

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

MINUTES OF THE MEETING OF APRIL 18, 2011

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF APRIL 18, 2011.

PRESENT:

Commissioner James Rotundo, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Junior Hernandez, Treasurer
Commissioner Andrew Rudman
Commissioner Joseph Rutch
Commissioner Lauren Marie Zyriek
E. Carter Corriston, Esq., Counsel
Domingo Senande, Deputy Executive Director
Lynn Bartlett, Director of Housing & Development
Eileen Black, Director of Finance
Julia Orlando, Director BCHHHC
James Giel, Field Manager
Esther Gatria, Executive Assistant

ABSENT:

Commissioner Danielle Peterson

NOTICE OF MEETING

Mr. Senande 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 17, 2011, 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 Rotundo called the meeting to order at 5:07p.m.

APPROVAL OF MINUTES

On motion by Commissioner Rudman, seconded by Commissioner Rutch, the minutes of the meeting of March 21, 2011, were approved.

VOTE: AYES: Commissioners Hernandez, Nest, Rotundo, Rutch and Zyriek (6)
 ABSENT: Commissioner Peterson (1)

EXECUTIVE DIRECTOR'S REPORT

Deputy Director Domingo Senande, sitting in for Mr. David Sivella, reported on the following subjects:

Score Report: Mr. Senande reported that the HABC had received its score report and the Authority was rated as a "High Performer" which is the highest rating.

REAC Inspections: Mr. Senande informed the Board that the REAC inspections would be this spring/summer and the field was preparing for the inspections.

Financial Disclosure Forms: Mr. Senande reminded the Board that Financial Disclosure forms were due at the County Clerk's office by April 30th.

HABC Website: Mr. Senande reported that the HABC's website went "live" and the domain name is: www.habcnj.org and added that any input from the Commissioners would be appreciated. Commissioner Rutch asked if the HABC had received a "Best Practices" checklist from the State regarding websites. Chairman Rotundo added that there was a proposed bill requiring government websites to contain specific information. Ms. Gatria, who has been project managing the website, agreed to research the proposed legislation and update the website.

Fee Accountant: Mr. Senande requested that the Board pass a motion to extend the fee accountant's contract for an additional month. He explained that the bid opening was this week (week of April 18) therefore, an extension was needed.

At this point Mr. Senande opened the floor to Ms. Julia Orlando, for a report on the Bergen County Housing, Health and Human Services Center.

BCHHHC: Ms. Orlando reported that to date, the Center has housed 155 people and none of those persons have returned to the Center. She reported that they are seeing an increase in the youth population, and suggested addressing this issue at a future meeting. She added the example of a current case that is 18 years old and the school bus picks them up at the Center. Ms. Orlando stated that the Center is serving 6,000 meals per month; this includes both the homeless and working poor populations. She also reported that she had submitted to present at

the National Alliance to End Homelessness, which takes place in Washington, D.C. in July. Mr. Orlando reported that Commissioner Jennifer Velez (NJ Department of Human Services) visited the Center in March. Commissioner Velez toured and spoke very highly of the work being done at the Center. Mr. Orlando stated the Center is making a concerted effort to use the Shelter+Care Vouchers, and that she and Lynn Bartlett have partnered with the County. Ms. Orlando also reported that the County's website had a link for the Center. Ms. Orlando stated that the vacancy on the Clinical Coordinator position since November is a major challenge and that she needs to fill the position as soon as possible. Mr. Senande responded that the HABC has submitted the budget to the County, which includes the funding of that position, and was awaiting approval.

Mr. Senande stated that last year's audit finding reported that the HABC had too much exposure (relative to the Center) and without an approved budget from the County, there was a chance that there might be another audit finding this year. Commissioner Rutch asked if the HABC had been submitting the draw-down requests to the County. Mr. Senande responded that all 2010 have been submitted, but not the 2011, because, there was not an approved budget or Freeholder Resolution authorizing expenditures. Mr. Senande added that the HABC was currently operating on a "month-to-month" basis pending the approval of the budget and execution of the Shared Services Agreement. Ms. Eileen Black added that the run rate was approximately \$90,000 month. The draw down for January, February and March have been submitted, but no payments have been received.

Mr. Senande asked Ms. Lynn Bartlett to report on the HPRP Program.

HPRP: Ms. Bartlett stated that HPRP is a reimbursement grant, and the way it has to be administered is that the HABC has to provide proof that the funds were paid and submit those for approval. An issue has emerged because the HABC currently cannot wait for the funds to be vouchered to become available to then pay monies to a landlord, etc, because most of the time the HABC is dealing with time sensitive issues, such as an eviction. In fact, eviction is usually the proof needed to grant the funds to an applicant. She requested that the Board provide some guidance as to how they would like to handle this issue. Commissioner Rutch asked how much money was loaned to the HPRP program and Ms. Black responded that at the end of March, the amount was about \$300,000. She added that the HABC was out of pocket for the expenses on average a month and a half, and this was normal due to the fact that you have to wait for the month to be over to submit the expenses. Commissioner Rutch asked if it was necessary to ask the HDC for additional funds to float this program, since it was unacceptable to put people at risk of homelessness in a position that exposes them to additional hardship. A discussion ensued and it was agreed to request the HDC for additional funds. Commissioner Rutch requested that a monthly HPRP report be presented to the Board. In addition, Mr. Senande stated that the HOWPA program was another grant where the HABC had to wait for reimbursement and that all these programs were causing funding issues for the Authority.

Emergency Assistance (EA): Commissioner Rutch requested on how the EA program worked. Mr. Senande explained that the State pays a per bed rate of \$42/per night. Margaret Rinckhoff (Ms. Orlando's Assistant) submits the paperwork to Hackensack Welfare for their approval. Ms. Orlando added that if Hackensack Welfare decides that a person became homeless at their own doing, they will not approve payments for that individual.

Budget: Mr. Senande reported that the budget was in the process of being formulated and that it would be presented at the next Board meeting.

ATTORNEY'S REPORT

Mr. Corrison did not have anything to report at this time.

PUBLIC COMMENTS

A motion to open the meeting to the public was made by Commissioner Rutch and seconded by Commissioner Rudman.

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

There were no public comments.

CONSENT AGENDA

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

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

RESOLUTIONS: CONSENT AGENDA

- A. **Resolution 2011-21**
Resolution approving the routine expenditures for the HABC for the period of 03/17/2011 – 04/13/2011.
- B. **Resolution 2011-22**
Resolution approving the routine expenditures for the HDC for the period of 03/17/2011 – 04/13/2011.
- C. **Resolution 2011-23**
Resolution revising Resolution 2010-125 to authorize Change Order 1, for concrete & paver repair and replacement at various locations.

- D. **Resolution 2011-24**
Resolution authorizing a contract with Golub & Isabel P.C., for legal services related to environmental matters at David F. Roche Apts.
- E. **Resolution 2011-25**
Resolution authorizing a contract with Aris Painting Company for the painting of occupied apartment interiors at 14 locations.
- F. **Resolution 2011-26**
Resolution authorizing a contract with Aris Painting Company for the painting of vacant apartments on an “as needed” basis for buildings owned and/or managed by the Housing Authority.
- G. **Resolution 2011-27**
Resolution authorizing a contract with North Jersey Friendship House for Janitorial and Food Handler Services at the BCHHHS Center for the term of 1 year (April 1, 2011 – March 31, 2012).
- H. **Resolution 2011-28**
Resolution authorizing a contract with Rapid Pump & Meter Services Co., Inc., for the replacement of the sewer ejector pump system at Ridgecrest Apts.
- I. **Resolution 2011-29**
Resolution authorizing a contract with Polcari & Co., to conduct audit services for the HABC and the CHRB of Southern Bergen County.
- J. **Resolution 2011-30**
Resolution authorizing a contract with Mazteck, Inc., for CCTV System Repair and Service on an “as needed” basis.
- K. **Resolution 2011-31**
Resolution authorizing to reject and re-bid for the fire suppression systems testing, inspection and repairs for various locations.
- L. **Resolution 2011-32**
Resolution authorizing the Chairman/Executive Director to execute a project based voucher Agreement to enter into a Housing Assistance Payments (AHAP) contract with MLK Jr., Senior Center.

A motion to extend the fee accountant’s contract by one month was made by Commissioner Rutch and seconded by Commissioner Nest.

VOTE: AYES: Commissioners Hernandez, Nest, Peterson, Rotundo, Rutch and Zyriek (6)
 ABSENT: Commissioner Peterson (1)

A motion to request the HDC Board to the loan the HABC additional funds on an “as needed” basis, not to exceed \$750,000, was made by Commissioner Rutch and seconded by Commissioner Rudman.

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

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

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

Meeting adjourned at 5:55 p.m.

Minutes prepared by: Esther Gatria