

COUNCIL ON HOUSING  
Public Session  
Luther Towers  
Dover, Delaware  
August 9, 2017

**Motions**

- Approval of June 14, 2017 Minutes
- Approval of Resolution No. 559 – Grant to DSHA for the Second Mortgage Assistance (SMAL) Loan

**Important Dates**

- August 14, 2017: Federal Home Loan Bank event with Senator Coons in Wilmington
- August 15, 2017: Restoring Central Dover event for 2 of their home ownership units
- August 22, 2017: Stakeholder Meeting for proposed changes to 2018 QAP at the Dover Public Library at 1pm.

Mr. Leahy, Chair, called to order the public session of the Council on Housing at 2:05 pm, August 9, 2017. In addition to Mr. Leahy, the following Council members were present:

Connie Harrington      Corrine Massey      Ralph Peters      Ruth Sokolowski  
Norma Zumsteg

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

Robert Harra      Francis Julian      Donna Mitchell      Vincent M. White

Also attending:

Shanná L. Alicea, Administrative Specialist III, DSHA  
Susan Eliason, Director of Housing Development, DSHA  
Marlena Gibson, Director of Policy and Planning, DSHA  
Vanessa McCall, Director of Housing Finance, DSHA

Guests present: None

**APPROVAL OF MINUTES**

Mr. Peters moved and Ms. Zumsteg seconded that the Minutes of June 14, 2017 be approved as written. The motion was passed unanimously.

**DSHA REPORT** – Ms. Eliason

- **Budget**
  - FY19 Budget process starts mid-August with all agencies preparing “The Door Opener Memo” to the budget office with meetings starting in September
    - Budget hearings will be during October and November
    - JFC will be around February
    - Bond Bill will be in March.

- In the last general assembly, the Real Estate Transfer Tax was increased from 3% to 4%. DSHA researching ways to mitigate effects for first time homebuyers using DSHA mortgage products.
- 2018 QAP is in process. Consultant company Peterson & Associates was hired to help facilitate Stakeholder meetings; conducted interview sessions with different partners, and held surveys to get feedback on what's working in the tax credit program and what they would like to see change. The first work product of the QAP went out August 8<sup>th</sup> to all the Stakeholders. There is a Stakeholder's meeting scheduled for August 22<sup>nd</sup> at the Dover Library for feedback, comments and suggestions on the proposed QAP. The regular public hearing will be held in December on the formal approval of the QAP.
- Ms. Eliason stated all Council members were welcome to attend the Stakeholder's meeting at the Dover Library to listen and observe. Ms. Eliason also stated that the new proposed QAP generated by the consultant is a product of her feedback from her meetings with the Stakeholders, the changes the Stakeholders suggested DSHA should consider and her experience with QAPs in other States.
- Ms. Zumsteg wanted to know what were the chief differences from what was done before and Ms. Eliason stated the biggest surprise to her and the consultant was the Stakeholders want to keep the 2 pools which are New Creation & Preservation.
- 2017 LIHTC Applications were awarded to the following projects:
  - Market Street Apartments in Bridgeville
  - Brandywine Station in Millsboro
  - The Flats III in Wilmington
- DSHA received one 4% application, a mixed income site in Hockessin which is still under review.
- Housing Alliance Delaware will hold an event in the Fall to announce the merger of HPC and Housing Coalition
- Annual Student Award luncheon was held at Poly Tech where 62 students who live in the various public housing sites were recognized for their academic achievement.

## **COMMITTEE REPORTS**

### **COMMUNICATIONS:** Mr. Leahy

Mr. Leahy suggested the Training and Education along with the Skills Inventory be included on the agenda for the upcoming Council on Housing meeting.

### **OPERATIONS:** Ms. Harrington

- Election of Officers for fiscal year 2018:
  - Huge Leahy as Chair
  - Vincent M. White as Vice Chair

Ms. Harrington opened up the floor and asked if anyone would like to nominate anyone else for chair or vice chair for 2018; there was no response. Mr. Peters moved for the nomination to be closed and Ms. Massey seconded. Nomination were closed unanimously.

Slated of officers for fiscal year 2018 was presented to Council with Hugh Leahy as Chair and Vincent M. White as Vice Chair for the Council on Housing. It was moved with recommendation from the Committee and seconded by Mr. Peters.

- Suggestions for Training and Education are still being accepted to the Operation Committee.
- Skill inventory still being worked on. Survey should be ready by next Council meeting.

- Conflict of Interest forms were handed out.

**HOUSING POLICY:** Mr. Leahy  
Nothing to report.

**LOAN REVIEW:** Ms. Harrington

The committee met July 31, 2017 and reviewed one HDF grant request. It is the recommendation of the committee, after due discussion, that the following grant requests by DSHA be considered and approved by the Council and a recommendation for approval made to the DSHA Director for the loan request:

- DSHA-Second Mortgage Assistance (SMAL) Loan – Resolution No. 559. Ms. Harrington moved and Ms. Zumsteg seconded which was passed unanimously.

**OLD / NEW BUSINESS:** Ms. Gibson

Mr. Leahy stated a calendar of events which Mr. White requested at a previous meeting be established and presented at each Council meeting. As part of the Strategic Planning Ms. Gibson put together a calendar of housing related events. This calendar will be updated each month and distributed to Council to keep them informed along with a Timelines which Ms. Gibson also created during the Strategic Planning process.

**ADMINISTRATIVE:** Mr. Leahy

Vacancy for Council member in the City of Wilmington – Republican representative is needed in the Council on Housing.

Mr. Leahy suggested at each Council meeting the members should focus on the Strategic Calendar to make sure Council is staying on track of task and responsibilities and discuss upcoming events.

Ms. Gibson stated going forward the calendar will be inserted in the Council on Housing booklets.

**SCHEDULING OF NEXT MEETING**

The next meeting will be held on Wednesday, September 13, 2017 at Huling Cove, Lewes, DE, from 2:00 p.m. to 4:30 pm.

**ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,



Shanná L. Alicea

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