

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

**MINUTES OF THE MEETING OF MAY 21, 2012**

*THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF MAY 21, 2012.*

**PRESENT:**

Commissioner James Rotundo, Chairman  
Commissioner Kay Nest, Vice Chairman  
Commissioner Junior Hernandez, Treasurer (tardy)  
Commissioner Lauren Marie Zyriek  
Commissioner Danielle Peterson (tardy)  
Commissioner Joseph Rutch  
Terrence Corriston, Esq., Counsel  
Domingo Senande, Executive Director (via telephone)  
Eileen Black, Finance Director  
Lynn Bartlett, Director of Housing and Development  
Julia Orlando, Director Bergen County HHH Center  
Heather Wei, AHS (filling-in for Esther Gatria)

**ABSENT:**

Commissioner Andrew Rudman

**NOTICE OF MEETING**

Ms. 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 regular meeting was provided to The Record and the Jersey Journal on January 19, 2012, 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 5:06p.m.

## **APPROVAL OF MINUTES**

On motion by Commissioner Zyriek, seconded by Commissioner Rutch, the minutes of the meeting of April 16, 2012, were approved.

VOTE:           AYES:           All Present Commissioners (4)  
                  ABSENT:        Commissioner Rudman (3)

## **EXECUTIVE DIRECTOR'S REPORT**

Domingo Senande reported on the following subjects:

**FINANCIALS:** Mr. Senande requested Eileen Black to please report on the financials. (Please note: Commissioner Peterson arrived) Ms. Black reported that the HABC was in the process of issuing vouchers and commented that due to the nature of the process, it takes between 4 to 7 months for a person to be issues a voucher. She also added that the HABC was absorbing port-ins. She added that HUD in the future might require housing authorities to absorb port-ins before taking people off waitlists and that the HABC currently has 121 port-outs that have not been absorbed by other housing authorities. Ms. Black also reported that the HABC has spent in the first four months of the year \$11,825,000 and has received from HUD a total of \$12,150.00. In reference to the year end, Ms. Black reported that the HABC was in the process of finalizing and closing all of the funds and she was working with Bill Katchen, in order to meet all deadlines. Ms. Black reported that the proposals for banking services have been received and narrowed down and the second set of questions have been sent out. Total cash has increased by approximately \$200K, mainly in the Public Housing fund. Total cash is currently \$12,076,000 and she noted that profitability has increased due to less vacancies and the mild winter. She also noted the Capital Funded has been received quicker this year. She noted that Fund 150 was lower due to paying the Pension Liability in late March. Mr. Senande noted that the quarterly financials would be sent out before the September Board meeting.

**HHH Center:** Mr. Senande asked Ms. Julia Orlando to report on the HHH Center. Ms. Orlando reported that 265 vouchers have been issued since at the point (since the opening of the HHH Center). Ms. Orlando reported that she has been meeting quarterly with the Hackensack Outreach Collaboration to address issues related to homelessness in the area near the HHH Center. She reported that the most of the people that the group has concerns about are not homeless, but have mental/behavioral issues. The group has started outreach to local polices, social services agencies, hospitals and judges because the individuals in question have often times been released from hospitals without the proper services. Ms. Orlando also

reported working with several vocational groups to help guests obtain jobs. She noted that about six guests have started training in the Weatherization Program. (Please note: Commissioner Hernandez arrived) Ms. Orlando also reported that Tammy Molinelli, Director of the WIB (Workforce Investment Board) met with five guests and is targeting job placement for them. In reference to the 100K Homes Campaign, Ms. Orlando reported that the HHH Center's target was to house one person and they housed nine people and the HHH Center was mentioned online and in their national correspondence. Mr. Senande added that an ESG grant for vocational training and he anticipates either having someone on staff dedicated to vocational training.

**Development:** Mr. Senande stated that all projects were coming along. He reported that due to changing AMPs, the HABC had received notice of REAC inspections, which was incorrect. He stated that he worked with HUD Newark and they were able to rectify the situation and the REACs had been cancelled. He added that at the following Board meeting he would have a full report on developments.

### **ATTORNEY'S REPORT**

Mr. Corriston stated that the HABC was moving ahead with acquisition of two properties. He also reported that he also went to court for several evictions.

### **PUBLIC COMMENTS**

A motion to open the meeting to the public was made by Commissioner Peterson and seconded by Commissioner Zyriek.

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

**Larry Yates:** Mr. Yates stated that received a letter from Mr. Corriston. He stated his displeasure at the tone of the letter and that Ms. Christmas would like to dispute the notice given to her and request for an informal hearing. He also added that Mr. Corriston had not reached out to Ms. Christmas' attorney and asked for a response. Mr. Corriston declined to comment on the matter.

A motion to close the meeting to the public was made by Commissioner Rutch and seconded by Commissioner Nest.

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

### **CONSENT AGENDA**

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

VOTE:           AYES:           All Present Commissioners (6)

                  ABSENT:       Commissioner Rudman (1)

**RESOLUTIONS: CONSENT AGENDA (AMENDED)**

- A. **Resolution 2012-54**  
Resolution approving the routine expenditures for the HABC for the period of 04/11/2012 – 05/09/2012.
  
- B. **Resolution 2012-55**  
Resolution approving the routine expenditures for the HDC for the period of 04/11/2012 – 05/09/2012.
  
- C. **Resolution 2012-56**  
Resolution authorizing to amend a grant agreement contract with the County of Bergen for Homeless Prevention and Rapid Re-Housing (HPRP) Funds for the HHH Center.
  
- D. **Resolution 2012-57**  
Resolution authorizing the Chairman/Executive Director to execute a contract with William Katchen for accounting and financial advisory services.
  
- E. **Resolution 2012-58**  
Resolution authorizing the Chairman/Executive Director to execute a contract with Alternative Profession Solutions for temporary staffing services.
  
- F. **Resolution 2012-59**  
Resolution authorizing the Chairman/Executive Director to certify the Public Housing Assessment System (PHAS) Certification for the period of 04/01/2011 through March 31, 2012.
  
- G. **Resolution 2012-60**  
Resolution authorizing the Chairman/Executive Director to certify the Section 8 Management Assessment Program (SEMAP) Certification for the period of 04/01/2011 through March 31, 2012.

Mr. Corrison commented that all his letters were available to the Board for review and he had reached out twice to Ms. Christmas' attorney. He added that the HABC staff had been processing her complaint and a notice went out Friday, May 18<sup>th</sup>, and a copy was also sent to Ms. Christmas' attorney. He also added that he was confident his letter was not written in an offensive tone and it certainly was not his intent to offend anyone. Commissioner Rutch inquired about process. Mr. Corrison replied that the process was proceeding appropriately and according to policy.

Commissioner Nest moved that the meeting be adjourned. Commissioner

Hernandez seconded the motion.

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

Meeting adjourned at 5:31p.m.

Minutes prepared by: Esther Gatria