

COUNCIL ON HOUSING  
Public Session  
The Duncan Center  
Dover, Delaware  
January 17, 2007

**ACTION ITEMS**

- **Kristy Bingham Foundation Request**
- **Proposed Amendment to Council on Housing By-Laws**
- **Review of Dr. Leland's Council on Housing Retreat Report**

On January 17, 2007 Roseann Harkins, Chairperson, called to order the Public Session of the Council on Housing at 12:40 p.m. In addition to Ms. Harkins, the following Council members were present:

Fernando Guajardo  
Connie Louder  
Joseph McDonough  
John Walker  
Norma Zumsteg

The following Council members were absent and excused from the meeting:

Ruth Sokolowski  
Vincent White

The following persons also attended the meeting:

Thomas McGonigle, Esq., Wolf Block Schorr & Solis-Cohen LLP  
Saundra Johnson, Director, DSHA  
Catherine Gregory, Deputy Director, DSHA  
Lynda Blythe, Administrative Specialist III, DSHA  
Matthew Heckles, Executive Assistant, DSHA  
Jerry Jones, Housing Finance/Development Administrator, DSHA  
Corinne Todd-Grieve, Housing Project/Loan Manager, DSHA

Guests present:

Dianne Bingham, Kristy Bingham Foundation  
Gina Miscrendino, Delaware Housing Coalition  
Michael Skipper, WSFS  
Sandy Spence, Sussex County Habitat for Humanity

## APPROVAL OF MINUTES

At 12:45 p.m. Ms. Harkins suspended the Public Meeting and an Executive Meeting was held wherein a motion was made by Ms. Zumsteg to approve the Executive Minutes of November 8, 2006. Seconded by Mr. Walker, the motion passed. The Public session resumed at 12:50 p.m.

A motion was made by Mr. Walker to approve the Public Session minutes of the December 13, 2006 meeting as amended. Seconded by Ms. Louder, the motion passed.

## HDF STATEMENT

Mr. Jones distributed the attached HDF statement noting items 114 (DEMAP), 115 (New Knollwood) and 116 (West End Security Deposit Program) had been approved by Council at the December 2006 meeting. Items 117 (Homeless Planning Council) and 118 (Federation of Housing Counselors) are grant requests going to Council in February 2007. Funding for these two organizations was approved in prior years.

## BLACK DIAMOND HOPE HOUSE

Mr. Jones gave a brief history of group homes funded by the Council. He also provided drawings of the proposed design of this home which will assist six physically disabled individuals. He stated the U.S. Department of Housing & Urban Development (HUD) awarded construction and subsidy funds for this project which is to be located near Smyrna, Delaware. At this time, the request is for funds for the land acquisition only, not construction. The request is for a 40-year HDF loan of \$200,000 subject to conditions listed in the attached proposal. Upon closing on the HUD funding, HUD will be in first position on the title and DSHA will be subordinate.

Mr. McDonough questioned the relationship between Delaware Health and Social Services (DHSS) and CareLink, the proposed manager of the property, as to how this firm was chosen. Ms. Bingham explained it is a requirement of HUD that Black Diamond Hope House be linked with a qualified State care-giver and that they are monitored by the State. CareLink was selected by the State from a pool of state-approved agencies. Ms. Bingham also thanked the Council for considering the Foundation's request.

DSHA is recommending approval the sponsor's request. The Council reviewed Resolution No. 354 (copy attached). Ms. Harkins recused herself from voting on this matter due to knowing Ms. Bingham personally. Ms. Zumsteg moved to approve the resolution as presented. Seconded by Ms. Louder, the motion was passed.

## BY-LAWS AMENDMENT

Mr. McGonigle discussed his proposed changes to the By-Laws in which members of the General Assembly were added as an entity to which the Council could advise.

Mr. McGonigle stated the Governor's office would like to modify the Council's enabling legislation before amending the by-laws. He stated first a change in the statute needs to be presented to the various legislative bodies and then by-laws could be changed, if legislative changes are made. Mr. McGonigle and Mr. Heckles both feel there should be no problem in this occurring. Ms. Zumsteg noted Article IV of the By-Laws allows the Council to change by-laws as required. The meaning of "inter alia" in Article IV was explained to mean "among other things".

Mr. Guajardo agreed we should go forward with taking this request to the Legislature. Mr. Heckles will be the liaison on the bill and was requested to provide a monthly update on same. Mr. Heckles stated March would be the earliest the bill could be introduced. Mr. Walker made a motion to go forward with this request. Ms. Zumsteg seconded and the motion was passed.

### DR. LELAND'S REPORTS

Ms. Harkins reviewed the three proposals made by Dr. Leland as noted in the attached reports.

Proposal 1 is to create three committees within the Council - Advocacy, Public Policy and Council Operations (or Governance) making a total of four committees of the Council, including the Loan Review Committee.

Ms. Johnson would like a Governance Committee to be established first. The committee's duty would be to review all by-laws and present a list of changes to the Council who would then chose the ones to further explore. One specific area that should be addressed is conflict of interest. This committee would prepare a mission statement, present a scope of work and establish a time line for its activities. Ms. Johnson stated a review of by-laws needs to be foremost on this committee's agenda. Ms. Zumsteg made a motion to form the Governance committee; Mr. Walker seconded and the motion was passed. Members of the Governance Committee will be Mr. Guajardo as Chair, Mr. McDonough and Ms. Sokolowski. Ms. Harkins noted this Committee is comprised of one person from each county. She also pointed out that the Council Chair is ex officio of all committees. The committee chair will present recommendations to Council. At this time, only the Governance Committee will be established. Proposals 2 and 3 will be reviewed during the coming year.

### Director's Report by Saundra Johnson

- Ms. Johnson discussed prisoner re-entry relative to finding housing and she has discussed this matter with the Corrections Department. Many of those released from prison find it very difficult to acquire housing.
- Ms. Johnson reported that E-Housing, the new on-line application for housing applicants, is scheduled to be activated by January 31, 2007. It is hoped this new program will streamline the application and waiting list process. A presentation on this program will be given to Council in March or April. E-Housing will provide a more accurate accounting of who needs housing by incorporating all housing authorities' applicants into one list rather

than the five currently being used by the various public housing authorities. This pilot program is being spearheaded by DSHA with the expectation of the other public housing providers to be on board in the near future.

- Budget Matters - Ms. Johnson reported that Representative Short is now Chair of the House Housing Committee and DSHA will be meeting with him regarding housing issues.

An FY 2008 Budget chart for the Housing Development Fund was distributed, copy attached, and reviewed by Ms. Johnson. This year's JFC meeting will be held February 6, 2007 at 10:30 a.m. Ms. Johnson stressed Council members should attend to help obtain more dollars for housing.

Ms. Johnson also reported that operating funds for all housing authorities have been cut by HUD. Wilmington Housing Authority (WHA) was cut \$1 million by this action. It was suggested that Mr. Fred Purnell of WHA attend the February Council meeting to discuss WHA's situation. It was also suggested that each housing authority come to the Council yearly to review their activities.

- Ms. Johnson noted Ms. Gregory's new title of Senior Policy Advisor and that the search for Ms. Gregory's replacement has closed.

#### OTHER BUSINESS

- A proposal was made that an election of officers committee, not the newly created Governance Committee, be established. Ms. Zumsteg moved that the Chair appoint a nominating committee. Mr. Walker seconded the motion and it was passed. Mr. Guajardo, Ms. Louder and Ms. McCarthy, acting as Chair, will comprise this committee which is charged with presenting names for Chair and Vice-Chair by the May 9, 2007 meeting. Geographic distribution is not a requisite for these positions. Ms. Harkins also noted that Mr. White's term will expire April 5, 2007 and he is willing to be re-appointed for another term.

#### ADMINISTRATIVE MATTERS

- Mr. Guajardo requested meetings be held statewide. Ms. Harkins noted the principal reason more meetings have not been held statewide is lack of readily available facilities and the predominance of Council members from New Castle and Kent Counties. Mr. Guajardo offered to provide a list of possible Sussex County locations. Mr. Jones will also review possible statewide sites.
- The February 2007 meeting will include presentations by the Governance Committee and Wilmington Housing Authority.

SCHEDULING OF NEXT MEETING

The next Council meeting is scheduled for Wednesday, February 14, 2007 at 2:00 p.m. at the Buena Vista Conference Center.

ADJOURNMENT

A motion was made by Mr. Walker to adjourn the Public Session at 2:03 p.m. Seconded by Ms. Zumsteg, the motion carried unanimously.

Respectfully submitted,

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Lynda T. Blythe