



Housing Authority of Bergen County
One Bergen County Plaza
Hackensack, New Jersey

MINUTES OF ZOOM VIRTUAL MEETING OF DECEMBER 20, 2022

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF DECEMBER 20, 2022 – A ZOOM VIRUTAL MEETING OF THE HOUSING AUTHORITY OF BERGEN COUNTY BOARD OF COMMISSIONERS

PRESENT:

Chairman Daniel Ortega
Commissioner Peter Caminiti, Sr.
Commissioner Junior Hernandez
Commissioner Danielle Peterson

Lynn Bartlett, Executive Director
Vincent Bufis, Field Operations Director
Al Restaino III, Finance Director
Shahin Rahvar, Director of Vouchers
Julia Orlando, BCHHH Director
Heather Wei, Commissioner Assistance
Terrence Corriston, General Counsel

ABSENT:

Commissioner Joanne English Rollieson
Commissioner Harvey Sohmer

CALL TO ORDER

The meeting was called to order at 5:46pm. 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 January 3, 2022. The same notice was posted on the Authority website and provided to the County Clerk for posting at the County Administration Building on January 25, 2022. The minutes of this regular meeting will be available following the next regularly scheduled meeting.

PLEDGE OF ALLEGIANCE

Chairman Ortega led all in the pledge of allegiance.

ROLL CALL

Upon roll call Commissioners English Rollieson and Sohmer were absent.

MINUTES

Chairman asked for a motion to approve the regular meeting minutes of the November 22, 2022, meeting of the HABC Board of Commissioners. Motion was made by Commissioner Hernandez and seconded by Commissioner Caminiti, Sr.; upon roll call the motion carried unanimously by all Commissioners present.

VOTE:

Caminiti, Sr. – YES

English-Rollieson - ABSENT

Hernandez – YES

Ortega – YES

Peterson – YES

Sohmer – ABSENT

EXECUTIVE DIRECTOR REPORT

Director Bartlett introduced Richard Larsen of Novogradac & Company, the Auditor for HABC.

He explained there were 3 audits provided. The first is an unmodified opinion on the Authority's financial statements highest level of assurance. HABC financial statement present fairly in accordance with regulations.

The 2nd audit is based on government auditing standards required by every New Jersey housing authority. This audit tests the internal control structure. What are the safeguards HABC has in place to protect their assets? Novogradac tested and made sure staff were following protocol and regulations. It was determined there were no signs of weakness internal control to be reported to the board and/or HUD.

The final audit is completed because the authority expends more than \$750K of federal funds. This audit will always be required to be completed in accordance with federal law as the Housing Authority must be in compliance with all federal regulations. Novogradac audited 4 programs including Mainstream, EHV, HCV Cares and HCV Section 8 program (95% of federal money). Tested tenant files, wait lists, failed inspections and made sure expenses expended for Cares Act was for allowable activities. The HABC is in total compliance and was provided unmodified opinion.

Overall, an exceptional audit.

Director Bartlett apologized that a Board report was not submitted this month due to Staff vacations and a funeral she had to attend.

She reported that the JIF and their insurer for DNO has changed policy and course of direction. So, JIF found new coverage. HABC recently received updated coverage and will share once sent the finalized version.

Additionally, HABC special council has reached out to the IRS hoping to resolve the ongoing dispute with them and we still have no resolution or response.

As there were no comments or questions, nothing further was added or discussed.

ATTORNEY REPORT

Terrence Corriston reported that Courts are now open and non-payment cases will now be moving forward.

CONSENT AGENDA

Chairman Ortega asked for a motion to approve the consent. Motion was made by Commissioner Hernandez and seconded by Commissioner Caminiti, Sr.

- A. Resolution 2022-62**
Resolution approving the routine expenditures for the HABC for the period of 11/15/22 - 12/9/22.
- B. Resolution 2022-63**
Resolution approving the HABC holiday schedule for 2023.
- C. Resolution 2022-64**
Resolution approving the 2023 schedule of the regular meeting dates of the Board of Commissioners.
- D. Resolution 2022-65**
Resolution approving the Audit for FYE March 31, 2022.
- E. Resolution 2022-66**
Resolution approving amendments to the personnel policy manual for employees.
- F. Resolution 2022-67**
Resolution approving a Memorandum of Understanding with the Bergen County Senior Services Division to administer and serve meals at the MLK Senior Center.
- G. Resolution 2022-68**
Resolution approving a contract with North Jersey Friendship House for janitorial, food handler, and seasonal "sit-up" services at the BCHHH.
- H. Resolution 2022-69**
Resolution approving the renewal of the list of qualified professional consultants for the year beginning January 1, 2023.
- I. Resolution 2022-70**
Resolution approving a one-year extension with Care Plus Workforce Solutions Inc. for laundry services at the BCHHH.
- J. Resolution 2022-71**
Resolution approving a one-year extension with CGI Federal Inc for Housing Quality Standards (HQS) Inspection services.
- K. Resolution 2022-72**
Resolution approving a contract with North Jersey Friendship House Vocational Coordinator Services at the BCHHH for a period of one year.
- L. Resolution 2022-73**
Resolution adopting the 2023 PHA Annual Plan.
- M. Resolution 2022-74**
Resolution rejecting the single bid submitted for accessibility upgrades at Desimone Court Town Homes, Ramsey.
- N. Resolution 2022-75**
Resolution authorizing a contract with Matina & Sons for parking lot expansion at Desimone Court Town Homes, Ramsey.

VOTE:

Caminiti, Sr. – YES

English-Rollieson - ABSENT

Hernandez – YES

Ortega – YES

Peterson – YES

Sohmer – ABSENT

PUBLIC COMMENTS

As there were no members of the public in attendance, a motion to open the meeting to the public was not necessary.

Seeing no further business to discuss Commissioner Peterson motioned and Commissioner Caminiti, Sr. seconded to adjourn the meeting at 6:10 pm which was unanimously approved by all Commissioners present.

Prepared by: Heather Wei