

# **WESTERN PA HOUSING DIRECTOR'S ASSOCIATION**

## **Meeting Minutes**

**July 25, 2012**

**Hyatt Place Pittsburgh North Shore**

**260 North Shore Drive**

**Pittsburgh, PA 15212**

The Meeting of the Western Pennsylvania Housing Director's Association was held on Wednesday, July 25, 2012 at 10:00 a.m. at the Hyatt Place Pittsburgh North Shore in Pittsburgh Pennsylvania.

Steve Bucklew opened the meeting at 10:12 am, welcoming everyone in attendance. He briefly reviewed the format and topics to be discussed during this meeting and scheduled WPHDA meetings, trainings and workshops for the remainder of 2012.

### **Approval of the Minutes**

A motion to approve the minutes as presented from the May 22, 2012 meeting was made by John Horan, seconded by Sandy McGuire. The motion carried with a unanimous vote.

### **Treasurer's Report**

Steve Hall, Treasurer, reviewed the financial statements ending June 30, 2012.

Steve indicated that the WPHDA PNC account showed to have \$30,948.10 at the close of last month. Recently activity conducted for the account was payments for and revenue from the scheduled FASS and HQS/UPCS Seminars. The Citizens Bank Certificate of Deposit is at \$30,327.74.

Lorene Osborne moved to approve the Treasurer's Report as presented; John Wright seconds the motion. The motion was carried with a unanimous vote.

### **Unfinished Business**

None

### **Other Business**

Cheryl Johns of the Altoona Housing Authority will be the speaker at the next WPHDA Meeting in August 2012. The topics to be covered are Human Resources and Personnel Updates.

2012 PAHRA Scholarship Winners were announced with WPHDA contributing \$1000 each to this regions' Adult 1<sup>st</sup> place winner: Ms. S. Santiago of the Housing Authority of the City of Erie and Student 2<sup>nd</sup> place winner: Mr. J. Clincho of the Dubois Housing Authority.

Dusti Dennis and Lorene Osborne volunteered to be on the Nominating Committee for a new Secretary to be announced at the October 23, 2012 meeting.

John Horan of the Erie Housing Authority spoke about the PAHRA 2012 Annual Conference scheduled for September 11-14 at the Sheraton Erie Bay Front Hotel. He invites everyone to attend the conference and enjoy Erie's finest month and many tourist attractions.

### **New Business**

Steve Introduced Ken Sevick, a Certified Master Business Coach for Action Coach Business Coaching to present a short training/discussion on "Managing Communication in your Business".

Ken covered the "Six Steps to Massive Results" as a level diagram to become a more effective and efficient business. He reviewed employee behavior styles and how to utilizing the "DISC" Model of identifying and working with individuals' personal characteristics. Keys to a winning team and leadership basics were also part of Ken's presentation. A free EBook is attached with the minutes. Ken Sevick can be reached at 724-310-3296 or 724-255-7626 with any questions.

Steve introduced representatives from PNC Bank to review PNC Prepaid cards as a cost-effective and convenient solution for Housing Authority Utility Payments to residents. Reloadable cards replace the need for check issuance and redemption because funds are deposited directly to the card and can be restricted by merchant type. Codes can be input to each card so payments can only be made at utilities and municipalities for services such as electric, water and gas. An online reporting suite facilitates easy tracking of expenditures and card balances and funding history. Implementation and setup is approximately 4-6 weeks. For additional information and pricing please contact Wendell Wade (412) 823-4636 or Josh Fogle (412) 523-7187 of PNC.

### **Adjournment**

Steve asked for a motion to adjourn the meeting at 11:40 am. Dusti Dennis made the motion and Steve Hall seconded the motion. The motion carried unanimously. Next meeting is 10:00am, August 21, 2012 at the Four Points Sheraton Pittsburgh North, 910 Sheraton Drive, Mars PA 16046, (412) 776-6900.

Respectfully Submitted,  
James M. Chandler