

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

MINUTES OF THE MEETING OF OCTOBER 22, 2015

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF OCTOBER 22, 2015.

PRESENT:

Commissioner Bruce Walenczyk, Chairman
Commissioner Steven Kopf, Vice Chairman
Commissioner Joanne English Rollieson, Treasurer
Commissioner Mark DiPisa
Commissioner Danielle Peterson
Commissioner Bob Taschler (*arrived at 5:31p.m.*)

Lynn Bartlett, Executive Director
Kevin McCann, Finance Director
Julia Orlando, Director of HHH
John Biale, Director of Development
Terrence Corrison, Esq., Counsel
Esther Gatria, Human Resources Manager
Heather Wei, Executive Assistant

ABSENT:

Commissioner Kay Nest
Vincent Bufis, Field Operations Manager

NOTICE OF MEETING

Executive Director 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 December 29, 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 5:10 p.m.

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 September 24, 2015. Motion was seconded by Commissioner English Rollieson.

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioner Nest
 ABSTAIN: Commissioner DiPisa

EXECUTIVE DIRECTOR'S REPORT

AUDIT

Executive Director Bartlett introduced Richard Larson of Fallon & Larson, newly hired auditors for the HABC and its' entities.

Mr. Larson reported on the HABC Audit for the year ending March 31, 2015:

- Independent Audit Report – This report is based solely on the opinions of the Auditors and its review of the financial statements. Fallon & Larson gave the HABC an “Unmodified Opinion” on its financial statement. Mr. Larson explained this is the highest level of assurance that an Auditor can give.
- Independent Audit Report in accordance with government auditing standards. This report is broken into two parts:
 1. Internal Control. Do the processes that the HABC currently use work properly and effectively? E.g., payroll process, cash receipt process, procurement process, meeting minutes and resolution process. Fallon & Larson reported that they did not identify any deficiencies within the internal control review. The highest level of assurance that an Auditor can give.
 2. Compliance with laws. Did the HABC pay payroll taxes on time? Were NJ procurement rules followed? Fallon & Larson reported that they did not identify any instances of non compliance. The highest level of assurance that an Auditor can give.
- Finally, Independent Auditors Report in accordance with OMB Circular A-133. This requires that any government agency that receives in excess of \$500,000 in federal awards complete an OMB Audi. This report confirms whether or not the HABC has complied with provisions of major federal programs. The Housing Choice Voucher program receives over \$39M in federal expenditures and will always be subject to this audit. Fallon & Larson gave the HABC an “Unmodified Opinion” on Housing Authority compliance with HCV Program rules and regulations. The highest level of assurance that an Auditor can give.

A motion for a resolution authorizing the acceptance and submission of the Audit was made by Commissioner Kopf and seconded by Commissioner English Rollieson.

Personnel

Director Bartlett reported that the Personnel Committee should have the Executive Director evaluation completed by November's meeting. She further reported that in the Field the Live-In Superintendent position has been filled. In headquarters, a full time Assisted Housing Specialist has submitted his two week notice.

BCHHH

Director Bartlett commented on the tremendous work put forth in the Zero 2016 campaign. Due to the great work being done it is anticipated that the target date for December to end veteran homelessness could be possible.

Development

Northvale – Under construction and the foundation is in. Addressing an issue now pertaining to the gymnasium wall and trying to reinforce it.

River Vale –The project continues to move forward.

Emerson – The entire team has been working diligently in the hopes to close with NJHMFA by December.

Saddle Brook and Franklin Lakes – awaiting a decision whether the projects have been awarded tax credits.

Upper Saddle River – Holly Schepisi met with the Borough attorney and is working on a development agreement.

Other

Director Bartlett requested that the Board give consideration to having one or two of the monthly Board meetings (maybe quarterly) at one of the HABC owned buildings. She believes it would build better relationships with the tenants

Finance

Public Housing: Cash has decreased by \$ 108,606
All Buildings charged with three payrolls this month.
Lyndhurst paid \$ 105,864.50 towards roof replacement. To be reimbursed by grants.

COCC & Community Dev: Cash has increased by \$361,171
COCC cash increased by \$223,618. Health insurance premiums, of \$135,000 were paid 1st week in October.

Interfund accounts were paid down as well.

HHH Center: Cash has increased by \$43,075 due to payments received from the County.

Housing Choice Voucher: Cash has increased by \$ 107,421
Expenditures were decreased due staff moved to field operations.
HAP expenditures are slightly below expectations as well.

Grant Programs: Cash has decreased by \$ 9,704
Grant reimbursements have started coming in, expected to improve more over the next 60 Days.

HDC General Acct: Cash decreased by \$ 72,601

Development Costs

Emerson	\$19,894
Saddle Brook	\$30,883
Franklin Lakes	\$383
Hackensack	\$0
River Vale	\$2,336

Additional Payouts included the annual Audit fee of \$6,900, Grove Street taxes of \$625

HDC Properties: Cash increased by \$87,999

HDC Emergency Solutions cash increased by \$ 84,070
Received \$112,468 in reimbursements from the County in September.

All other properties show normal positive cash flow.

Managed Properties: Cash increased by \$77,223

All properties showed normal positive cash flows for the month.

Trust Account Activity: Hasbrouck Heights made a Semi-Annual Bond payment of \$8,143.75

Meaningful expected future transactions:

HDC - Development Fee expected in July - Paris Avenue \$25,000

MLK Center - Escrow funds should be returned in July. \$22,929

Attorney's Report

Mr. Corrison reported that there were two tenant lockouts this month and one more is pending.

Public Comments

A motion to open the meeting to the public was made by Commissioner Kopf and seconded by Commissioner English Rollieson.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Nest

A motion to close the meeting to the public was made by Commissioner Peterson and seconded by Commissioner Kopf.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Nest

Consent Agenda

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

- A. **Resolution 2015-68**
Resolution approving the routine expenditures for the HABC for the period of 09/16/2015 - 10/13/2015.
- B. **Resolution 2015-69**
Resolution approving the routine expenditures for the HDC for the period of 09/16/2015 - 10/13/2015.
- C. **Resolution 2015-70**
Resolution authorizing a contract with Care Plus NJ, Inc., for laundry services at the Bergen County Housing, Health and Human Services Center (HHH Center).
- D. **Resolution 2015-71**
Resolution entering into a grant agreement with the County of Bergen for \$300,000 in HOME Funds for Tenant Based Rental Assistance (TBRA).
- E. **Resolution 2015-72**
Resolution entering into a grant agreement with the County of Bergen for \$25,000 in HOME Funds for Security Deposit Assistance.
- F. **Resolution 2015-73**
Resolution approving a Shared Service Agreement with AXA Equitable for the provision of administrative and investment services.

G. Resolution 2015-74

Resolution authorizing executing a contract with North Jersey Friendship House for janitorial, food, and seasonal "sit-up" services at the Bergen County Health and Human Services Center

Commissioner DiPisa moved that the meeting be adjourned. Commissioner English Rollieson seconded the motion.

VOTE:	AYES:	All Present Commissioners (6)
	ABSENT:	Commissioner Nest

Meeting adjourned at 6:01 p.m.
Minutes prepared by: Heather Wei