

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

MINUTES OF THE MEETING OF MAY 25, 2017

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF MAY 25, 2017.

PRESENT:

Commissioner Steven Kopf, Vice Chairman
Commissioner Junior Hernandez
Commissioner Daniel Ortega
Commissioner Danielle Peterson
Commissioner Bob Taschler
Commissioner Steven Weinstein

Lynn Bartlett, Executive Director
Kevin McCann, Director of Finance
Esther Gatria, Human Resources Manager
John Biale, Director of Development
Terrence Corrison Esq., General Counsel

ABSENT: Commissioner Joanne English Rollieson
Vincent Bufis, Field Operations Manager
Julia Orlando, BCHHH Director

CALL TO ORDER

Vice Chairman, Steven Kopf, called the meeting to order at 5:49 pm and asked that the open public meetings statement be read. Executive Director Lynn Bartlett read the following:

Consistent with the Bryon 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 15, 2016, 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 this meeting will be available following the next regularly scheduled meeting.

PLEDGE OF ALLEGIANCE

Vice Chairman Kopf lead the Board in the Pledge of Allegiance.

ROLL CALL

Vice Chairman Kopf asked that roll be called. Commissioners Hernandez, Ortega, Peterson, Taschler and Weinstein were present. Commissioner English Rollieson was absent.

APPROVAL OF MINUTES

A motion was made by Commissioner Weinstein to approve the regular minutes of the meeting of May 25, 2017. Motion was seconded by Commissioner Ortega.

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioner English Rollieson (1)
 ABSTAIN: Commissioner Weinstein (1)

ELECTION OF BOARD CHAIR

Director Bartlett explained that in accordance with Authority By-Laws the vacancy in the chairperson position, due to the appointment of new Commissioners, requires that the vacancy be filled. She then turned the meeting over to Authority Counsel, Terrence Corriston, to govern the nominating and voting for the new HABC Board of Commissioner Chairperson.

Terry Corriston welcomed all and opened the floor to nominations for chairperson for the remainder of the term of former Commissioner Chairman Bruce Walencyk. Commissioner Taschler asked when then term ends. Mr. Corriston informed all that the term would end would the HABC re-organization next year, January 2018.

Nominations:

Commissioner Tashler nominated Steven Kopf
Commissioner Hernandez nominated Daniel Ortega

Realizing there were no additional nominations being made, Mr. Corriston asked for a motion to close nominations. Commissioner Taschler moved that nominations be closed and several Commissioners seconded the motion.

Upon roll call Mr. Ortega was elected the HABC Chairman.

VOTE: Commissioner Kopf – KOPF
 Commissioner Hernandez – ORTEGA
 Commissioner Ortega – ORTEGA
 Commissioner Peterson – ORTEGA
 Commissioner Taschler – KOPF
 Commissioner Weinstein – ORTEGA

Director Bartlett then acknowledged the new Chairman and turned the meeting over to his presiding for the remainder of the meeting.

Chairman Ortega began by thanking everyone and continued with the regular meeting by asking for the Executive Director report.

EXECUTIVE DIRECTOR REPORT

BCHHH

Director Bartlett informed everyone in attendance that relative to the success of the BCHHH and its continued press that Shelter Director, Julia Orlando, has been asked to be interviewed for a book on chronic homelessness. She has also been asked to present at the National Conference to End Homelessness in Washington DC, and asked to provide a presentation to both the Region 1 and 2 HUD Offices on ending chronic homelessness.

Ms. Bartlett informed all that the expansion of nursing services identified for the BCHHH continues to move forward. The County's Office of Data Processing/IT has recently been to the shelter to accommodate office space moves and computer installations. The TB Nurses from the Bergen County Department of Health will relocate to the BCHHH and it has been discussed that this team will provide medication management until the per diem nursing staff have been hired for this task.

Director Bartlett provided update regarding prior inquiry on HABC insurance requirements for the addition of the provision of these services. She confirmed that there are no changes to agency insurance liability, exposure or coverage since the service is not being provided by HABC staff or HABC contractors.

Field Operations

Field Operations Manager, Vincent Bufis and his wife welcomed their first child and Vincent is presently out on leave. Field Operations are fully covered and continue to operate smoothly in his absence.

The towing contractor authorized at last continues to move forward the persistent HABC problem with non-moving cars on premises. Signage has been designed and ordered for all parking areas. Towing policy is being drafted, it will require Board approval and will be provided to all tenants.

Human Resources

In addition to what was reported in the Board packet there are two (2) staff currently out on family leave.

Development

Emerson - A walk through of the American Legion building with the interior decorator,

John Celio, was completed to identify key character features or interior design components that might be able to be removed, salvaged and utilized in new construction should that be the unavoidable route for the American Legion building.

Residential structure completion continues to experience contractor issues natural to the construction process. The HDC team is responsive and progress continues toward anticipated certificate of occupancy in July and lease up in August. Staff held meetings with the BC Division of Veteran Services and the non-profit Making It Home, to provide furnishing for the Emerson units.

Advertising and outreach to lease up these units began mid-May. Applications will be available beginning May 30th, leasing is anticipated for August 1.

Saddle Brook - The HDC development team is working diligently to secure the most cost efficient financing commitments for the project. NJHMFA mortgage commitment due diligence work continues rigorously. Contractor pricing for the construction of the development lead to the cost savings decision for modular construction. As a result, additional pricing for General Contractor work, interior work and site work are necessary. NJHMFA requires executed contracts with all contractors before issuing mortgage commitment. We are hopeful to receive mortgage commitment when the NJHMFA returns after their summer break in August.

Demolition of the current structure is being funded by the Township. Though asbestos has been identified in the structure the building has also been deemed unsafe, we are unsure what effect this will have on NJHMFA requirements and documentation. The HDC development team has discussed the possibility of whether it is easier for the borough to take down the structure, this will be discussed with township officials and Ms. Bartlett will report outcomes and progress back to the board.

Assisted Housing

Quarterly meetings with the Housing Quality Standards (HQS) Contractor was held. Director Bartlett reported that this is a very productive meeting, working out hiccups in the scheduling and inspecting process, as well as the development of new policies and procedures regarding no-shows. One result has been inspection specific “post-its” being left for participants that have failed to be present for their unit inspection.

The development of a Landlord Outreach symposium is currently under development for some time in October. The intent of this outreach is to provide both program and process information on the benefits of participating in the Section 8 Assisted Housing Program. Staff have begun outreach to panelists and speakers. The HABC contracted Event Planner will schedule the date, time, venue and venue logistics for this event.

Innovation and Information Technology

Updates to all Authority social media sites is underway. In addition to the HABC

website and Facebook page the Authority also has a Twitter account. It is the intention of the HABC to be able to reach all participants and applicants through many and varied real time resources. The I/IT division, in cooperation with the Assisted Housing Department, has undertaken the task of gathering emails from all tenants, landlords, participants and applicants in order to reach all with up to date information on Authority happenings, development, vacancies, wait lists and applications.

E-Procurement continues to move forward. The online vendor has been selected and the first HABC electronically procured services is expected late summer with a standard annual selection.

The electronic documentation initiative has begun in the Assisted Housing Department. Director Bartlett reminded all that this is the process of converting HABC from a heavily paper dependent process to an electronic process. Steps had already been taken to move the recertification and notification process to electronic formats. This latest step shrinks the HABC's physical footprint by scanning all participant files to an electronic format that is acceptable to the state. The first 7 boxes of 6-part participant files have been scanned in 4 days. Education of HABC I/IT staff on the new system begins next week. After that I/IT will train staff on its use. It is anticipated that the Section 8 HCV program will take approximated two (2) months to scan, after that field operations will make the move.

Electronic inventory of maintenance materials continues to move forward. The system to be used is one available with our software provider and will work cohesively with our work order/maintenance system.

Finance

Director of Finance, Kevin McCann, reported the following:

Cash – March year end effects cash flow positively in the month of April. by making additional efforts at payment in time for year end. All accounts are up except the Central Operating Cost Center (COCC) because of the annual pension payment, and BCHHH due to HABC advance payments on operational expenses that are eventually reimbursed by the County.

RAD – work has been regularly increasing. Significant numbers of Purchase Orders have been issued for HVAC upgrades, condensing unit upgrades, common area and exterior lighting. Bids are out for foundation work and brick repointing.

Section 8 HCV – as reported in prior months HUD concerns for program over-expenditure have been addressed. HABC and HUD Office of Shortfall have solidified the numbers and HABC has been removed from the watch list. Program shortfall is expected for certain with the required implementation of Small Area Fair Market Rents. HABC will continue to work with HUD Office of Shortfall to apply for

additional funding that will be necessary to continue to administer our program with these required changes.

Other Business

Director Bartlett acknowledged the attendance of Bergen County Deputy Chief of Staff, Mark Schrieks. In addition to congratulating him on his recent appointment to the Lodi Housing Authority Board of Commissioners, she thanked him for his support and collaboration on issues affecting the HABC. Ms. Bartlett then addressed the Commissioners regarding the County's proposal for the development of an Office of Housing within County operations. A copy of the proposal was provided in Commissioner packets and outlines responsibilities of the new office including operation and management of the Bergen County Housing, Health and Human Services Center; moving it from HABC operation and management.

Ms. Bartlett informed all that she has met with both Bergen County Assistant County Counsel, Kevin Funabashi, and Bergen County Consultant, Clark Lamendola, to discuss the proposal. Further, she informed the Board that Julia Orlando has been consulted by various County agents and has collaborated on this development, provided recommendation and has been working directly with the County.

Discussion:

Commissioner Hernandez commented and suggested standardizing inventory under the new electronic inventory initiative. Ms. Bartlett agreed that this was one of the main supporting reasons for the undertaking. Standardizing, materials and purchases creates uniformity and the ability to use materials inter-zone.

Commissioner Hernandez also made comment regarding HABC's use of HUDs term "Ending Chronic Homelessness" he suggested supporting its use with a definition or quote and citation of the agency certifying the accomplishment for better understanding of anyone reading the report.

ATTORNEY'S REPORT

General Counsel, Terry Corrison, began by pointing out current vacancies on Commissioner appointed committees. In addition to the vacancies on the HDC and CHRB which are a part of the evening's consent agenda, there are also vacancies on the Audit Budget and Finance Committee as well as the Executive Director Evaluation Review Committee.

For the benefit of all Mr. Corrison explained that the Executive Director Evaluation Review Committee was comprised of both HABC and HDC members. Chairman Ortega made open invitation to all Commissioners asking if anyone wished to participate on this committee to replace the vacated position formerly held by Commissioner Walencyk. Commissioner Weinstein volunteered to participate on the Committee.

A motion was made by Commissioner Taschler to appoint Steven Weinstein chair the Executive Director Evaluation Committee and seconded my Commissioner Kopf.

VOTES: AYES: All Present Commissioners (6)
 ABSENT: Commissioner English-Rollieson (1)

Mr. Corrison then reported that Congress passed a budget for the remainder of the year and that the recently released federal budget proposed by the President has drastic cuts to affordable housing programs most especially the Public Housing Capital Fund Program and the Section 8 program to a lesser extent. He pointed this out to underscore the importance of converting under RAD.

Commissioner Weinstein inquired regarding the RAD program and asked for confirmation that a basic understanding of the program is that only high performing housing authorities can participate or convert as part of the program, essentially a “prove your value” program? Mr. Corrison confirmed that authorities must show that they can survive economically under conversion and that they will not over-expend. Mr. Corrison stated that units that convert under the RAD program can borrow from the private equity markets and he concurred with Commissioner Weinstein that this which requires a very high level of accountability.

Chairman Ortega asked if the calculated percentage of cut in the new budget is determined. Mr. Corrison said not yet, not until Congress approves the budget.

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

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner English Rollieson (1)

Paul Nickels, advocate, addressed the Board of Commissioners. He informed all that free narcan training has been provided. He pointed out that both he and Julia Orlando completed the training in response to the heroine epidemic and asked if HABC would consider training all staff in narcan reversal.

Ms. Bartlett stated concerns for an action of this type. All Commissioners agreed that current staff protocols to call 911 in the case of tenant or participant emergencies is most appropriate.

Mr. Nickels continued by pointing out mental health provider fee for service changes with the Board of Commissioners and asked if HABC would consider initiating a tenant letter writing campaign to address the consequence of these changes and their negative effect on low income mental health consumers.

Mr. Nickels complimented the outreach efforts of Christ Church Community Development Corporation in the homeless community. He strongly encouraged continuation of these efforts. He is hopeful that additional outreach efforts could be made or expanded.

Mr. Nickels asked if cost savings measures were still in place for vouchers? Ms. Bartlett confirmed that they are in place for households that are relocating and new participant households. She explained the reasons behind the decision and pointed out that cost savings measures do not affect everyone on the program, only those moving.

Lastly,

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

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner English Rollieson (1)

CONSENT AGENDA

A motion was made by Commissioner Kopf and seconded by Commissioner Taschler to approve the consent agenda without resolution's 2017-36 and 2017-37 which require named appointments.

A. Resolution 2017-34

Resolution approving the routine expenditures for the HABC for the period of 04/14/17 – 5/12/17

B. Resolution 2017-35

Resolution approving the routine expenditures for the HDC for the period of 04/14/17 – 5/12/17

C. Resolution 2017-38

Resolution amending and updating the Housing Choice Voucher Program Administrative Plan.

D. Resolution 2017-39

Resolution authorizing a Contract with More Corporation

E. Resolution 2017-40

Resolution authorizing a Contract with Sheridan Mechanical Corp.

F. Resolution 2017-41

Resolution authorizing Change Order #1 with Cristi Cleaning Service

G. Resolution 2017-42

Resolution authorizing renewal of the cooperative pricing agreement with the County of Bergen

H. Resolution 2017-43

Resolution authorizing renewal agreement with Tenmast Corporation

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner English Rollieson (1)

Resolution 2017-36

Resolution appointing an HABC Commissioner to fill the vacancy on the HDC Board of Trustees.

Discussion: Chairman Ortega who the HABC appointments to the HDC board are? Ms. Bartlett stated that they are Commissioners Kopf and English-Rollieson, an

appointment is necessary to replace former Commissioner DiPisa. Chairman Ortega then asked if Commissioner Hernandez would serve as an HDC Trustee. Commissioner Hernandez accepted.

Commissioner Weinstein then moved that Commissioner Hernandez be appointed to serve the remaining term on the HDC Board of Trustees, Commissioner Peterson seconded the motion.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner English Rollieson (1)

Resolution 2017-37

Resolution appointing an HABC Commissioner to fill the vacancy on the Community Housing Resource Board of Southern Bergen County.

Discussion: Chairman Ortega asked if anyone would like to volunteer to serve on this Board? Mr. Corrison, Ms. Bartlett and Mr. McCann all pointed out that the Board only meets once yearly to sign the audit. Ms. Bartlett further explained this non-profit, named owner of the Lehmann Gardens Property in Park Ridge.

Commissioner Taschler moved that Commissioner Weinstein be appointed, which was seconded by Commissioner Hernandez.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner English Rollieson (1)

A motion to adjourn was moved by Commissioner Taschler at 6:40pm and seconded by Commissioner Weinstein.

Minutes prepared by: Lynn Bartlett