

**HOUSING AUTHORITY OF THE CITY OF CAMDEN**  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF CAMDEN  
WEDNESDAY, FEBRUARY 21, 2018

The Board of Commissioners of the Housing Authority of the City of Camden met for a Regular Meeting on February 21, 2018 at 5:30 PM, E.S.T., at the McGuire Gardens Community Center. Mr. Charles Valentine began the meeting with an invocation, and salute to the flag. Those present were as follows:

Present:                   Commissioner Patricia Cunningham  
                              Commissioner Deborah Keys Frazier  
                              Commissioner Alan Miller  
                              Commissioner Nohemi Soria  
                              Commissioner Deborah Person-Polk

Mr. Victor D. Figueroa, Executive Director  
Ms. Gloria J. Wright, General Counsel  
Mr. Charles Valentine, Director of Modernization  
Mr. Daniel Aronson, Director of Finance  
Ms. Traci Willis, Director Section 8  
Ms. Edith Pagan, Director of Resident Initiatives  
Mr. Malcom Isler, Director of Asset Management  
Ms. Theresa Thompson, Purchasing Manager  
Ms. Reba V. Hicks, Executive Secretary  
Ms. Wanda Riley, Public Housing Manager  
Ms. Marilu Mendez, Public Housing Manager  
Ms. Geraldine Taylor, Purchasing Housing Manager  
Ms. Christina Brockington, Chelton Terrace/Carpenter Hill  
Ms. Tyreka Bradley, Baldwin's Run and Roosevelt Manor  
Ms. Madeline Osaria, Roosevelt Manor 5

**I. MEETING CALLED TO ORDER**

Mr. Eric M. Bernstein, Eric M. Bernstein & Associates LLC, stated that this meeting has been duly advertised according to Section 5 of the Open Public Meetings Act, P.L. 1975 Chapter 231 and is therefore called to order.

**II. ROLL CALL**

Commissioner Person-Polk:           Roll Call.

Victor D. Figueroa:	Commissioner Cunningham	Here
	Commissioner Keys Frazier	Here
	Commissioner Miller	Here
	Commissioner Showell	Absent
	Commissioner Soria	Here

Commissioner Person-Polk Here

**\*NOTE:**

Victor D. Figueroa: I'd just like to note for the record that we have added Commissioner Delores Showell back on, even though we have spoken to the family about her resignation, we have not officially received her letter of resignation. We are anticipating the letter and I believe it was January 29, 2018 the effective date of the resignation. Until we receive the letter, we will continue adding her onto the roll call.

Commissioner Person-Polk: I'd like to entertain a motion to accept the minutes of the **Caucus and Regular Meeting** held on Wednesday, January 17, 2018.

Commissioner Keys Frazier: Motion.

Commissioner Soria: Second.

Commissioner Person-Polk: It's been properly moved and seconded, roll call.

Victor D. Figueroa:	Commissioner Cunningham	Yes
	Commissioner Keys Frazier	Yes
	Commissioner Miller	Yes
	Commissioner Soria	Yes
	Commissioner Person-Polk	Yes

Commissioner Person-Polk: Old Business?

Victor D. Figueroa: I just want to mention again about the survey that the City of Camden is doing .....they have extended their deadline until March 1<sup>st</sup>. I just wanted to report that the HACC staff compared to the total number of staff had the highest percentage of completing the survey, so I want to thank the staff for that, but they still want a large sample to produce credible results. So, I want to encourage staff and residents if they have not completed the survey it takes about 10-15 minutes to do so, so that the City of Camden can get the results that they are seeking.

Commissioner Person-Polk: I would like to entertain a motion to accept the Executive Director's report for January 2018.

Commissioner Keys Frazier: Motion.

Commissioner Soria: Second.

Commissioner Person-Polk:

It's been properly moved and seconded, roll call.

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Miller	Yes
Commissioner Soria	Yes
Commissioner Person-Polk	Yes

**NEW BUSINESS:**

**Resolution 18-05** – Resolution authorizing the transaction, approving the electronic submission of the Public Housing Agency Section 8 Management Assessment Performance (SEMAP) Certification for Fiscal Year 2018 and authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

**Resolution 18-06** - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on Wednesday, February 21, 2018.

**Resolution 18-07** - Resolution approving the transaction, authorizing an expenditure of funds in an amount not to exceed \$35,216.64, subject to appropriations, authorizing a purchase contract with Dell Marketing, ratifying certain actions for the purchase of internet technology hardware and authorizing the Executive Director to execute documents and do all things necessary to effectuate the transaction.

**Resolution 18-08** - Resolution approving the transaction, authorizing an expenditure of funds in an amount not to exceed \$45,810.81, subject to appropriations, authorizing a purchase contract with CDW Government, ratifying certain actions for the purchase of internet technology hardware and authorizing the Executive Director to execute documents and do all things necessary to effectuate the transaction.

**Resolution 18-09** – Resolution approving the transaction, authorizing an expenditure of funds in an amount not to exceed \$43,508.50, subject to appropriations, authorizing a purchase contract with Transource Services Corp, ratifying certain actions for the purchase of internet technology hardware and authorizing the Executive Director to execute documents and do all things necessary to effectuate the transaction.

**Resolution 18-10** - Resolution approving the HACC payment register for the month of January 2018.

**Managers:**

Marilu Mendez, HACC Highrises  
Wanda Riley, Ablett Village  
Geraldine Taylor, McGuire Gardens  
Madeline Osaria, Roosevelt Manor 5  
Christina Brockington, Chelton Terrace/Carpenter Hill  
Tyreka Bradley, Baldwin's Run & Roosevelt Manor

\*Chelton Terrace 1, Roosevelt Manor 5, 9&10, Morgan Village and Branch Village Lowrise have been excused.

Victor D. Figueroa:

Recognized Kimberly Imes, Jamica Perez and Anibal Sanchez for passing Nan McKay RAD Project Based Voucher Specialist Certifications.

Reported that Commissioner Polk, Kathryn Blackshear and Victor D. Figueroa met with Mayor Moran last month and it was a positive meeting. We are looking forward to working and partnering with the new administration. I just wanted to add this to the record. We are still working on various legal items that we will discuss further in closed session.

Commissioner Person-Polk:

Very good.....and you also turned in the Transition Report, requested by the Mayor.

Victor D. Figueroa:

That is correct, we also turned in the Transition Report and answered subsequent questions that were asked in response to the report.

Commissioner Person-Polk:

We will now have presentation on Resolution 18-05 – a Resolution authorizing the transaction, approving the electronic submission of the Public Housing Agency Section 8 Management Assessment Performance (SEMAP) Certification for Fiscal Year 2018 and authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

Traci Willis:

Presented Resolution 18-05 and stated that we expect to be a High Performer.

Commissioner Person-Polk: Are there any questions from the public?

Victor D. Figueroa: I'm sorry....I just wanted to mention that there is a correction on Resolution 18-05 in the header.....it should read FY 2017 not FY 2018.

Commissioner Person-Polk: Commissioners do you have any questions on Resolution 18-05?

Commissioner Miller: Yes, I have a few questions and since the Solicitor instructed me to ask that my comments be fully be put into the minutes, I am asking for that to happen.

With regards to reading this over, we have 60 days to submit....correct? It is February 24<sup>th</sup>...So what is the anticipated submittal date?

Traci Willis: Yes, it is due March 1<sup>st</sup>. As soon as I get the resolution approved, I will submit tomorrow.

Commissioner Miller: Excellent, very good.....and what would the penalty be if you did not submit for whatever reason on time?

Traci Willis: We would fail the SEMAP Certification and it would probably cost us money.

Commissioner Miller: Thank You.

Commissioner Person-Polk: Thank you. Any questions from the Commissioners for Resolution 18-05? Okay, I'd like to entertain a motion to accept Resolution **18-05 with the necessary correction.**

Commissioner Keys Frazier: Motion.

Commissioner Miller: Second.

Commissioner Person-Polk: It's been properly moved and seconded, roll call.

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Miller	Yes
Commissioner Soria	Yes
Commissioner Person-Polk	Yes

Eric M. Bernstein: Madame Chair, I would suggest that the Board pass over Resolution 18-06 and move over to Resolution 18-07, 18-08 and 18-09 and come back to Executive Session resolution since these are open session items.

Commissioner Person-Polk: We will now have presentation on Resolution 18-07 - Resolution approving the transaction, authorizing an expenditure of funds in an amount not to exceed \$35,216.64, subject to appropriations, authorizing a purchase contract with Dell Marketing, ratifying certain actions for the purchase of internet technology hardware and authorizing the Executive Director to execute documents and do all things necessary to effectuate the transaction.

Theresa Thompson: Presented Resolution 18-07, 18-08 and 18-09 in succession.

Commissioner Person-Polk: Thank you. Any questions from the Commissioners for Resolution 18-07? Also Noted: On the handout that you received prior to the meeting, we have estimates for additional expenditures that we did not have when the resolutions were done: the firewalls, included here for \$43,508 has not been purchased as of yet; the software licensing for the servers is an estimate for \$38,842.60 and installation estimate of \$6,000; we have awarded a contract for IT consultants and they would do the installation.

Victor D. Figueroa: That \$6,000 is for the additional staff that is going to be required....right?

Theresa Thompson: Correct.

Commissioner Cunningham: For all three of these resolutions.....it's hardware only?

Theresa Thompson: Hardware Only....correct.

Commissioner Miller: My first question is in the opening paragraph of 18-07, it references that it had been quite a while since inventory assessments were done. When was the last time that inventory assessments were done?

Theresa Thompson: To my knowledge it has been over 10 years since we did an upgrade for hardware.

Victor D. Figueroa: And if I may add, it says here that the servers are 8 years old, some are actually 9 and 10 years old and it is recommended that upgrades be made anywhere from 3-5

years, so they are well overdue. They have lasted pretty good.

Commissioner Miller: Again, referencing Resolution 18-07, the third whereas, it speaks to staff having challenges connecting to servers.....is that internal staff?

Theresa Thompson: Yes.

Commissioner Miller: Because I am again somewhat new, so we have an IT group in the Housing Authority?

Theresa Thompson: We do....we did an RFP in the Fall of 2017 for IT Consultants and we do have consultants that we can contact when servers are down or if we have any type of IT issues. We do have someone onsite every Friday.

Commissioner Miller: So, is it appropriate to use the word staff rather than consultant. Because when I read this, I thought it was a housing authority employee that we worked with. So, I'll put it out to legal that we use the word staff rather than consultant or third party vendor.

Victor D. Figueroa: If I may commissioners, that third whereas the staff is the actual Housing Authority staff that has to connect through their desk top to the hard drive that's assigned to them on the server.

Commissioner Miller: Fair enough....and I guess it's a general overall question, IT consultants that you have brought on...I'm sure there was a strong bidding process. Looking at the software licenses....are we voting on that is it for information only.

Theresa Thompson: That is for information only. We have not purchased the licensing.

Commissioner Miller: With that.....I know we have this IT consultant as the third party vendor on a lot of this and I am not an IT person, but \$39,000 a year for a software license, even for 130 users, I would question whether that is somewhat excessive.....

Theresa Thompson: Well, that includes several softwares, Microsoft and I'm not sure of the other two off the top of my head....but we have to have a license for everyone to use and have access to.

Commissioner Miller: Would it be possible to get a list of what licenses are covered under that blanket?

Theresa Thompson: Sure....we are still shopping around for that. We have received other quotes and this is the lowest we have right now and we have not awarded it yet.

Commissioner Miller: That's great. My last question has to do with the length of contract with IT Consultants.

Theresa Thompson: It is a 2-year agreement. We do have an option to extend for addition 3 1-years at our discretion or we can go out and do another RFP.

Commissioner Miller: Okay, I will continue to go down that path for one minute. What is covered within their purview of their contract?

Theresa Thompson: A multitude of things – Like I said, anytime we have any downtime with any of our servers or with any of our equipment we send them an email or call them and they will give us an update.....any staff person can call them. Like I said, they will be installing this equipment.

Commissioner Miller: At an additional charge of \$6,000.00?

Theresa Thompson: The additional \$6,000.00 is only for an additional person to help expedite the process of installation. That is the only additional installation charge that is added.

Commissioner Miller: This may not be a proper question for you but for finance, what is the cost of the contract for 2-years?

Theresa Thompson: I think we have it not to exceed \$75,000.

Commissioner Miller: per year or more for the two years.....

Theresa Thompson: Per year.

Commissioner Miller: Are there additional charges that are added to that yearly charge if they provide us with other services?

Theresa Thompson: No, not as of yet. If there is something out of the realm of the contract then they have to submit us a proposal for that and we have to get that approved.

Commissioner Miller: Okay, thank you.



Commissioner Person-Polk: Are there any comments on Resolution No. **18-07**? Seeing none, I'd like to entertain a motion to accept 18-07 approving the transaction, authorizing an expenditure of funds in an amount not to exceed \$35,216.64, subject to appropriations, authorizing a purchase contract with Dell Marketing, ratifying certain actions for the purchase of internet technology hardware and authorizing the Executive Director to execute documents and do all things necessary to effectuate the transaction.

Commissioner Miller: Motion.

Commissioner Keys Frazier: Second.

Commissioner Person-Polk: It's been properly moved and seconded, roll call.

Victor D. Figueroa:	Commissioner Cunningham	Yes
	Commissioner Keys Frazier	Yes
	Commissioner Miller	Yes
	Commissioner Soria	Yes
	Commissioner Person-Polk	Yes

Commissioner Person-Polk: Are there any comments on Resolution No. **18-08**, approving the transaction, authorizing an expenditure of funds in an amount not to exceed \$45,810.81, subject to appropriations, authorizing a purchase contract with CDW Government, ratifying certain actions for the purchase of internet technology hardware and authorizing the Executive Director to execute documents and do all things necessary to effectuate the transaction.

Commissioner Cunningham: Motion.

Commissioner Soria: Second.

Commissioner Person-Polk: It's been properly moved and seconded, roll call.

Victor D. Figueroa:	Commissioner Cunningham	Yes
	Commissioner Keys Frazier	Yes
	Commissioner Miller	Yes
	Commissioner Soria	Yes
	Commissioner Person-Polk	Yes

Commissioner Person-Polk: Are there any comments on Resolution No. **18-09**, approving the transaction, authorizing an expenditure of funds in an amount not to exceed \$43,508.50, subject to appropriations, authorizing a purchase contract with Transource Services Corp, ratifying certain actions for the purchase of internet technology hardware and authorizing the Executive Director to execute documents and do all things necessary to effectuate the transaction.

Commissioner Soria: Motion.

Commissioner Keys Frazier: Second.

Commissioner Person-Polk: It's been properly moved and seconded, roll call.

Victor D. Figueroa:	Commissioner Cunningham	Yes
	Commissioner Keys Frazier	Yes
	Commissioner Miller	Yes
	Commissioner Soria	Yes
	Commissioner Person-Polk	Yes

Commissioner Person-Polk: We are going to go back to Resolution **18-06** to get a motion to go into Closed Session for Negotiations, Collective Bargaining, Attorney/Client Privileges and Litigation?

Commissioner Keys Frazier: Motion.

Commissioner Cunningham: Second.

Commissioner Person-Polk: It's been properly moved and seconded, roll call.

Victor D. Figueroa:	Commissioner Cunningham	Yes
	Commissioner Keys Frazier	Yes
	Commissioner Miller	Yes
	Commissioner Soria	Yes
	Commissioner Person-Polk	Yes

## CLOSED SESSION

- Commissioner Person-Polk: I need a Motion to come out of Closed.
- Commissioner Cunningham: Motion.
- Commissioner Miller: Second.
- Commissioner Person-Polk: It's been properly moved and seconded. Roll Call.
- Victor D. Figueroa:
- |                           |     |
|---------------------------|-----|
| Commissioner Cunningham   | Yes |
| Commissioner Keys Frazier | Yes |
| Commissioner Miller       | Yes |
| Commissioner Soria        | Yes |
| Commissioner Person-Polk  | Yes |
- Eric M. Bernstein: Let the record reflect all members of the board of commissioners are present commencing the executive session and the board of commissioners are present to recommence the open session as well as the Executive Director, Executive Secretary, Board Counsel, General Counsel, and professional staff. There was a discussion with staff as the ongoing issues involving the RAD program, most notably McGuire Gardens and Branch Village. Direction has been given to the Executive Director and staff. No formal action needs to be taken. There was discussion relative to ongoing negotiations regarding tenant issues at Kennedy Towers. Direction has been given to staff and the Executive Director. No formal action needs to be taken. There was an update on the ongoing issue involving the Alliance Medical Daycare Program. The board was given an update on the status and no formal action needs to be taken. There was also discussion regarding Baldwin's Run 1,2 & 3 and ongoing negotiations with Pennrose, staff and the Executive Director have been given direction by the board and no formal action needs to be taken. With that, assuming there is no other action, the appropriate motion is the ongoing public relative to the Human Resource Manager position.
- Victor D. Figueroa: Update on Human Resource Manager Position. The HR Committee made a decision on the candidate, a offer letter was given, the candidate declined the offer and we are going back to the drawing board, selecting four more candidates and will let the personnel committee aware of when the interviews will be held.
- Commissioner Miller: How many candidates were interviewed initially?

Victor D. Figueroa: There were 8 that were sent letters for interviews and 2 did not show up, so 6.

Commissioner Miller: The preferred choice did not take our offer, out of the remaining 5 that were interviewed, are you saying that none of those 5 met the criteria?

Victor D. Figueroa: There is one that we are considering bringing back for a second interview but we wanted to open it up for the next ranking applications.

Commissioner Person-Polk: Public Participation.

Victor D. Figueroa: The list is blank.

Commissioner Person-Polk: We will now have presentation on Resolution No. 18-10, approving the HACC payment register for the month of January 2018.

Commissioner Person-Polk: Are there any comments from the public? Seeing none, are there any questions from the commissioners?

Commissioner Cunningham: We pay Public Service and Water an awful lot of money.

Commissioner Person-Polk: We have an awful lot of properties.

Commissioner Miller: How frequently does the Housing Authority cut checks.

Daniel Aronson: Typically every Friday.

Commissioner Miller: I was looking at the chronology of the checks, and we started out on the 3<sup>rd</sup> and the 10<sup>th</sup> and jumped back and was curious as to how this was laid out.

My next question is would it be possible for me to get an excel spreadsheet at the same time that this goes out to the commissioners? I would like to be able to sort this a couple of different ways and it was very difficult for me to keep track of what I was trying to do.

Victor D. Figueroa: Everyone will get a copy and we will submit via email.

Commissioner Miller: I think we should get it both ways....for me I was trying to follow certain paths and it was very difficult for me to do it in this format.

Victor D. Figueroa: Yes, all commissioners will get it delivered both ways. I am so happy all commissioners have emails. Thank you very much.

Commissioner Person-Polk: Can I get a motion to accept Resolution 18-10?

Commissioner Soria: Motion.

Commissioner Miller: Second.

Commissioner Person-Polk: It's been properly moved and seconded. Roll Call.

Victor D. Figueroa:	Commissioner Cunningham	Yes
	Commissioner Keys Frazier	Yes
	Commissioner Miller	Yes
	Commissioner Soria	Yes
	Commissioner Person-Polk	Yes

Commissioner Miller: Prior to adjourning, if I may please....I want to thank the Executive Director and everybody who provided me with the Travel Policy. If I have any comments on this, who would the comments go to.

Commissioner Person-Polk: The comments would go to Reba and Victor and they will compile them. I would say that we will present the Travel Policy at the next board meeting and any comments should be forwarded to the Executive Office and that's for all of the commissioners. The cut off date should be the first week in March. It's not a lengthy document.

Commissioner Miller: But to the point of that, the copy I have is track changed. I hate to ask if I could receive, as everybody receiving a track change, as well.

My other comment is when I was here before the Housing Authority had no policy on recycling and it appears there is still no policy on recycling to my knowledge. I don't see recycling retainers in this building.

Victor D. Figueroa: We may not have a policy but we are practicing recycling every Wednesday we have blue canisters put out to the curb.

Commissioner Miller: Well for administrative offices, I just put out a water bottle and had to put it in the general trash. If you could provide those blue stand up recycling in the administrative offices.

Victor D. Figueroa: Yes, we will make sure all administrative office have the recycling containers.

Commissioner Person-Polk: I'd like to have a motion to adjourn.

Commissioner Keys Frazier: Motion

Commissioner Soria: Second.

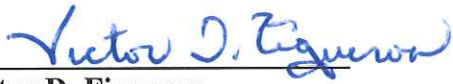
Commissioner Person-Polk: It's been properly moved and seconded. Roll Call.

Victor D. Figueroa: Commissioner Cunningham Yes  
 Commissioner Keys Frazier Yes  
 Commissioner Miller Yes  
 Commissioner Soria Yes  
 Commissioner Person-Polk Yes

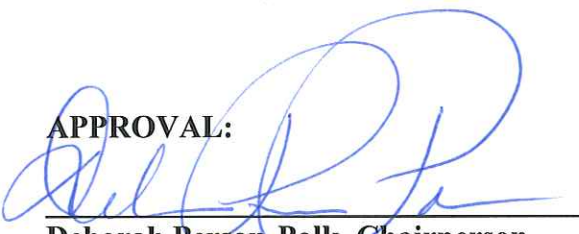
**ADJOURNMENT: 7:50 PM**

**Attested to this 21<sup>st</sup> day of February 2018.**

**ATTEST:**

  
 \_\_\_\_\_  
**Victor D. Figueroa**  
**Executive Director**

**APPROVAL:**

  
 \_\_\_\_\_  
**Deborah Person-Polk, Chairperson**  
**HACC Board of Commissioners**