

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

MINUTES OF THE MEETING OF MAY 22, 2014

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF MAY 22, 2014.

PRESENT:

Chairman Bruce Walenczyk
Commissioner Steven Kopf
Commissioner Mark DiPisa
Commissioner Robert Taschler

Lynn Bartlett, Acting Executive Director
Charlotte Vandervalk, Director of Development
Terrence Corrison, Esq., Counsel
Diane Scriveri, HDC President
Michael Apicella, HDC Trustee
Heather Wei, Executive Assistant

ABSENT:

Commissioner Joanne English Rollieson
Commissioner Kay Nest
Esther Gatria, Human Resources Manager

NOTICE OF MEETING

Ms. Lynn Bartlett 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 5:57 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 Kopf to approve the minutes of the meeting of April 29, 2014. Motion was seconded by Commissioner DiPisa.

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

EXECUTIVE DIRECTOR'S REPORT

HHH:

Julia Orlando reported that she met with transitional professionals from the Bergen County Jail who are dedicated to providing case management for parolees. Ms. Orlando stated that with the approval of the Bergen County Sheriff's Office, the HHH would partner with the transitional professionals to provide a care plan for individuals released from the jail within the first 72 hours. The goal is determine the success rate of non recidivism for these individuals given a care plan.

Ms. Orlando also reported that the Teach for Life graduation took place on May 6th, and the vocational room was also dedicated to Jerry Somes.

Ms. Orlando further reported that representatives from Ocean County toured the HHH. The city of Lakewood is known for its "tent city", as Ocean County does not have a shelter. They visited with the hopes of using the HHH as a model for a potential shelter.

Ms. Orlando also reported that she had been invited by Assemblywoman Valerie Huttie to testify before the Assembly and Human Services Committee on adult and youth homelessness.

Lastly, Ms. Orlando expressed her gratitude towards the set aside in the HHH budget for training. She has since been trained in CPR and usage of the Automated External Defibrillator. Ms. Orlando will also be attending training on the newest street drugs and legal issues in mental health. Ms. Orlando explained that the training is great in helping with certain situations at the shelter.

REAC:

Vincent Bufis reported on the ongoing REAC inspections that will be taking place at six of the HABC owned or managed properties.

Mr. Bufis reported that Palisades Park had already been inspected and received a 96.97 score. The Lyndhurst building was also inspected and received a score of 99.74. East Rutherford was just inspected and had yet to receive its score. Dumont, Mahwah/Ramsey and Ridgewood still have to be inspected.

Lastly, Mr. Bufis reported that thanks to property management and the staff's dedication the inspected buildings received phenomenal scores. He explained that many hours and great effort were put forth by all involved and upon approval from the Personnel Committee a Bonus Program will be put in place based upon the REAC scores.

Human Resources:

Ms. Bartlett reported that the new Unicorn payroll system continues to be a work in progress; the biometric time clock has been installed and will be up and running within the next 2 weeks.

Ms. Bartlett also reported that an offer has been made for the Receptionist position and the pre-employment process has begun; the expected start date was June 2nd. She further reported that part-time assistants have been hired for Zones 1 and 3 in the Field.

Ms. Bartlett further reported that the job description for the Director of Development was still being revised; once completed they would move forward with filling the position. She also explained the Human Resources Manager and Assistance to the Director of Property Management job descriptions were being modified.

Lastly, Ms. Bartlett reported that the search for the Executive Director position has begun. The ad has been placed in all required publications and the deadline for submittal is June 19th.

Financials:

Kevin McCann reported on the HABC financials.

Operating cash accounts increased by almost \$175,000. Major changes occurred mainly due to:

- The slowdown of purchasing at the end of the March due to the fiscal year end.

Also, Mr. McCann reported that the only major decrease was in Shelter Grant Funds. This was mainly due to the former Executive Director resigning and a necessary change of signatories on accounts. The bank would not allow draw downs on accounts. The issue will be resolved by next month's meeting.

Lastly, Mr. McCann reported that HUD announced it would be recapturing Housing Authority held NRA balances as of December 31, 2013 starting in June of 2014. As such the Section 8 Program funding for the month of June would be decreased by approximately \$1.7 million. The recaptured funds would be available, if needed, in HUD held program reserves for HABC. The issue is that since HUD held reserves are not booked on the Housing Authorities books, the Housing Authority could show a loss for the month up to the amount with held by HUD (\$1.7 million). While this would be a paper loss only it would need to be reported as such in the financials for the first quarter.

ATTORNEY'S REPORT

Terrence Corriston, Esq. reported that a Notice to Claim was filed by a shelter visitor and suit has been filed on his behalf to the objection of certain Shelter policies.

