Respectfully submitted,

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Tonya A. Burbage