

HOUSING AUTHORITY OF BERGEN COUNTY
One Bergen County Plaza, FL 2
Hackensack, NJ 07601

MINUTES OF THE MEETING OF APRIL 29, 2014

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF APRIL 29, 2014.

PRESENT:

Chairman Bruce Walenczyk
Commissioner Steven Kopf
Commissioner Mark DiPisa
Commissioner Joanne English Rollieson

Domingo Senande, Executive Director
Lynn Bartlett, Deputy Executive Director
Charlotte Vandervalk, Director of Development
Terrence Corriston, Esq., Counsel
Esther Gatria, Human Resources Manager
Diane Scriveri, HDC President
John Biale, HDC Trustee
Joseph Rutch, HDC Trustee
Michael Apicella, HDC Trustee
Heather Wei, Executive Assistant

ABSENT: Commissioner Kay Nest
Commissioner Andrew Rudman

NOTICE OF MEETING

Mr. Domingo Senande read the following statement:

Consistent with the Byron M. Baer Open Public Meetings Act: P.L.1975c231, all meetings of public bodies shall be open to the public at all times. Notice of the regular meeting was provided to The Record and the Jersey Journal on February 20, 2014, and was provided to the County Clerk for posting at the County Administration Building, at which time the date, time and place were set forth. The minutes of the regular meeting will be available following the next regularly scheduled meeting.

The meeting was called to order at 5:46 p.m. after the HDC meeting was adjourned.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made by Commissioner DiPisa to approve the minutes of the meeting of March 27, 2014. Motion was seconded by Commissioner English Rollieson.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Nest and Rudman (2)

EXECUTIVE DIRECTOR'S REPORT

HHH:

Julia Orlando reported that the Shelter went through a program review by the County, whose main focus was work of the clinical coordinator.

Ms. Orlando also reported that 15 volunteer shelter guests volunteered and participated in Slam Dunk the Junk, a citywide effort to help clean-up Hackensack. She further reported that the Teach for Life graduation will be on May 6th, which will also be the day the vocational room will be dedicated to Jerry Somes.

Lastly, Ms. Orlando reported that she would be meeting with the shelter guests regarding the new curfew of 9:00 p.m.

Housing Choice Voucher:

Lynn Bartlett reported that the first Saturday of the leasing up vouchers initiative went very well. There had been a quick flow of people and no major problems had occurred. She shared that it was a great team effort, along with one Montclair specialist and seven from Jersey City.

Human Resources:

Ms. Gatria reported that the new Unicorn payroll system was still a work in progress; however, two payroll cycles had been completed with very few issues. The next step is the time keeping portion, adding that a biometric time clock has already been installed at headquarters.

Ms. Gatria reported that she has submitted amendments to the Personnel Policy Manual on the agenda as per recent MEL requirements which will also help to reduce insurance costs.

Ms. Gatria further reported that she was still in the interview process for new hires.

Lifetime Benefits:

William Katchen completed his lifetime benefits analysis and determined that based on the current number of employees the first year would cost the HA \$75,000 and up to \$420,000 in the tenth year. He explained that these numbers could change on any

number of instances, i.e. employees who are on medicare, those who opt out due to other coverage, as well as those who go from family coverage to husband/wife coverage.

Financials:

Kevin McCann reported on the HABC financials.

Operating cash accounts decreased by almost \$240,500. Major changes occurred mainly due to:

- \$372,000 - Annual cost for pension plan; which was offset by the \$95,000 in additional funding for the HCV program; and
- \$36,000 normal operating surplus.

The HDC cash report had a net increase of \$57,000 mainly due to operational surpluses from facilities.

HDC's general office fund main account dropped by \$21,825 due mainly to:

- \$6,426 additional developmental expenditures; and
- \$15,399 normal operational monthly expenditures.

Lastly, Domingo Senande stated "I would like to take the opportunity to thank the entire HABC staff and employees that have made the last 7 years extraordinary. With that said, I will be resigning at the end of my contract and have accepted a position elsewhere, but will work with the board to transition the new Executive Director." (**As reported in the HDC meeting**)

ATTORNEY'S REPORT (as reported in the HDC Meeting)

Terrence Corrison, Esq. reported that the LLC has been formed for the Emerson project. Mr. Corrison also sent and received the PILOT Agreement to East Rutherford allowing all the properties in that town to now be tax exempt. Finally, he assisted Lynn Bartlett on the Shared Service Agreements with other Housing Authorities for the Housing Choice Voucher initiative.

CONSENT AGENDA

A motion to approve the consent agenda was made by Commissioner Kopf and seconded by Commissioner DiPisa.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Nest and Rudman (2)

A. Resolution 2014-30

Resolution approving the routine expenditures for the HABC for the period of 03/19/14 – 04/18/14.

- B. Resolution 2014-31
Resolution approving the routine expenditures for the HDC for the period of 03/19/14 – 04/18/14.
- C. Resolution 2014-32
Resolution extending a contract with Norman Staffing Services for a term on one year beginning July 1, 2014 through June 30, 2015.
- D. Resolution 2014-33
Resolution approving a contract with ACI Electrical Contractor, Inc., for the emergency generator replacement at Boiling Springs Gardens and the emergency generator upgrades at Carucci Apartments.
- E. Resolution 2014-34
Resolution approving the Personnel Policies and Procedures Manual for employees dated April 2014.
- F. Resolution 2014-35
Resolution approving amendments to the Personnel Policy and Procedures Manual for Managers of the HABC dated April 2014.
- G. Resolution 2014-36
Resolution approving a Shared Service Agreement with the Hoboken Housing Authority for the purposes of providing Section 8 Housing Choice Voucher Eligibility Services.
- H. Resolution 2014-37
Resolution approving a Shared Service Agreement with the Jersey City Housing Authority for the purposes of providing Section 8 Housing Choice Voucher Eligibility Services.
- I. Resolution 2014-38
Resolution approving a Shared Service Agreement with the Montclair Housing Authority for the purposes of providing Section 8 Housing Choice Voucher Eligibility Services.
- J. Resolution 2014-39
Resolution approving a Shared Service Agreement with the Lodi Housing Authority for the purposes of providing Section 8 Housing Choice Voucher Eligibility Services.

A motion to go into closed session was made by Commissioner Kopf and seconded by Commissioner DiPisa.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioner Nest and Rudman (2)

A motion to open to the public was made by Commissioner Kopf and seconded by Commissioner DiPisa.

VOTE: AYES: All Present Commissioners (4)

ABSENT: Commissioner Nest and Rudman (2)

Commissioner DiPisa moved that the meeting be adjourned. Commissioner Kopf seconded the motion.

VOTE: AYES: All Present Commissioners (4)
ABSENT: Commissioner Nest and Rudman (2)

Meeting adjourned at 6:18 p.m.
Minutes prepared by: Heather Wei