

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

MINUTES OF THE MEETING OF JUNE 22, 2017

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JUNE 22, 2017.

PRESENT: Commissioner Steven Kopf, Vice Chairman (via telephone)
Commissioner Junior Hernandez
Commissioner Daniel Ortega
Commissioner Steven Weinstein

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

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

CALL TO ORDER

Chairman Ortega called the meeting to order at 5:45 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

Chairman Ortega lead the Board in the Pledge of Allegiance.

ROLL CALL

Chairman Ortega asked that roll be called. Commissioners Hernandez, and Weinstein were present. Commissioner Kopf was present via telephone. Commissioners English-Rollieson and Peterson were 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 Hernandez.

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

HABC Attorney, Terrence Corriston, reported for the record that he received a text from Commissioner Peterson that she is at graduation and she apologizes for not informing all sooner.

EXECUTIVE DIRECTOR REPORT

HUMAN RESOURCES

Executive Director Bartlett reported that interviews have been scheduled for next week to fill the vacant Administrative Assistant position. Filling the vacancy is expected in the next 30 days and will greatly assist and benefit board reporting.

Ms. Bartlett circulated copy of the North Jersey Media coverage of a standoff with an active shooter on First Street in Hackensack, directly across the street from the HABC's MLK Senior Center. She pointed out that the entire street was on lockdown for several hours, the consequence of which was seniors could not leave the senior center. She recognized the outstanding efforts of HABC staff members Shanice Wyche and Desiree George keeping clients safe, informed, calm during the hours in lock down, without on-site food. Their outstanding poise, effort and management of a very stressful situation and readiness to drive all clients safely home is most certainly noteworthy and worthy of recognition.

ASSISTED HOUSING

Director Bartlett explained that the recent budget finalization by Congress is retroactive back to January 1, 2017. The program implication is that the Authority must reconcile all program expenses to the final budget appropriation. The final established program proration for Administration Fees is 72.245%. The program budget approved by the Authority Board of Commissioners earlier this year were projected at 75% pro-ration. Ms. Bartlett reported that program numbers have been updated to reflect the change

and the HABC is still within budget on program administration.

Director Bartlett also reported that program participation numbers continue to be correctly reconciled. The result of this reporting cleanup is that the update reflects deep fluxuations in program performance affecting internal program projections.

Director of Finance, Kevin McCann, further explained that HUD requires us to report the HCV program on a cash basis, the net outcome when doing data cleanup is that as vouchers are finalized and reported, as in the case of tenants residing in units that have been foreclosed on – where several months of payments are being made to the bank at one time will gravely effect our per unit costs. HABC internal reporting in order to insure program compliance our forecast models will be on a blended cash and accrual basis which will allow for our reporting to be much more conservative and may overestimate our expenses for a time but will provide a much better basis for program management.

Mr. McCann when on to explain the “hold list” and its effect on projections and program reporting. When a HAP expense is held for reasons of regulatory compliance then finally released the payment swings the average program voucher costs significantly.

HUMAN RESOURCES

Ms. Bartlett reported that all staff evaluations have been finalized and raises are retroactive back to April 1st and will be in the last paycheck for June. All increases are within the budget that was Board approved earlier in the year.

Ms. Bartlett asked, at the Chairman’s authorization and direction, for the appointment of a Personnel Committee to work with staff on the vetting of proposed changes to the organizational chart and the development of salary caps policy to address personnel costs for titles that, are effected typically by longevity, have personnel with salaries that far exceed the salary range developed and approved for the title.

Chairman Ortega asked for the percentage of salaries overall that come from the HDC. Director Bartlett explained that the Director of Development is the only HDC personnel. All other costs for salaries are billed as property management fees to the HDC. The Chairman explained the reason for his asking is to insure HDC participation in the proposed personnel committee. Director Bartlett explained that at present time the discussion really is solely relative to HABC, as relates to the salary analysis completed for the Authority. Chairman Ortega said he would speak to Board members to gauge interest in participation to be prepared to create the committee at the next meeting of the Board.

FIELD OPERATIONS

There are no updates or corrections to the monthly vacancy report circulated. Director Bartlett that we are currently waiting for HUD Capital Funding for the 2017 year for all the RAD buildings.

INNOVATION AND I.T.

The HABC has begun successfully email blasts to circulate information and updates on process. Director Bartlett informed all that the Authority is presently working with our software provider to offer on-line rental payments. Several tenant associations have asked for this convenience and we are working on providing this service – at present all rent payments to the Authority need to be mailed in or dropped off at headquarters or a zone office.

Commissioner Kopf confirmed that this would be an option available to tenants. Ms. Bartlett affirmed that the choice would be the tenants. Commissioner Kopf inquired whether the Authority had a pay by phone option and Ms. Bartlett explained that the HABC does not currently have a software provider or interface to be able to provide this service.

Director Bartlett explained that she has discussed with HR Manager, Esther Gatria, the desire for an agency-wide evaluation of the Authority to be completed by staff. This information would be very helpful in setting baseline communication, know what employment practices are appreciated by staff and gain an understanding of what the corporate culture is as well as set agency growth based on this information.

FINANCE

Mr. McCann reported that program projections for the Housing Choice Voucher are approximately \$63,000 under budget on expenses and over budget on income projects.

With the exception of Palisades Park, due to HVAC issues, all building cash flows are positive year to date. The homeless shelter is also underspend and under budget by approximately \$50,000 which is certain to change when colder weather arrives in the fall.

RAD program cash is down by \$63,000.

CoCC cash is down \$173,000 due to state changes in payment of medical premiums. Year to date is fine.

Continuum of Care grants have negative cash flow of -\$78,000 due to timing. We are presently in the process of consolidating grants which was recently approved and we

will see the reimbursement of these expenses.

HDC buildings all have positive cash flow. Development cash flows have seen expenses paid for Saddle Brook and Upper Saddle River. All escrow accounts are also healthy.

OTHER

Ms. Bartlett informed all Commissioners that due to continued Commissioner interest in tenant interactions HABC Board meetings would continue to do quarterly “road show” meetings. The 4th quarter meeting will be held in Mahwah in November.

Additionally, once the Tenant Service Coordinator vacancy is filled, the monthly activities calendar will be shared with all for your interest and participation in special events such as Barbeques and holiday parties.

Ms. Bartlett also informed all that upgrades to Commissioner tablets will be done at the July meeting, along with the option for HABC business cards and identification of all preferred contact information.

ATTORNEY REPORT

Mr. Corrison informed all that there were 4 eviction matters addressed in court this month, 3 for non-payment, - all 4 defaulted.

HDC closed another affordable unit under right of first refusal to insure continued affordability. The HDC re-sale to another low-income family, the re-sale of the unit nets an average \$50,000 profit for the HDC.

PUBLIC MEETING

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

There was no member of the public who wished to speak or address the Commissioners.

A motion was made to close the public portion of the meeting by Commissioner Weinstein and seconded by Commissioner Hernandez.

AMENDED CONSENT AGENDA

A motion was made by Commissioner Hernandez to approve the consent agenda items with the exception of Resolution 2017-48 and seconded by Commissioner Weinstein.

A. Resolution 2017-44

Resolution approving the routine expenditures for the HABC for the period of 5/12/17 – 6/9/17

B. Resolution 2017-45

Resolution approving the routine expenditures for the HDC for the period of 5/12/17 – 6/9/17

C. Resolution 2017-46

Resolution authorizing three (3) firms to be placed on a list of qualified professional consultants for interior design services

D. Resolution 2017-47

Resolution authorizing a three (3) year contract with InfoTech (BidExpress) for e-procurement services

The vote upon roll call was:

VOTE:	Chairman Ortega	YES
	Commissioner Kopf	YES
	Commissioner Hernandez	YES
	Commissioner Weinstein	YES

AYES: All Present Commissioners (4)

ABSENT: Commissioners English-Rollieson, Peterson and Taschler (3)

Chairman Ortega then asked for a motion to go into closed session to discuss the personnel matter relative to Resolution 2017-48 renewing the employment contract with Executive Director, Lynn Bartlett.

Commissioner made a motion to go into closed session at 5:17pm. The motion was seconded by Commissioner Hernandez. All were in favor.

Chairman Ortega then asked for a motion to go back into public session. Motion was made by Commissioner Weinstein and seconded by Commissioner Hernandez.

VOTE:	AYES	All Present Commissioners (4)
	ABSENT:	Commissioners English-Rollieson, Peterson and Taschler (3)

Chairman Ortega then asked for a motion to pass Resolution 2017-48, Commissioner Weinstein made the motion. Commissioner Hernandez seconded the motion.

E. Resolution 2017-48

Resolution authorizing a one (1) year employment contract with revisions for Lynn Bartlett

Upon roll call the vote was:

VOTE: Commissioner Ortega YES
 Commissioner Kopf YES
 Commissioner Hernandez YES
 Commissioner Weinstein YES

AYES: All Present Commissioners (4)
ABSENT: Commissioners English-Rollieson, Peterson and Taschler (3)

Seeing there was any new or additional business to discuss Commissioner Hernandez moved that the meeting be adjourned. Commissioner Weinstein seconded the motion. The meeting was adjourned at 6:28pm.