

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

MINUTES OF THE MEETING OF JULY 18, 2011

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

PRESENT:

Commissioner James Rotundo, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Junior Hernandez, Treasurer
Commissioner Joseph Rutch
Terrence Corriston, Esq., Counsel
Domingo Senande, Acting 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
Commissioner Andrew Rudman
Commissioner Lauren Marie Zyriek

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 5:17p.m.

APPROVAL OF MINUTES

On motion by Commissioner Nest, seconded by Commissioner Hernandez, the minutes of the meeting of June 29, 2011 were approved.

VOTE: AYES: All Present Commissioners (4)

ABSENT: Commissioner Peterson, Rudman and Zyriek (3)

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following:

Bergen County Housing, Health and Human Services Center (HHH Center): Mr. Senande informed the Board that a monthly report on the HHH Center would be included in the meeting packets. He asked Ms. Orlando to report on the HHH Center. Ms. Orlando reported that to date, the HHH Center has housed 176 people. She also reported that HUD recently decided to accept the SSI determination letter as proof of disability, which greatly facilitates obtaining vouchers. She also stated that three new nurses (through the shared services agreement with the Bergen County Jail) had been hired and trained and were waiting for an agreement from the County for the position oversight of the Health Department. Ms. Orlando added that she had drawn-up an agreement and Rose Inguanti was on the process of obtaining the necessary signatures. The nurses' liability coverage would be covered by the County. She concluded that once this is complete, the nurses will back at the HHH Center. Mr. Senande added that the liability coverage was an outstanding issue in the Shared Services Agreement (between the HABC and the County), and was pleased to hear it had been resolved.

Mr. Senande stated that the HABC was still working on the final details of the Shared Services Agreement with the County and inquired if a motion/resolution was necessary in case the agreement was finalized before the next scheduled Board meeting on September 19. Mr. Corriston advised to add a motion to the consent agenda continuing the agreement in substantially the same form as it presently exists.

Mr. Senande informed the Board that interviews were in progress to fill the Coordinator of Program Services position, which will be mainly funded through a Community Development ESG Grant.

REAC: Mr. Senande informed the Board that the REAC score for Boiling Springs was a 98/100, and commended Jason Rooney and Jim Giel for an outstanding job. He added that five more inspections were scheduled.

VOUCHER DISTRIBUTION: Mr. Senande proposed that 20% of the available vouchers be allocated to the HHH Center and the remaining 80% be allocated to the Section 8 Wait List, after Project Based Vouchers (Project Based Vouchers take precedent). He added that this was consistent with the County's 10 year plan to end homelessness. He stated that currently there were no vouchers to issue, but Project Based Vouchers were being filled. He added that the Authority's goal was to maintain a 95% lease-up rate (subject to Congressional funding). He also stated that a report on the lease-up rate, along with a vacancy report, would be provided to the Board on a monthly basis. Ms. Bartlett added that even though the lease-up

rate projection currently drops below 95%, she anticipates that it will only be a temporary situation and that the percentage would eventually increase. Ms. Black added that the increase could not be much higher because the cost per unit was climbing and was expected to increase and that reserves were being used to make payments.

COAH: Mr. Senande stated that the COAH program exceeds the revenue received and that there were no contractual obligations with any towns at the moment. Therefore, he proposed that the HABC transition out of the COAH program, while assisting the towns while they find a new administrative agent. A discussion ensued as to the process of transitioning and it was agreed to pass a motion to transition out of being an administrative agent for COAH.

A motion to transition out of being an administrative agent for COAH, while assisting the towns in the HABC's program was made by Commissioner Rutch and seconded by Commissioner Nest.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Peterson, Rudman and Zyriek (3)

FINANCIALS: Mr. Senande asked Ms. Black to update the Board on financials. Ms. Black reported that all the books were closed and reports had been filed. She added that there had been some scheduling issues for the single audit, but that it should be completed by September and that no issues were anticipated, other than possibly the HHH Center. Commissioner Rutch inquired as to when a year-to-date budget report would be available. Ms. Black responded that it would be available for the September meeting.

CLIFFSIDE PARK HOUSING AUTHORITY SHARED SERVICES AGREEMENT: Mr. Senande opened the floor to Commissioner Rutch to discuss a possible Shared Services Agreement with Cliffside Park to provide assistance to the Section 8 division of the Assisted Housing Department, especially in the areas of processing and fraud. He suggested that Mr. Corriston and Mr. Senande be authorized to enter into a discussion and work on an agreement with Cliffside Park, to be presented at the next Board meeting.

A motion authorizing Mr. Corriston and Mr. Senande to enter into negotiations on a Shared Services Agreement with Cliffside Park Housing Authority was made by Commissioner Rutch and seconded by Commissioner Hernandez.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Peterson, Rudman and Zyriek (3)

SOFTBALL GAME: Mr. Senande reported that the HABC's softball team played against the Passaic Housing Authority and the game ended in a tie.

ATTORNEY'S REPORT

Mr. Corrison stated that he had two closed session items pertaining to real estate and personnel.

PUBLIC COMMENTS

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Peterson, Rudman and Zyriek (3)

There were no public comments.

CONSENT AGENDA

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioner Peterson, Rudman and Zyriek (3)

RESOLUTIONS: AMENDED CONSENT AGENDA

- A. **Resolution 2011- 51**
Resolution approving the routine expenditures for the HABC for the period of 06/21/2011 – 07/13/2011.
- B. **Resolution 2011- 52**
Resolution approving the routine expenditures for the HDC for the period of 06/21/2011 – 07/13/2011
- C. **Resolution 2011- 53**
Resolution authorizing a contract with Alternative Professional Solutions for temporary staffing services.
- D. **Resolution 2011- 54**
Resolution authorizing an agreement with TenMast Software to provide computer software support services for the HABC.
- E. **Resolution 2011- 55**
Resolution approving a contract with CarePlus NJ Inc., for laundry services for the Bergen County Housing Health and Human Services Center.
- F. **Resolution 2011- 56**
Resolution pre-approving the account payable for routine expenditures for the HABC for the period of 07/14 /2011 – 08/31/2011
- G. **Resolution 2011- 57**
Resolution pre-approving the account payable for routine expenditures for the HDC for the period of 07/14/2011 – 08/31/2011

- H. **Resolution 2011- 58**
Resolution rejecting the bid for the emergency generator quarterly testing, inspection and repairs, due to the bid exceeding the independent cost estimate and budget on file.
- I. **Resolution 2011- 59**
Resolution approving the write-off of uncollected rents as stated in the HUD Handbook 7511.1 for Public Housing Accounting, Collection Losses.
- J. **Resolution 2011- 60**
Resolution to enter into a grant agreement for Community Block Grant funds for the purpose of using \$28,728.00 for Homeless Shelter Operations.
- K. **Resolution 2011- 61**
Resolution to enter into a grant agreement for Community Block Grant funds for the acquisition of 105 Main St., East Rutherford, NJ.
- L. **Resolution 2011- 62**
Resolution to enter into a grant agreement for Emergency Solutions Grant funds for the purpose of using \$445,000.00 for Shelter/Street Outreach and HPRP Activities.
- M. **Resolution 2011- 63**
Resolution to enter into a grant agreement for Home Investment Partnership Program funds for the purpose of using \$100,000.00 for Tenant Based Rental Assistance (TBRA).
- N. **Resolution 2011- 64**
Resolution approving to continue the Shared Services Agreement with Bergen County in substantially the same form as it presently exists.

A motion to enter into a closed session was made by Commissioner Rutch and seconded by Commissioner Nest.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Peterson, Rudman and Zyriek (3)

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Peterson, Rudman and Zyriek (3)

Commissioner Hernandez moved that the meeting be adjourned. Commissioner Nest seconded the motion.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioner Peterson, Rudman and Zyriek (3)

Meeting adjourned at 5:50p.m.

Minutes prepared by: Esther Gatria