



Housing Authority of Bergen County One
Zoom Virtual Conference - 5:30 p.m.

MEETING AGENDA
Regular Meeting of July 23, 2020

1. **Open Public Meetings Act Statement**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Minutes of the Regular Meeting of June 2020**
5. **Executive Director's Report**
6. **Attorney's Report**
7. **Public Comment Period**
8. **Consent Agenda**
9. **Adjournment**

CONSENT AGENDA

- A. **Resolution 2020-55**
Resolution approving the routine expenditures for the HABC for the period of 6/17/20-7/15/20
- B. **Resolution 2020-56**
Resolution approving the routine expenditures for the HDC for the period of 6/17/20-7/15/20
- C. **Resolution 2020- 57**
Resolution adopting a policy addressing the protection and safe treatment of minors
- D. **Resolution 2020-58**
Resolution adopting the State of New Jersey public employer domestic violence policy
- E. **Resolution 2020-59**
Resolution authorizing the write-off of uncollected debt for Continuum of Care program funds
- F. **Resolution 2020-60**
Resolution approving an extension of elevator servicing contract to Standard Elevator for Brookside Gardens, Franklin Heights and Hasbrouck Heights Senior Housing
- G. **Resolutions 2020-61**
Resolution approving an extension of elevator servicing contract to CESCO for Ridgecrest
- H. **Resolution 2020-62**
Resolution awarding HVAC contract services to Reiner
- I. **Resolution 2020-63**
Resolution approving the renewal and execution of an employment agreement with Lynn Bartlett

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-55

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF BERGEN COUNTY APPROVING THE ACCOUNTS PAYABLE FOR THE
PERIOD OF JUNE 17, 2020 THROUGH JULY 13, 2020.**

WHEREAS, the attached listing of Accounts Payable for the period of June 17, 2020 through July 13, 2020 was reviewed and found acceptable.

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Housing Authority of Bergen County do hereby approve payment of all checks identified on the attached listing for the period of June 17, 2020 through July 13, 2020 in the amount of Two Hundred Eighty-Seven Thousand, Five Hundred Ninety Dollars and Twenty-Two Cents (\$287,590.22).

Resolution adopted as read on motion by Commissioner _____
seconded by Commissioner _____.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				
Angelo D'Arminio, Jr.				
Joanne English-Rollieson				
Junior Hernandez				
Daniel Ortega				
Danielle Peterson				

July 23, 2020
DATE

DANIEL ORTEGA, CHAIRMAN

LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-56

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE ACCOUNTS PAYABLE FOR THE PERIOD OF JUNE 17, 2020 THROUGH JULY 13, 2020 FOR THE HOUSING DEVELOPMENT CORPORATION OF BERGEN COUNTY.

WHEREAS, the attached listing of Accounts Payable for the period of June 17, 2020 through July 13, 2020 for the Housing Development Corporation of Bergen County, was reviewed and found acceptable.

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Housing Authority of Bergen County do hereby approve payment of all checks identified on the attached listing for the period of June 17, 2020 through July 13, 2020 in the amount of One Hundred Seventy-Four Thousand, Six Hundred Thirty-Two Dollars and Thirteen Cents (\$174,632.13).

Resolution adopted as read on motion by Commissioner _____
seconded by Commissioner _____.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				
Angelo D'Arminio, Jr.				
Joanne English Rollieson				
Junior Hernandez				
Daniel Ortega				
Danielle Peterson				

June 25, 2020
DATE

DANIEL ORTEGA, CHAIRMAN

LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-57

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY ADOPTING A POLICY ADDRESSING THE PROTECTION AND SAFE TREATMENT OF MINORS.

WHEREAS, it is appropriate to establish a policy to protect the health, safety and welfare of minors who interact with officials, employees and volunteers of the Authority to the maximum extent possible; and

WHEREAS, the JIF/MEL has issued a Model Policy addressing the Protection and Safe Treatment of Minors; (hereinafter referred to as the "Policy") in the form attached hereto; and

WHEREAS, it is in the best interest of the Authority to adopt the attached Policy which has been adapted from the JIF/MEL Model Policy;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Bergen County hereby adopts the Policy Addressing the Protection and Safe Treatment of Minors as written, attached hereto.

Resolution adopted as read on motion by Commissioner _____
seconded by Commissioner _____.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				
Angelo D'Arminio, Jr.				
Joanne English-Rollieson				
Junior Hernandez				
Daniel Ortega				
Danielle Peterson				

July 23, 2020
DATE

DANIEL ORTEGA, CHAIRMAN

LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

HOUSING AUTHORITY OF BERGEN COUNTY

Protection and Safe Treatment of Minors Policy



MEL



Protection and Safe Treatment of Minors

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Housing Authority of Bergen County **Protection and Safe Treatment of Minors Policy**

I. Purpose and Scope:

Under New Jersey law (N.J.S.A. 6-8.21), an abused or neglected child is anyone “under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor.” A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child or another adult does one of more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child’s basic needs, physically or emotionally, which is called ***neglect***.
- The intentional use of physical force that results in injury, which is called ***physical abuse***.
- The practice of any behaviors that harm a child’s feelings of self-worth or emotional well-being, which is ***emotional abuse***.
- Engaging in sexual acts with a child including pornography, which is ***sexual abuse***.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to **sexual abuse** are sobering and equally as disheartening:

- ✓ **“Peer-to-Peer”** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least 4 years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.
- ✓ In contrast, **“adult-to-child”** abuse is typically thought out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*** It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.
- ✓ Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education, and marital status. So there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for dedication to children.
- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable,

every child is in danger. Passive, lonely or troubled children, especially those who live with step-parents or single parents may be targeted. Children between the ages of 7 and 13 years old are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.

- ✓ Molesters have behavioral patterns that can be identified as **“grooming”** their victims. Sexual abuse is rarely violent. The molester’s goal is to solicit compliance by beginning to win the victim’s trust. There might be pet names, gifts to foster exclusivity and encouragement to “keep secrets.” The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child’s life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent any more, and the abuser resorts to threats—threats that play off of a child’s guilt over the sexual contact.

- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey every level of government has a role in protecting minors.

- At the State level:
 - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations

 - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.

- The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.
- At the local level:
 - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
 - Housing Authority employees may also frequently come into contact with children.
 - Municipalities and counties operate or sponsor a variety of programs that involve children including but not limited to:
 - Recreation programs
 - Before and After Care programs
 - Youth sports leagues
 - Youth centers
 - Youth in Government programs
 - Junior law enforcement training programs
 - The role of **Police and law enforcement agencies** is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds “probable cause” that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed. Now if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The Housing Authority of Bergen County (hereinafter the “Authority”) is committed to the safety of all individuals in its community, however, the Authority has particular concern for those who are potentially vulnerable, including minor children. The Authority regards the abuse of

children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have any relationship to the child including a playmate, family member, a teacher, a coach, or instructor.

The Authority is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Authority to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the Authority or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Model Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the Authority or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

II. Definitions:

- **Authorized Adult**- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads**- Appointed department heads of the Authority, including the chief administrative officer, and any assistants.
- **Direct Contact** - Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.
- **Dual Reporting** – Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the individual designated by the Authority to report all possible cases of abuse.
- **Employees, Staff, or Counselors** – persons working for the Authority on a full-time or part-time basis, and compensated by the Authority.

- **Facilities** - Facilities owned by, under the control of, or rented or leased to the Authority.
- **Grooming** - is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- **NJMEL JIF**-New Jersey Municipal Excess Liability Fund Joint Insurance fund
- **Officials** – Authority Commissioners
- **One-On-One Contact** - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
- **Programs** - Programs and activities offered or sponsored by the Authority.
- **Volunteers**-Individuals volunteering their time to provide services to the Authority who are not on the payroll and receive no compensation.

III. **Policy:**

The Authority is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the Authority is firmly committed to protecting children under the care and supervision of the Authority from all forms of physical, mental, sexual and emotional abuse. The Authority is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the Authority. The procedures outlined below shall apply to all officials, employees, and volunteers of the Authority.

IV. **Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:**

- i. All prospective employees and volunteers shall undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey and any other State where the applicant previously resided. The background check for applicants for employment shall be processed in accordance with N.J.S.A. 40A:12A-22.2, Criminal history background checks on applicants for employment with local housing authorities.

Written documentation of the background check shall be maintained by the Authority in perpetuity.

- ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the Authority ***prior to*** the individual being hired and/or working with minors. ***Provisional hiring is not permitted.***
- iii. All prospective employees and volunteers must complete the training adopted by the Authority ***PRIOR TO*** starting employment or volunteer service. ***In addition to completing the training course adopted by the Authority,*** any volunteer coaches shall complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth*™) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.)
- iv. The Authority shall ***annually*** re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.
- v. Once employed, authorized Adults who are employed are required to notify the appropriate Human Resources representative, or in the absence of a designated representative, the Executive Director of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction.

V. Procedures and Responsibilities of Officials:

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the Authority. Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the Authority.

➤ Officials of the Authority are required to :

- i. Complete the initial training course adopted by the Authority, and any updated/refresher course, in order to better understand their legal duties

and responsibilities under Federal and NJ State Law. The training program will include the following concepts:

- Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.
 - Fully understanding the legal consequences for not being diligent in making certain that employees of the Authority adhere to all policies and procedures as adopted.
- ii. Meet **annually** with the Executive Director and any Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. *If the policy is not being adhered to, it is the legal obligation of the officials of the Authority to implement whatever changes are necessary as soon as possible to make certain the policy is followed.*
- iii. Conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the Authority.

VI. Program Procedures:

All Authority programs operated by, sponsored by, or affiliated with the Authority shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could possibly interact with minors, shall adhere to the following policy.

VII. Specific Program Procedures:

The following policies shall apply to **all programs** offered by, sponsored by or affiliated with the Authority. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the Authority shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants

and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, the Authority shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.

- b. Make certain that all program participants provide a **Medical Treatment Authorization form** to the Authority.
- c. Implement and adopt a **"Code of Conduct"** for volunteer and paid staff members which, **at a minimum**, will include the following:

Code of Conduct

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.

- Staff members are prohibited from buying gifts for program participants.

In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- The Authority shall set forth rules and procedures governing when and under what circumstances participants may leave the Authority property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited and will be addressed immediately.
- No theft of property will be tolerated.
- No use of tobacco products will be tolerated.
- Misuse or damage of Authority property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the Authority to be shared on any social media platform without the expressed written consent of a parent or legal guardian.
- The Authority shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- The Authority shall take appropriate steps to make certain that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written authorization on file in advance.)
- The Authority shall develop and make available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide

by all regulations and may be removed from the program for non-compliance with rules.

- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
 1. One staff member for every six participants ages 4 and 5
 2. One staff member for every eight participants ages 6 to 8
 3. One staff member for every ten participants ages 9 to 14
 4. One staff member for every twelve participants ages 15 to 17

- Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

Specific Policy and Procedures for Use of Restrooms by Children/Minors:

- All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.

- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted enter restrooms in pairs or in groups, unless it is absolutely necessary.

VIII. Training Requirements:

Individual training courses have been designed for each of the following categories and **all** officials, employees, and volunteers of the Authority are required to complete training (and refresher course training) adopted by the Authority. ALL employees of the Authority shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each Authority and individual trainees also keep copies of their own training records.

a. **Officials**

Complete the initial training course adopted by the Authority, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts.

- Recognizing the signs of abuse and neglect of minors.
- Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- Becoming familiar with the legal requirements to report suspected cases of abuse.
- Fully understanding the legal consequences for not being diligent in making certain that employees of the Authority adhere to all policies and procedures as adopted.

b. **Department Heads**

i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

c. **Volunteers and Employees of the Authority**

i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

IX. Reporting Suspected Child Abuse/Neglect:

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. **As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.**

The following procedures shall be utilized in reporting suspected cases of abuse. The Authority shall also train officials, department heads, employees

and volunteers in the concept of “**dual reporting**” as listed and defined below and shall encourage all staff and volunteers to utilize this process as much as possible in reporting suspected cases of abuse.

Child Abuse is hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support**. Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. ***Do not “investigate” an abuse situation. Do not interrogate the child.*** Rather report it immediately as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible.

It is recommended that, whenever possible, officials, employees and volunteers report the suspected abuse to both the NJ Department of Children and Families and law enforcement at the same time, which is known as “dual reporting.”

For employees or volunteers of programs conducted by the Authority:

- Immediately report suspected cases to the Program Director in charge.
- The Program Director shall immediately investigate the alleged incident. The Director shall document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

- After documenting all of the facts surrounding the alleged abuse, the Program Director shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to make a decision on whether a case should be reported. All cases shall be reported.

For Volunteer coaches or other volunteers in charge of programs sponsored by or affiliated with the Authority.

1. The Volunteer shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
2. After documenting all of the facts surrounding the alleged abuse, the Volunteer shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

For Officials and Department Heads who witness or become aware of alleged cases of abuse or neglect:

1. The Officials and Department Heads shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.

- e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
 - After documenting all of the facts surrounding the alleged abuse, the Officials or Department Heads shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.
- For ***Law Enforcement Officers:***
 - Immediately report any suspected or alleged cases of abuse or neglect to the County Prosecutor.

X. Important Information Regarding Reporting Suspected Abuse Under NJ Law:

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The Authority encourages all officials, employees, and volunteers in programs operated by the Authority or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- i. Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.*
- ii. However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.*
- iii. When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.*

XI. Acknowledgement of Receipt and Review of Policy:

All officials, employees/counselors, and volunteers shall sign and date an acknowledgement form that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the Authority. The same process shall be used for any revised policy issued in the future.

Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators	Behavioral Indicators
<p>Unexplained bruises and welts:</p> <ul style="list-style-type: none"> • On face, lips, mouth • On torso, back, buttocks, thighs • In various stages of healing • Cluster, forming regular patterns • Reflecting shape of article used to inflict (electric cord, belt buckle) • On several different surface areas • Regularly appear after absence, weekend or vacation <p>Unexplained burns:</p> <ul style="list-style-type: none"> • Cigar, cigarette burns, especially on soles, palms, back or buttocks • Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) • Patterned like electric burner, iron, etc. • Rope burns on arms, legs, neck or torso <p>Unexplained fractures:</p> <ul style="list-style-type: none"> • To skull, nose, facial structure • In various stages of healing • Multiple or spiral fractures <p>Unexplained laceration or abrasions:</p> <ul style="list-style-type: none"> • To mouth, lips, gums, eyes • To external genitalia 	<p>Wary of adult contacts Apprehensive when other children cry</p> <p>Behavioral extremes:</p> <ul style="list-style-type: none"> • Aggressiveness • Withdrawal <p>Frightened of parents Afraid to go home Reports injury by parents</p>

Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: <ul style="list-style-type: none">• Compliant, passive• Aggressive, demanding Overly adoptive behavior: <ul style="list-style-type: none">• Inappropriately adult• Inappropriately infant

Appendix B – Grooming Behavior

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to “groom” a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child’s life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child’s guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show tell-tale signs including:
 - Sexual behaviors or strong sexual language that is too adult for their age.
 - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - Also look for cuts and scratches or other self-inflicted injuries.

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-58

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY ADOPTING A DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS AND DESIGNATING HUMAN RESOURCE OFFICERS WITH RESPECT TO SAME.

WHEREAS, in accordance with N.J.S.A. 11A:2-6a all public employers are required to adopt a policy to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their employer and provide a standard for employers to follow when responding to said employees; and

WHEREAS, the state has issued a uniform policy known as the “New Jersey Domestic Violence Policy for Public Employers” (hereinafter referred to as the “Policy”) in the form attached hereto; and

WHEREAS, it is in the best interest of the Housing Authority of Bergen County (the “Authority”) to adopt the attached Policy; and

WHEREAS, the Policy requires that the Authority designate a Human Resource Officer and a Secondary Human Resource Officer, who shall receive training on responding to and assisting employees who are victims of domestic violence and who be available to assist such employees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Bergen County does hereby adopt the “Domestic Violence Policy for Public Employers” attached hereto; and

BE IT FURTHER RESOLVED THAT for the purposes of this policy Human Resources Manager, Esther Gatria shall be designated as Human Resource Officer and Clinical Coordinator, Christina Baluja shall be designated as Secondary Human Resource Officer and that they shall both take the training provided by the State of New Jersey with respect to same.

Resolution adopted as read on motion by Commissioner _____

seconded by Commissioner _____.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.	_____	_____	_____	_____
Angelo D’Arminio, Jr.	_____	_____	_____	_____
Joanne English-Rollieson	_____	_____	_____	_____
Junior Hernandez	_____	_____	_____	_____
Daniel Ortega	_____	_____	_____	_____
Danielle Peterson	_____	_____	_____	_____

July 23, 2020
DATE

DANIEL ORTEGA, CHAIRMAN

LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY



STATE OF NEW JERSEY
DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

I. PURPOSE

The purpose of the State of New Jersey Domestic Violence Policy for Public Employers (herein "policy") is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees.

II. DEFINITIONS

The following terms are defined solely for the purpose of this policy:

- 1) Domestic Violence – Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.
- 2) Abuser/Perpetrator – An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

- 3) Human Resources Officer (HRO) – An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.
- 4) Intimate Partner – Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.
- 5) Temporary Restraining Order (TRO) – A civil court order issued by a judge to protect the life, health or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.
- 6) Victim – A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.
- 7) Workplace-Related Incidents – Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.

III. PERSONS COVERED BY THIS POLICY

All New Jersey public employees are covered under this policy. A State of New Jersey public employer is any state, county, municipality, school district, or other political subdivision thereof, and any agency, authority, or instrumentality of the foregoing. Casual/seasonal employees, interns, volunteers and temporary employees of any public employer at any workplace location are also covered under this policy.

IV. RESPONSIBILITY OF EMPLOYERS TO DESIGNATE A HUMAN RESOURCES OFFICER

All public employers shall designate an HRO to assist employees who are victims of domestic violence.

The designated HRO must receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy. Should the HRO be unavailable at any time, the employer must designate a secondary HRO, who must also be appropriately trained to respond and assist domestic violence victims pursuant to this policy.

Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

V. DOMESTIC VIOLENCE REPORTING PROCEDURES

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition

to reporting to the designated HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

- A. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
- B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
- C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
- D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced under Section VIII of this policy.
- E. In cases where domestic violence involved a sexual touching or sexual assault between state employees, the HRO is also required to report the incident to their agency's EEO Officer or Title IX Officer, as appropriate.
- F. If there is a report of sexual assault or abuse, the victim should be offered the services of the Sexual Assault Response Team.
- G. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy. (See Section VI).
- H. Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs must be kept in a separate confidential personnel file.

VI. CONFIDENTIALITY POLICY

In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law. Thus, this policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.

This confidentiality policy shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law. The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure. For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

VII. CONFIDENTIALITY OF EMPLOYEE RECORDS

To ensure confidentiality and accuracy of information, this policy requires the HRO to keep all documents and reports of domestic violence in confidential personnel file separate from the employee's other personnel records. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

VIII. THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

The NJ SAFE Act allows a maximum of 20 days of unpaid leave in one 12-month period, to be used within 12 months following any act of domestic or sexual violence. To be eligible, the employee must have worked at least 1,000 hours during the 12-month period immediately before the act of domestic or sexual violence. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during 20 or more calendar weeks in the current or immediately preceding calendar year. This leave can be taken intermittently in days, but not hours.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19 and N.J.S.A. 30:4-27.6, respectively. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic or sexual violence.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities, for themselves, or a child, parent, spouse, domestic partner, or civil union partner, as they relate to an incident of domestic or sexual violence:

- 1) Seeking medical attention;
- 2) Obtaining services from a victim services organization;
- 3) Obtaining psychological or other counseling;
- 4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety;
- 5) Seeking legal assistance or remedies to ensure health and safety of the victim; or
- 6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

The full text of the New Jersey SAFE Act is provided in the Appendix to this policy.

IX. PUBLIC EMPLOYER DOMESTIC VIOLENCE ACTION PLAN

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

- A. Designate an HRO with responsibilities pursuant to Sections IV and V of this policy.
- B. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
- C. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure, or other accommodation approved by the employer.
- D. Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TDI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.

- E. Commit to adherence to the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim provides notice to their Human Resources Office of the status or if the Human Resources Office has reason to believe an employee is a victim of domestic violence.
- F. Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE ACT. And advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act or the New Jersey Law Against Discrimination and corresponding policies.
- G. Employers, their designated HRO, and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

X. RESOURCES

This policy provides an Appendix listing resources and program information readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

XI. DISTRIBUTION OF POLICY

The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs shall distribute this policy, and any modifications thereto, to public employers. The Director of the Division of Local Government Services shall release Local Finance Notices setting forth any changes to this policy, as changes occur.

XII. OTHER APPLICABLE REQUIREMENTS

In addition to this policy, the HRO and the public employer's appointing authority must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in this policy conflict with collective negotiated agreements or with the Family Educational Rights and Privacy

Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

XIII. POLICY MODIFICATIONS AND REVIEW

A public employer may seek to modify this policy, to create additional protocols to protect victims of domestic violence but may not modify in a way that reduces or compromises the safeguards and processes set out in this policy.

The Civil Service Commission will review and modify this policy periodically and as needed.

XIV. POLICY ENFORCEABILITY

The provisions of this policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

XV. POLICY INQUIRIES & EFFECTIVE DATE

Any questions concerning the interpretation or implementation of this policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. This policy shall be enforceable upon the HRO's completion of training on this policy.

October 15, 2019



Deirdre L. Webster Cobb, Esq.
Chair/Chief Executive Officer
State of New Jersey
Civil Service Commission
P.O. Box 317
Trenton, NJ 08625
609-292-4145
<https://www.state.nj.us/csc/>

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-59

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE WRITE-OFF OF UNCOLLECTED ACCOUNTS RECEIVABLE AS STATED IN THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) HANDBOOK 7511.1 FOR PUBLIC HOUSING ACCOUNTING, COLLECTION LOSSES.

WHEREAS, under the provisions of Handbook 7511.1, the Department of Housing and Urban Development (HUD) requires a board resolution to write-off the uncollected accounts receivable for the following:

- Housing Works II - \$55,956 - Overbilling due to incorrect contract start date
- LINKS II - \$25,840 - Overbilling due to incorrect contract start date
- Van Sciver - \$31,281 - Overbilling due to incorrect contract start date

WHEREAS, legal counsel for the Housing Authority of Bergen County has reviewed said accounts and recommended that they be closed.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County hereby approve the write-off of the uncollected rents as listed above and shall be effective as of July 23, 2020.

Resolution adopted as read on motion by Commissioner _____ seconded by
Commissioner _____.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				
Angelo D'Arminio, Jr.				
Joanne English Rollieson				
Junior Hernandez				
Daniel Ortega				
Danielle Peterson				

July 23, 2020
DATE

DANIEL ORTEGA, CHAIRMAN

LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020 - 60

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING AN ADDITIONAL NINE MONTH EXTENSION UNDER THE OPTION TO EXTEND THE EXISTING CONTRACT WITH STANDARD ELEVATOR FOR ELEVATOR MAINTENANCE & REPAIR SERVICES FOR BROOKSIDE GARDENS, FRANKLIN HEIGHTS, HASBROUCK HEIGHTS SENIOR HOUSING, FOR A PERIOD BEGINNING JULY 1, 2020 AND TERMINATING ON MARCH 31, 2021.

WHEREAS, a certain Contract between the **Housing Authority of Bergen County** and **Standard Elevator 68 Union Ave., Clifton, NJ 07011** was approved by Resolution 2017-90 for a two (2) year period from April 1 2018 – March 31, 2020 with an option to renew for one (1) additional year; and

WHEREAS, this contract was extended prior to the COVID19 Pandemic for three months (April 1 2020 – June 30 2020) with the intention to bid for these services in May 2020; and

WHEREAS, the COVID19 Pandemic disrupted several areas of operations, one of which included the ability to follow the standard procedures of the Local Public Contracts Law and public bidding; and

WHEREAS, both parties wish to extend and continue said Contract at the pre-determined fees submitted with the original bid; and

WHEREAS, the contract would now be extended for nine (9) additional months, now due to expire on March 31, 2021, therefore granting the full one (1) year extension as allowed in the original contract; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners, is hereby authorized to conclude, execute and deliver on behalf of the Housing Authority of Bergen County, a Contract with **Standard Elevator Corp.**, for the provision of **Elevator Maintenance & Repair Services for Brookside Gardens, Franklin Heights, and Hasbrouck Heights.**

Resolution adopted as read on motion by Commissioner _____ seconded by Commissioner _____.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				
Angelo D’Arminio, Jr.				
Joanne English-Rollieson				
Junior Hernandez				
Daniel Ortega				
Danielle Peterson				

July 25, 2020
DATE

DANIEL ORTEGA, CHAIRMAN

LYNN BARTLETT, EXECUTIVE DIRECTOR

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020 - 61

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING AN ADDITIONAL NINE MONTH EXTENSION UNDER THE OPTION TO EXTEND THE EXISTING CONTRACT WITH CLIFTON ELEVATOR SERVICE CO., INC. FOR ELEVATOR MAINTENANCE & REPAIR SERVICES FOR RIDGECREST APARTMENTS 7-11 RIDGE ROAD, RIDGEWOOD, NJ FOR A PERIOD BEGINNING JULY 1, 2020 AND TERMINATING ON MARCH 31, 2021.

WHEREAS, a certain Contract between the **Housing Authority of Bergen County** and **Clifton Elevator Service Co., Inc. 4401 South Clinton Avenue, South Plainfield, NJ 07080** was approved by Resolution 2017-90 for a two (2) year period from April 1 2018 – March 31, 2020 with an option to renew for one (1) additional year; and

WHEREAS, this contract was extended prior to the COVID19 Pandemic for three months (April 1 2020 – June 30 2020) with the intention to bid for these services in May 2020; and

WHEREAS, the COVID19 Pandemic disrupted several areas of operations, one of which included the ability to follow the standard procedures of the Local Public Contracts Law and public bidding; and

WHEREAS, both parties wish to extend and continue said Contract at the pre-determined fees submitted with the original bid; and

WHEREAS, the contract would now be extended for nine (9) additional months, now due to expire on March 31, 2021, therefore granting the full one (1) year extension as allowed in the original contract; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners, is hereby authorized to conclude, execute and deliver on behalf of the Housing Authority of Bergen County, a Contract with **Clifton Elevator Service Co.**, for the provision of **Elevator Maintenance & Repair Services at Ridgcrest Apartments.**

Resolution adopted as read on motion by Commissioner _____ seconded by Commissioner _____.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				
Angelo D'Arminio, Jr.				
Joanne English-Rollieson				
Junior Hernandez				
Daniel Ortega				
Danielle Peterson				

July 25, 2020
DATE

DANIEL ORTEGA, CHAIRMAN

LYNN BARTLETT, EXECUTIVE DIRECTOR

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FLOOR 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-62

RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING THE CHAIRMAN AND/OR EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH REINER GROUP, INC. FOR HVAC ROUTINE MAINTENANCE & REPAIR SERVICES ON AN AS NEEDED BASIS, AND WHEN NECESSARY, ALTERATION & REPLACEMENT OF EXISTING HVAC SYSTEMS.

WHEREAS, the HABC solicited and accepted bids pursuant to established procedures for the above referenced services. Three bids were received and publicly opened on July 18, 2020; and

WHEREAS, one bid was received, opened, and carefully reviewed and evaluated; and

WHEREAS, the bid submitted by **Reiner Group, Inc.** was deemed responsive and responsible; and

WHEREAS, the Authority has had a favorable working experience with **Reiner Group, Inc.** in the past, and they are qualified and possess the prerequisite experience to provide services as required under the scope of work; and

WHEREAS, the Director of Finance has certified that sufficient funds are available to cover these services in the amount of not to exceed \$100,000.00 annually for the term of the contract, on a case by case and as needed basis which shall be encumbered from the operating budget at time services are rendered, pursuant to N.J.A.C. 5:30-5 (b)-2. Amounts exceeding the stated maximum will require adoption of Board Resolution authorizing expenditure of additional funds; and

WHEREAS, it is recommended that the Contract with **Reiner Group, Inc.** shall be for a period of **Two (2) years beginning August 1, 2020 and terminating on July 31, 2022 with the option, at the sole discretion of the Authority to renew the contract for One (1) additional year upon expiration of the original contract term.**

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners, or its designee, do hereby authorize executing a contract with **Reiner Group, Inc.** for the provision of **HVAC Routine Maintenance & Repair Services on an as needed basis, and when necessary, Alteration or Replacement of Existing HVAC Systems.**

Resolution adopted as read on motion by Commissioner _____

seconded by Commissioner _____.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				
Angelo D'Arminio, Jr.				
Joanne English-Rollieson				
Junior Hernandez				
Daniel Ortega				
Danielle Peterson				

July 25, 2020

DANIEL ORTEGA, CHAIRMAN

LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-63

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF BERGEN COUNTY AUTHORIZING THE RENEWAL AND EXECUTION
OF AN EMPLOYMENT AGREEMENT WITH LYNN BARTLETT TO SERVE
AS EXECUTIVE DIRECTOR.**

WHEREAS, the prior employment contract with Lynn Bartlett had a one-year term effective November 1, 2018; and

WHEREAS, a Personnel Committee of members from both the Housing Authority of Bergen County and the Housing Development Corporation of Bergen County evaluated the performance of Ms. Bartlett; and

WHEREAS, the HABC and Ms. Bartlett have agreed to renew the existing contract at the base rate of pay for level IV of the Executive Schedule in 2019; and

WHEREAS, the Housing Authority of Bergen County wishes to make the current salary increase and contract terms effective November 1, 2019; and

WHEREAS, Lynn Bartlett agrees to perform all services and provisions as contained in the said Employment Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby authorize Legal Counsel to prepare a revised Employment Agreement for a term of two years effective November 1, 2019 with an option for an additional 12 months, reflecting the aforesaid revisions and do further authorize the Chairman to execute and enter into said revised Employment Agreement with Lynn Bartlett.

Resolution adopted as read on motion by Commissioner _____,
seconded by Commissioner _____.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				
Angelo D'Arminio, Jr.				
Joanne English Rollieson				
Junior Hernandez				
Daniel Ortega				
Danielle Peterson				

July 23, 2020
DATE

DANIEL ORTEGA, CHAIRMAN

LYNN BARTLETT, EXECUTIVE DIRECTOR

HOUSING AUTHORITY OF BERGEN COUNTY
One Bergen County Plaza, Hackensack, New Jersey

MINUTES OF ZOOM VIRTUAL MEETING OF JUNE 25, 2020

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JUNE 25, 2020 – A ZOOM VIRUTAL MEETING OF THE HOUSING AUTHORITY OF BERGEN COUNTY BOARD OF COMMISSIONERS

PRESENT:

Commissioner Peter Caminiti, Sr.
Commissioner Angelo D’Arminio, Jr.
Commissioner Joanne English-Rollieson
Commissioner Junior Hernandez
Commissioner Daniel Ortega
Terrence Corrison, General Counsel

Lynn Bartlett, Executive Director
Vincent Bufis, Field Operations Director
Al Restaino III, Accounting Manager
Esther Gatria, HR Manager
Julia Orlando, BCHHH Director
Shahin Rahvar, Asst. Dir. Rental Pgm

ABSENT:

Commissioner Danielle Peterson

CALL TO ORDER

The meeting to order at 5:48pm. 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 virtual meeting schedule of the HABC Board of Commissioners setting forth the date, time and hyperlink information was posted by The Record on April 21, 2020. The same notice was posted on the Authority website and provided to the County Clerk for posting at the County Administration Building on April 17, 2020. The minutes of this regular meeting will be available following the next regularly scheduled meeting.

PLEDGE OF ALLEGIANCE

Executive Director Bartlett led all in the pledge of allegiance.

ROLL CALL

Upon roll call Commissioners Caminiti, D’Arminio, English-Rollieson, Hernandez, and Ortega were present. Commissioner Peterson was absent.

MINUTES

The Chairman asked for a motion to approve the regular meeting minutes of the May 2020 meeting of the HABC Board of Commissioners. Motion was made by Commissioner D’Arminio and seconded by Commissioner English-Rollieson; motion carried unanimously.

ROLL CALL VOTE:

Caminiti – YES
D’Arminio – YES
English-Rollieson - YES
Hernandez – YES
Ortega – YES

Absent: Peterson

EXECUTIVE DIRECTOR REPORT

Director Bartlett provided the following updates to the Executive Director Report previously circulated.

In response to an inquiry at the April meeting from Commissioner Caminiti regarding the purchase and price of a copier Ms. Bartlett explained that the HABC priced and placed an order for 4 copiers in January 2020. It was determined that the existing machines were past their useful life, and parts were no longer available. The expense questioned was the Dumont copier that had been previously delivered and paid for in April. Ms. Bartlett further explained that each is a large machine being a printer/scanner/copier able to handle the size and volume of paperwork necessary for annual tenant recertification and admission packets.

Ms. Bartlett reported that earlier in the day the HABC and HDC had received correspondence from NJHMFA with the results of recent performance evaluations for both Grove Gardens in South Hackensack and Franklin Street Villas in Northvale. The review includes physical plant, administrative policies, asset management and occupancy of the building; with both buildings scoring "Excellent". She explained that the scores qualified each project for a bonus under the NJHFMA rules. Ms. Bartlett complimented finance and property management staff for outstanding work and performance managing the HDC portfolio.

She then reminded the Commissioners that since April the Shelter has not been occupied by guests; all are in motel placement. April and May motel costs have been paid by Emergency Solutions Grant funds and that all additional future motel expenses will be changed to the County's FEMA funds. The Authority staff are presently working with County departments to transition to the new funding source. HABC has been assured by Bergen County Community Development that HABC Staff time spent on motel placement management will be covered grants as well.

Ms. Bartlett explained that a recent power failure in Hackensack affected the generator for the homeless shelter and that the County of Bergen contractor was on site to address. Then this past week the low battery alarm on the generator was sounded and that General Services was addressing.

Lastly, she reported that the HABC tenant portal had opened only an hour earlier and tenants had already begun registering. The portal provides tenants access to their tenant information and documents, it permits participants to upload information and files directly to software system. This feature reduces the need for regular mail and scanning paper documents to work electronically and remotely. She further explained that next steps in roll out would be full completion of the recertification process as well as access for applicants to apply to wait lists and fill vacancies.

Chairman Ortega inquired how the Authority is commuting and informing participants of the tenant portal? Director Bartlett explained that the information has been circulated via Facebook, website and email; furthering that consideration is being given to mass mailing.

ATTORNEY REPORT

Terry Corriston reported that number of delayed evictions actions expected to resume when the courts re-open are limited. He stated that not many are behind on payments and he doesn't anticipate significant problems once courts reopen for action to evict for non-payment.

PUBLIC MEETING

Chairman Ortega then requested a motion to open the meeting to the public. Commissioner Caminiti made the motion and was seconded by Commissioner D'Arminio to open the meeting to the public that carried unopposed.

Ms. Bartlett confirmed that there were no members of the public participating in the meeting call. Seeing there was no one from the public a motion was made by Commissioner Caminiti and seconded by Commissioner D'Arminio to close the meeting to the public that carried unopposed.

CONSENT AGENDA

Chairman Ortega asked for a motion to approve the consent agenda, resolutions 2020-46 through 2020-54. Motion was made by Commissioner D'Arminio and seconded by Commissioner English-Rollieson.

- A. Resolution 2020-46**
Resolution approving the routine expenditures for the HABC for the period of 5/15/20-6/17/20
- B. Resolution 2020-47**
Resolution approving the routine expenditures for the HDC for the period of 5/15/20-6/17/20
- C. Resolution 2020- 48**
Resolution authorizing the termination and closeout of the Annual Contributions Contract following a successful RAD conversion
- D. Resolution 2020-49**
Resolution authorizing update of the purchasing and procurement to the current bid threshold
- E. Resolution 2020-50**
Resolution approving the appointment of Qualified Purchasing Agent
- F. Resolution 2020-51**
Resolution authorizing Change Order #1 for the DeSimone Townhomes ADA Parking Improvements
- G. Resolutions 2020-52**
Resolution authorizing the write off of uncollected debt for QTR 2 2020
- H. Resolution 2020-53**
Resolution authorizing a contract for towing services for Ramapo Brae Townhomes
- I. Resolution 2020-54**
Resolution authorizing an award of 36 project based vouchers to Upper Saddle River Supportive Housing

ROLL CALL VOTE:

Caminiti - YES
D'Arminio – YES
English-Rollieson – YES
Hernandez – YES
Ortega – YES

Absent: Peterson

DISCUSSION

Chairman Ortega acknowledged these challenging times and shared his appreciation for the hard work of the Authority to continue the business of the Authority. He thanked the staff and employees for their hard work recognizing that their efforts toward the normal outward business operations. Commissioner Hernandez echoed the sentiment.

Seeing no further business or discussion Commissioner D'Arminio moved to adjourn the meeting, time was 5:58pm, it was seconded by Commissioner Caminiti and unanimously carried.

Prepared by: Lynn Bartlett