

**HOUSING AUTHORITY OF BERGEN COUNTY
25 ROCKWOOD PLACE, SUITE 205
ENGLEWOOD, NEW JERSEY**

MINUTES OF THE MEETING OF April 20, 2010

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF April 20, 2010.

PRESENT: Commissioner Joseph Rutch, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Junior Hernandez, Treasurer
Commissioner Daniel Ortega
Commissioner Andrew Rudman
Commissioner James Rotundo
David F. Sivella, Executive Director
Terrence Corriston, Esq., Counsel
Domingo Senande Deputy Director
Stephanie Sutura, Deputy Director
James Giel, Field Supervisor (South Zone)
Esther Gatria, Executive Administrative Assistant
Carmen Medina, Receptionist

ABSENT: Commissioner Shirley Finn

NOTICE OF MEETING

Mr. Sivella read the following statement:

Consistent with the Byron M. Baer "Open Public Meetings Act: P.L.1975c231, all meetings of public bodies shall be open to the public at all times". Notice of the regular meeting was provided to The Record and the Jersey Journal on January 8, 2010, and was provided to the County Clerk for posting at the County Administration Building, at which time the date, time and place were set forth. The minutes of the regular meeting will be available following the next regularly scheduled meeting.

Chairman Rutch called the meeting to order at 5:12p.m.

APPROVAL OF MINUTES

On motion by Commissioner Ortega, seconded by Commissioner Hernandez, the minutes of the meeting of March 9, 2010, were approved.

VOTE: AYES: All Present Commissioners (4)
 ABSTAIN: Commissioners Rotundo and Rudman (2)
 ABSENT: Commissioner Finn (1)

On motion by Commissioner Rotundo, seconded by Commissioner Nest, the minutes of the special meeting of March 26, 2010, were approved.

VOTE: AYES: All Present Commissioners (5)
 ABSTAIN: Commissioner Rudman (1)
 ABSENT: Commissioner Finn (1)

EXECUTIVE DIRECTOR'S REPORT

Mr. Sivella reported on the following subjects:

HABC Organizational Chart: Mr. Sivella presented the new organization chart to the Board.

- **Finance Department:** Mr. Sivella stated that due to the restructuring of the Finance Department, Domingo Senande will take on the role of Director of Finance, in addition to his current position as Deputy Executive Director. He added that he has already taken on that role due to the loss of the previous Finance Director and has been doing a good job and it will yield a savings to the Housing Authority. Mr. Sivella reported that the HABC is also advertising for a Senior Accountant.
- **Housing and Development:** Mr. Sivella pointed out Lynn Bartlett's new role on the organizational chart as Director of Housing and Development. Ms. Bartlett, the Director of Development, has extensive regulatory knowledge and past experience with HUD and the HOME Program, therefore, she was the best internal candidate to oversee the Housing Department. In addition, Marianne Hisen will be supervising the Assisted Housing Department and Sherika Barr will be supervising the Occupancy/Eligibility Department.
- **Quality Control:** Hernan Bracero will be responsible for Quality Assurance and Joyce Kashwick has been promoted to Comptroller. Both of these positions report directly to Mr. Sivella.

- **Inspectors and Fraud:** For the time being, the Inspectors and Fraud will also report to Mr. Sivella. These areas will be undergoing restructuring as well and Mr. Sivella will report to the Board in the future as to the changes made to this area.
- **Department of Homelessness to Housing:** In addition to her role of Director, Julia Orlando will now be directly overseeing the HABC staff at the HHH Center.
- **North/South Zone Managers:** Mr. Sivella reported that the number of property managers was being reduced from four to two, as far as operations are concerned. On paper, the HABC will have five, this was done as to not adversely affect the HABC's REAC scores.
- **Transition:** Mr. Sivella reported that the HABC will be undergoing a transition to streamline and update the various departments at the HABC. Due to her vast experience and knowledge of the intricacies of how the HABC operates, Stephanie Sutera will now be the Director of Transition.
- **Tenant Services Coordinator:** This position will now report directly to Mr. Sivella.

HHH Center: Mr. Sivella stated that in conversations with the County, they have mentioned an interest in the Housing Authority taking on the casework for HHH Center guests who find housing. Currently, this work is outsourced. Commissioner Ortega inquired if the HABC would be reimbursed for the extra work, to which both Mr. Sivella and Chairman Rutch responded that it would be reimbursed. Commissioner Ortega also expressed his concern over the operational funding sources for the Center. Mr. Sivella asked Domingo Senande to comment on this issue. Mr. Senande, who put together the first budget, reported that the HABC's administrative costs and salaries have been covered without using HABC funds. Mr. Sivella stated that there were funding sources, such as the HPRP, that would eventually be exhausted and the HABC had to monitor this closely to ensure that it would not be put in a difficult situation. Mr. Sivella also commented on the great job Ms. Orlando is doing at the Center and the positive press she has received.

Rental Integrity Monitoring (RIM) Review: Mr. Sivella reported that HUD Auditors conducted the RIM Review earlier in the month (April 6 – 9). There was one issue of significance that came up during the review, which Mr. Corriston will address. Mr. Sivella expects there will be a few observations detailing how HUD would like certain things done procedurally but overall, HUD was very complimentary of the

files and the HABC.

Assisted Housing Specialists (caseworkers): Mr. Sivella reported that the HABC would like to hire 4 new caseworkers, two of these filled by Korean speaking staff. He explained that approximately 250 building tenants and a large percentage of the waiting list only speaks Korean and in order to better serve them, it was imperative to hire bilingual, Korean speaking staff.

Mahwah Public Housing: Mr. Sivella reported that he recently had a tenant meeting at Mahwah. Mr. Sivella stated that the HABC is applying for a grant to replace the playground and build more facilities, like a water park, for the children. He would also like to convert the under-utilized community room into a computer lab.

Staff Training: Mr. Sivella stated that he would like Julia Orlando, who is a certified trainer, to train the entire HABC staff on team building, communication issues and procedures. Mr. Rutch suggested that Ms. Orlando's employment contract be amended to reflect this new duty and the hours that would be devoted to training.

ATTORNEY'S REPORT

RIM Review: Mr. Corrison explained how the Housing Assistant Payment (HAP) Agreement and tenant leases normally run concurrent, assuming the tenant was executing a newly signed lease with the landlord. However, if a tenant was already living in their home when they received their Section 8 voucher, the HABC would not make them redo the lease. This was done to protect tenants from unjust rent increases and to ensure landlords received the increase they were entitled. The practice of not renewing a lease already in effect started many years ago after HABC staff attended a HUD Newark seminar stating this procedure was correct. Mr. Corrison's legal opinion is that in states like New Jersey where tenancy lasts for a lifetime and can only be terminated due to cause, the issue of the lease and the HAP Agreement running concurrently is moot. Mr. Corrison stated he was awaiting HUD's response on the issue.

Demarest: Mr. Corrison reported that a Developer's Agreement was reached with Demarest and will be presented at the next HDC meeting.

River Vale: Mr. Corrison informed the Board that the HDC is still negotiating a Developer's Agreement with River Vale.

PUBLIC COMMENTS

A motion to open the meeting to the public was made by Commissioner Rotundo and seconded by Commissioner Ortega.

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

There were no public comments.

CONSENT AGENDA

A motion to approve the consent agenda as amended was made by Commissioner Rotundo and seconded by Commissioner Ortega.

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

A. Resolution 2010-42

Resolution executing the employment contract for Stephanie Sutera.

B. Resolution 2010-43

Resolution executing the employment contract for Domingo Senande.

C. Resolution 2010-50

Resolution ratifying the list of bills for the HABC for the period of 03/10/10 – 04/13/10.

D. Resolution 2010-51

Resolution ratifying the list of bills for the HDC for the period of 03/10/10 – 04/13/10.

E. Resolution 2010-52

Resolution executing agreement with Brown and Brown Metro for Health Insurance Consulting and Brokerage Services.

F. Resolution 2010-53

Resolution executing an agreement for membership with the Somerset County Cooperative Pricing System.

G. Resolution 2010-54

Resolution authorizing the Executive Director to request HUD for permission to revise HAP contract with Grove St.

H. Resolution 2010-55

Resolution to amend Resolution 2009-71, to reflect new contract amount for painting at 10 locations with JG Painting & Contracting Co.

A motion to amend Julia Orlando's contract to reflect her additional duty as trainer was made by Commissioner Rotundo and seconded by Commissioner Ortega.

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

Commissioner Rudman moved that the meeting be adjourned. Commissioner Ortega seconded the motion.

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

Meeting adjourned at 5:54 p.m.

Minutes prepared by Esther Gatria