

HOUSING AUTHORITY OF BERGEN COUNTY
One Bergen County Plaza, Hackensack, New Jersey

MINUTES OF ZOOM VIRTUAL MEETING OF FEBRUARY 25, 2021

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF FEBRUARY 25, 2021 – A ZOOM VIRUTAL MEETING OF THE HOUSING AUTHORITY OF BERGEN COUNTY BOARD OF COMMISSIONERS

PRESENT:

Chairman Daniel Ortega
Commissioner Peter Caminiti, Sr.
Commissioner Angelo D’Arminio, Jr.
Commissioner Joanne English-Rollieson
Commissioner Junior Hernandez
Commissioner Danielle Peterson
Commissioner Harvey Sohmer

Lynn Bartlett, Executive Director
Terrence Corriston, General Counsel
Vincent Bufis, Field Operations Director
Al Restaino III, Accounting Manager
Esther Gatria, HR Manager
Julia Orlando, BCHHH Director

ABSENT:

NONE

CALL TO ORDER

The meeting was called to order at 5:32pm. 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 2, 2021. The same notice was posted on the Authority website and provided to the County Clerk for posting at the County Administration Building on January 21,2021. 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 all Commissioners were present.

MINUTES

The Chairman asked for a motion to approve the regular meeting minutes of the January 28, 2021 meeting of the HABC Board of Commissioners. Motion was made by Commissioner English Rollieson and seconded by Commissioner D’Arminio; upon roll call the motion carried unanimously.

VOTE:

Caminiti – YES
D’Arminio – YES
English-Rollieson - YES
Hernandez – YES
Ortega – YES
Peterson – YES
Sohmer – YES

EXECUTIVE DIRECTOR REPORT

Ms. Bartlett pointed out that she had previously circulated the report and the only item to bring to the Board's attention is that Julia Orlando has been working with the County to provide vaccinations to Christ Church and HABC employees at the Shelter. Also, she circulated an updated agenda to add the resolution to approve the 2021 budget.

EQUAL PAY ANALYSIS PRESENTATION

Ms. Bartlett introduced Marilyn Hauser and Amy Hoffman of Sageview Consulting. Marilyn Hauser explained that Sageview completed an audit of the HABC to ensure compliance with the Diane B. Allen Equal Pay Act. This Act mandates pay equity for employees who are protected from discrimination under the New Jersey Law Against Discrimination (NJLAD) by requiring employers to compensate such employees at the same rate of compensation as non-protected employees who perform "substantially similar work," unless a pay differential is justified by legitimate business necessity in accordance with the Act's provisions.

Amy Hoffman provided an overview of what the steps involved were and the final determination.

Sageview reviewed similar work, skill effort, and responsibilities for all working classes. They gathered data for a 12-month period starting 9/3/19 – 9/4/20. They also collected information from the HR Manager, which included employee census, pay data, salary ranges, and total compensation, including benefits, bonuses, and pay increases. This study did not include the Executive Director, interns or anyone doing contracted work for the HABC.

In total Sageview reviewed 90 HABC employees. Next, they classified groups of employees with similar skills and responsibilities and organized them with salary bands for each group. They reviewed over 30 job descriptions for Directors, Administrators, and Office Staff at 35 hours a week and then Field Operation Staff at 37 hours. They then broke them down into even further subsets of skilled or unskilled labor.

Each subset was then looked at and reviewed based on salary, race, gender, age, marital status and hire date to determine who is in protected classes. They were assessed for any differences in pay. They did come across a couple of differences but upon further review determined the differences were justified. Pay differential could be based on extended education, licenses and training as well as performance difference. After further clarification from the Executive Director, it was determined these differences were performance based and were being addressed.

Overall Sageview determined that the HABC is in compliance with the Diane B. Allen Equal Pay Act. There are no differentials or pay disparities.

Chairman Ortega asked Ms. Hauser and Ms. Hoffman if they had any recommendations on how to maintain and ensure future compliance. They replied that while there are no laws requiring it, they suggest biannual audits.

ATTORNEY REPORT

Terry Corriston reported that all is status quo. Still in same holding pattern regarding evictions, and cannot finalize any actions for non-payment until the moratorium is over; meaning no lock outs or evictions.

Ms. Bartlett also added that due to winter storms, she was working with Mr. Corriston and the insurance company on two slip and fall incidents at the buildings.

PUBLIC MEETING

Chairman Ortega asked if there were members of the Public that wish to be heard. There were no members of the public in attendance.

CONSENT AGENDA

Chairman Ortega asked for a motion to approve the consent agenda. Motion was made by Commissioner D'Arminio and seconded by Commissioner Caminiti.

A. Resolution 2021-17

Resolution approving the routine expenditures for the HABC for the period of 01/22/21 - 02/17/21.

B. Resolution 2021-18

Resolution approving the routine expenditures for the HDC for the period of 01/22/21 - 02/17/21.

C. Resolution 2021-19

Resolution approving a contract with Luxury Floors, Inc for carpeting & flooring installation on an as needed bases for a period of one year.

D. Resolution 2021-20

Resolution approving a contract with Cristi Cleaning Services Corp for window washing services for a period of one year.

E. Resolution 2021-21

Resolution adopting the annual budget and capital budget for the HABC for FY 2021-2022.

VOTE:

Caminiti – YES

D'Arminio – YES

English-Rollieson - YES

Hernandez – YES

Ortega – YES

Peterson – YES

Sohmer – YES

Seeing no further business to discuss Commissioner D'Arminio moved to adjourn the meeting at 5:54 pm which was unanimously approved.

Prepared by: Heather Wei