



**BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER**

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**JULIA M. ORLANDO, CRC, ED.M, MA**  
DIRECTOR

June 24, 2012

Re: Guest Belongings

To all HHH staff:

Please read the revised Storage Policy effective immediately. Please pay careful attention to ensuring that guests are not being allowed to keep on-site items in excess of what the policy states.

A woman was discharged this week with 12 bags of belongings and although she had been here for a very long time she should not have been allowed to accumulate this much had staff followed proper procedures.

Please adhere to the policies and if a guest is having difficulty managing compliance to our written policies they can ask to see Jodi Goffredo or myself for assistance.

Thank you for your attention to this matter,

Julia Orlando  
Center Director