

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
JULY 13, 2026**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **July 13, 2026**, at 5:04pm with the following members present; Michael Chalk, Carolyn Duff and Joseph Mumper. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Thomas Fisher, Attorney and Gina Schneider were also present.

Michael Chalk called the meeting to order, noting that Mayor Thomas L. Guidugli Jr., was absent and Thomas L. Guidugli, Sr., was on his way to the meeting.

OLD BUSINESS

The first item on the agenda was the adoption of the HAN meeting minutes from **March 9, 2026**, Board Meeting. The following action was taken:

MOTION: Joseph Mumper made a motion to adopt **March 9, 2026, HAN meeting minutes** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

At 5:06 the Board went into the meetings for NMHC, NF, INC. NMHC III and NMHC IV to do the annual appointment of officers.

The HAN Board Meeting resumed at 5:12pm.

NEW BUSINESS

A. Resolution 2026-04 – To Approve a Revision to the Materials and Labor Charge Policy for All Housing Developments.

Tracie Joyner explained the revision was due to a clarification needed with the policy due to residents' requests for replacement keys and the fee was not listed in the policy.

After no further discussion the following action was taken:

MOTION: Joseph Mumper made a motion to adopt the **Resolution 2026-04** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

Mike Chalk stated that Thomas L. Guidugli Sr., Executive Director, had arrived for the HAN Board Meeting.

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 will be a newly constructed two-story single-family home with three bedrooms and two full bathrooms that will be offered for sale when construction is completed.

- Received the Certificate of Occupancy.
- We have new interested buyers with lender approval. They will be signing a purchase contract soon and we should be able to close by the end of July or early August.

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.

- Corken Steel is working on window head detail.
- Met with the architect to discuss change to the first-floor restrooms.
- Removing the old staircase at the rear of the building.
- Framing continues.

ENTRYWAY INC – HOME - 2024

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

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.

- We will start final cleaning, paint touch-up, blower door tests, CO inspection in the next week or so.
- We have an interested buyer who is currently working with a lender.

737 Patterson – This property will be a two-bedroom single family home with one full bathroom and one-half bathroom that will be offered for sale when renovations are complete.

- CO has been received.
- This property closed on May 6th.

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.

- Countertops are installed.
- HVAC install is complete.
- Toilet is set.
- Trim, casing and base installation have begun.
- The interested buyer has decided not to purchase.

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.

- Completed sound studies on 207 W 12th and 1036 Hamlet. Lots passed and are acceptable to build on.
- Blueprints are being reviewed by staff. We will file for building permits as soon as they are complete and stamped.
- We will be bidding for foundations soon.

Scattered Sites

- Received capital fund request list from site. Reviewing and ordering items.
- New exterior doors for 33 & 35 Laycock will be delivered this week.
- HVAC replacement for eleven systems at 70 18th Street is in process.

Grand Towers

- Received capital fund request list from site. Reviewing and ordering items.

Highland Village

- Received capital fund request list from site. Reviewing and ordering items.
- Cleaning of dryer vents are complete.
- Landscaping has been trimmed and mulched.

Scholar House

- All repairs to fire and water damaged units are complete and units are leased up.
- Working on landscaping, cleanup and mulching.

Clifton Hills

- Nothing new at this time.

Corpus Christi

- Received capital fund request list from site. Reviewing and ordering items.
- Repairs/retro fitting of all nave lights is complete.

Administration:

- ✓ Overall leasing is at 98.1%
- ✓ **AUDITS & INSPECTIONS:** Ohio Capital Corporation for Housing (OCCH) conducted a tenant file audit for Highland Village on 6/1/2026. At this time, we have not received any findings or responses.
- ✓ **NSPIRE INSPECTIONS:** The HUD NSPIRE inspection scheduled for 409–413 West 8th Street has been rescheduled for July 28, 2026. Residents have been notified of the change and staff are ensuring the property is compliant with HUD’s National Standards for the Physical Inspection of Real Estate (NSPIRE) requirements.
- ✓ **SECTION 8:** HUD notified us of new funding provisions for the Housing Choice Voucher program. We recently submitted (3) applications for HAP Set-Aside Funding and are awaiting a response.
 - Category 2: Unforeseen Circumstances – HCV program experienced increased renewal costs due to per unit cost increases in CY 2026 due to unforeseen circumstances.
 - Category 3: Portability – PHA experienced a significant increase in renewal costs due to increase in portability payments.
 - Category 6: HUD-VASH – PHA experienced increased per unit costs for HUD-VASH participants.

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.

- ✓ **VASH:** In accordance with HUD PIH Notice 2026-01, we submitted a request for additional administrative fee funding for our HUD-VASH vouchers. This supplemental funding is intended to help offset the day-to-day operational costs associated with administering the HUD-VASH program and supporting participating veterans. We have recently received notification that our request was approved, and additional funding in the amount of \$4,733.00 has been awarded.
- ✓ **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 also establishing measurable goals and objectives for the upcoming year. In conjunction with 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. Once completed, a draft of the Annual Plan and related Capital Fund Plan documents will be provided to the Board for review and comment.
- ✓ **PUBLIC HOUSING:** We are proud to report that our Public Housing Program has once again earned **High Performer** status from HUD, achieving an outstanding **Public Housing Assessment System (PHAS) score of 97** for FYE 12/31/2024. This designation recognizes the agency's strong performance in the management and operation of its Public Housing Program, including excellence in physical condition, financial management, management operations, and capital fund activities. Achieving High Performer status reflects our staff's dedication to maintaining high-quality housing, ensuring regulatory compliance, and providing exceptional service to our residents.

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.

Procurement Report

Reviewed by Board members and there was no action taken.

Finance 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 commented that someone that was evicted from Grand Towers is still visiting other residents in the building. The bathroom located in the 11th floor meeting room is being locked because of visitors using the bathroom. Tom said to meet with Peggy or maintenance to get the key prior to events in the meeting room so the bathroom can be unlocked.

The security system for the door has a code that can be used instead of the key fob, but the code is being given out to non-residents. Tom and Tracie are going to address this issue due to the number of non-residents entering the building.

The door on the side of the building is being left open or left unlocked. The residents are concerned with security of the building.

Other Business

None

Executive Session

None

Thomas L. Guidugli, Sr. stated that there was a meeting with Campbell County regarding the next CDBG grant. He also spoke with City of Covington/HOME Consortium regarding a project that would consist of three new construction (2-bedroom) homes and one rehabbed home.

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 5:52pm.

These minutes are duly adopted on this 16th day of September 2026.

Michael Chalk, Chairperson

ATTEST:

Thomas L. Guidugli Sr., Executive Director