

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES
SEPTEMBER 16, 2026**

The Special Call meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **September 16, 2026**, at 5:03pm with the following members present; Michael Chalk, Carolyn Duff and Joseph Mumper. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Ron Rawe, Finance Director and Gina Schneider were also present.

Michael Chalk called the meeting to order, noting that Mayor Thomas L. Guidugli Jr., and Thomas Fisher, Attorney, were absent.

OLD BUSINESS

The first item on the agenda was the adoption of the HAN meeting minutes from **July 13, 2026**, Board Meeting. The following action was taken:

MOTION: Carolyn Duff made a motion to adopt **July 13, 2026, HAN meeting minutes** and Joseph Mumper seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

NEW BUSINESS

A. Resolution 2026-05 – To Approve Payment Standards for the Section 8 Housing Choice Voucher (HCV) Program

Tracie Joyner explained that HUD publishes Fair Market Rents every year and we adjust the payment standards for Section 8 Housing Choice Voucher (HCV) Program. We are currently at 110% of 2026 SAFMR (Small Area Fair Market Rent) and the proposed payment standards for 2027 will be 105% of SAFMR.

After no further discussion the following action was taken:

MOTION: Carolyn Duff made a motion to adopt the **Resolution 2026-05** and Joseph Mumper seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

NEW BUSINESS Cont'd

B. Resolution 2026-06 – To Approve a Salary Increase for Employees of the Housing Authority of Newport.

A percentage was discussed and agreed upon for the employees and Thomas L. Guidugli, Sr., Executive Director.

After no further discussion the following action was taken:

MOTION: Joseph Mumper made a motion to adopt the **Resolution 2026-06** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

Finance Report

Presentation of HAN/NMHC III– Fiscal Year Financial Report/Audit Year ended December 31, 2025, from Auditors (Ken Saggese from Clifton Larson Allen LLP)

Ken Saggese discussed the audit report highlighting a few changes from previous years. A change to some of our entities which resulted in a correction, specifically to Highland Village, Clifton Hills and Northern KY Scholar House were discussed. There's no tax impact to these corrections. The findings were noted on the audit report.

Ron Rawe reviewed the finance board report with the Board members and there was no action taken.

Executive Director's Report

Thomas L. Guidugli, Sr. provided the following information in addition to his written report. Reviewed by Board Members and there was no action taken.

CDBG: 2023-052

The CDBG Grant amount is \$996,526.

49 19th Street –This property was sold on December 11th.

1112 Ann Street –This property was sold on December 16th.

708 Columbia –This property was sold on December 23rd.

319 W 8th – This property was sold on August 20th.

320 W 8th –This property was sold on December 30th.

324 W 8th - This property was sold on February 2nd.

417 W 9th –This property was sold on December 29th.

NMHC III

828 Isabella – This will be a rental property, four (4) rental units on 1st, 2nd and 3rd floor and commercial space on the 1st floor.

- All apartments have been leased up.
- Commercial space is finished but has not been leased up yet.

409-413 W 8th Street – This will be rental property, four one-bedroom units and will be funded through our Capital Funding. They will be part of our Public Housing (Scattered Sites) Program.

- All units are leased up.

700 Monmouth Street – This will be a rental property, four (4) one-bedroom rental units on the 2nd and 3rd floors and commercial space on the 1st floor.

- Interior framing of the apartments has begun.
- The windows for the first floor (front) will be shipped on August 10th.

ENTRYWAY INC – HOME - 2024

We have been approved for the next Entryway project which will be 708 Isabella, 737 Patterson and 1146 Columbia.

737 Patterson – This property is a two-bedroom single family home with one full bathroom and one-half bathroom.

- SOLD - This property closed on May 6th.

708 Isabella – This property will be a one-bedroom single family home with one full bathroom that will be offered for sale when renovations are complete.

- The fence for the backyard is scheduled to be installed on September 21st.
- Another interested buyer looked at the home and was interested. They have preapproval with a lender.

1146 Columbia – This property will be a one-bedroom single family home with one full bathroom that will be offered for sale when renovations are complete.

- Completed the trim out of windows, casing and base.
- Interior paint to begin this week.
- We've reached out to another person on the waiting list.

CDBG 2025

The CDBG Grant amount is \$994,000

We are working on site layouts, design plans and sound testing for five (5) new construction homes located at 208 W 12th Street, 1036 Hamlet Street, 516 W 9th Street, 111 W 9th Street and 429 Hodge Street.

- Foundation bids are received and working on contracts and scheduling start date.
- Starting to set temporary electric poles and pricing Geotech, framing and mechanicals.

Scattered Sites

- Working on Capital Fund items from the site's requested list.
- New exterior doors for 33 & 35 Laycock have been received.
- HVAC replacement for eleven systems at 70 18th Street is almost complete. Two units left to install as soon as the units arrive.
- Working on trimming and cleaning of landscaping, etc.

Grand Towers

- Trimming of bushes, trees, etc. has been completed.
- Dead stumps, etc. have been grinded out in front of the patio.
- A new parking lot camera has been added to the system.
- Pavillion is awaiting pressure washing and staining.

Highland Village

- Working on Capital Fund items from the site's requested list.

Scholar House

- Pavillion is awaiting pressure washing and staining.

Clifton Hills

- Nothing new at this time.

Corpus Christi

- Working on Capital Fund items from the site's requested list.
- The tree damaged during a storm has been removed.

Administration:

- ✓ Overall leasing is at 97.5%
- ✓ **AUDITS & INSPECTIONS:** National Equity Fund (NEF) is currently conducting a tenant file audit for Northern Kentucky Scholar House. No findings were received.

Ohio Capital Corporation for Housing (OCCH) conducted a tenant file audit for Highland Village and Clifton Hills. Clifton Hills received no findings. Highland Village received **minor findings**, which are currently being addressed and corrected.

Ohio Capital Corporation for Housing (OCCH) is scheduled to conduct unit inspections at Highland Village and Clifton Hills on September 24, 2026.

- ✓ **HUD:** HUD has published the 2027 Fair Market Rents (FMRs) and Small Area Fair Market Rents (SAFMRs), which are effective October 1, 2026. Based on the new figures, Board approval is being requested to increase the Payment Standards for the Section 8 Program. A Resolution reflecting the proposed Payment Standards is included in your board packets.

In addition, the **Public Housing Flat Rent schedule** will need to be revised to comply with HUD's requirement that flat rents be established at no less than **80% of the lesser of the published FMR or SAFMR**. The analysis included in your board packet indicates that all flat rents must be increased to comply with this requirement. Rents for non-public housing units will also be increased. All proposed rents are currently posted for the required **30-day public comment period**. A Resolution approving the revised Flat Rent schedule will be presented for Board consideration at the **October meeting**.

- ✓ **SECTION 8:** Funding for the Housing Choice Voucher (Section 8) Program continues to be closely monitored to ensure adequate resources are available to maintain rental assistance for participating families throughout the remainder of the year. Staff regularly reviews the program budget, monitors leasing and Housing Assistance Payment (HAP) expenses, and makes adjustments as necessary to ensure the effective management of available funding.
- ✓ **PHA ANNUAL PLAN & CAPITAL FUND 5-YEAR PLAN:** HUD requires Public Housing Authorities (PHAs) to update their Annual Plan each fiscal year. The Annual Plan outlines the PHA's operations, programs, services, and policies, while establishing measurable goals and objectives for the upcoming year.

As part of this process, staff are finalizing the **2026 Capital Fund budget** and updating the **Capital Fund 5-Year Action Plan** to identify planned capital improvements and funding priorities. The draft Annual Plan and related Capital Fund Plan documents have been **made available for the required 45-day public comment period**. A copy of the Plan is attached for your review and comment. A Resolution approving the Plans will be presented for Board consideration at the **October meeting**.

- ✓ **TRAINING:** Staff will be attending the Kentucky Housing Association (KHA) Annual Conference in Louisville from September 13–16, 2026. Training topics will include HOTMA, HCV/Public Housing Rent Calculation Certification, NSPIRE-V, Cost Savings Measures & Shortfall, Family Self-Sufficiency (FSS), Capital Funds, New Cash Management Rules, and Procurement.

HUD representatives will also be in attendance. As a result, the Board meeting date was changed to allow staff the opportunity to attend the conference and participate in the training and discussions with HUD.

Public Housing Report

Reviewed by Board members and there was no action taken.

Section 8 Report

Reviewed by Board members and there was no action taken.

Ron Rawe and Tracie Joyner discussed the Section 8 program and HUD funding. We have monthly calls with HUD to discuss the issues with leasing and funding. Currently the Section 8 waiting list is closed.

Procurement Report

Reviewed by Board members and there was no action taken.

Senior Sites Services Coordinator Report

Reviewed by Board members and there was no action taken.

Public Comments

Linda Hess from Grand Towers was present.

She asked about the tree removal on the right side of the building and tree trimming on the left side. Tree removal is scheduled to take place, and smaller trees will be planted. Tree trimming is also scheduled to take place.

She also asked about the new pavilion and if it would be non-smoking. Tom confirmed that we are having another one built and it would be non-smoking.

Other Business

None

Executive Session

None

Adjourn

There being no further business before the Board, the following action was taken:

MOTION: Joseph Mumper made a motion to **adjourn the HAN Board Meeting** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

The Board adjourned at approximately 6:07pm.

These minutes are duly adopted on this 12th day of October 2026.

Michael Chalk, Chairperson

ATTEST:

Thomas L. Guidugli Sr., Executive Director