

COUNCIL ON HOUSING  
Public Session  
Huling Cove Community Building  
Lewes, DE  
September 14, 2011

**Motions**

- Approval of June 8, 2011 Minutes.
- Election of officers for 2012.

Norma Zumsteg, Chair, called to order the public session of the Council on Housing at 2:05 p.m. on September 14, 2011. In addition to Ms. Zumsteg, the following Council members were present:

Anita Auten	Hugh Leahy
Pat Batchelor	Donna Mitchell
Russ Huxtable	

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

Ralph Peters	Vincent White
Ruth Sokolowski	

Also attending:

Timothy S. McLaughlin, Deputy Director, Delaware State Housing Authority (DSHA)  
Lynda Blythe, Administrative Specialist III, DSHA  
Devon Degyansky, Management Analyst I, DSHA  
Matthew Heckles, Director of Policy and Planning, DSHA

Guests present:

Gina Miserendino, Delaware Housing Coalition  
Sheba Vine, The Danneman Firm

**APPROVAL OF MINUTES**

Upon motion by Ms. Batchelor, and seconded by Ms. Mitchell, the Minutes of June 8, 2011 were unanimously approved as written.

- Need Assessment
- Populations Served
- Eligibility Criteria
- Agency Roles
- Assistance Allocation Process
- Subsidy Details
- Exiting the program
- Update and Future Goals

## **COMMITTEE REPORTS**

**OPERATIONS** – none per Mr. Huxtable.

**HOUSING POLICY** - Mr. Heckles stated Ms. Sokolowski attended the Strategic Planning meeting to gain a preview of DSHA's intentions. The committee will be presented a more definitive strategic plan to review prior to it being presented to full Council.

**COMMUNICATIONS** – Mr. Leahy, on behalf of Mr. Peters, reported the committee had met a couple of times preparing the annual report. A draft of the report will be sent to full Council by the end of September for their review in anticipation that the final report will be approved at the October 12<sup>th</sup> meeting.

**OLD/NEW BUSINESS** – none.

## **ADMINISTRATIVE MATTERS**

The Operations Committee, on August 15, 2011, according to Counsel By-Laws, placed in nomination for the 2012 officers the names of Ms. Zumsteg as Chair and Ms. Sokolowski as Vice Chair. Mr. Huxtable moved that the slate of officers be accepted as presented and that nominations be closed. Mr. Leahy seconded the motion. There being no further discussion, Ms. Batchelor moved, and Mr. Leahy seconded, that the nominations be approved. The motion was passed unanimously by Council.

Ms. Zumsteg reminded Council members that Ms. Blythe is to receive their completed Conflict of Interest forms by October 1<sup>st</sup> either via email or fax. The original documents may be given to Ms. Blythe at the October 12<sup>th</sup> meeting.

The Housing Policy Committee, per Ms. Zumsteg, has been discussing strategic planning for 2012. It is the committee's intent that the full Council meet in early 2012 and, utilizing an outside facilitator, begin their planning. Details of the meeting will be conveyed at a later date.

Council thanked Mr. McLaughlin, who will be leaving DSHA at the end of the month, for his hard work and assistance the past four and a half years and offered their best wishes to him.