

**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, JULY 15, 2020

The Board of Commissioners of the Housing Authority of the City of Camden met for a Regular Meeting on Wednesday, July 15, 2020, at 5:30 PM, E.S.T., via virtual teleconferencing. Mr. Charles Valentine began the meeting with an invocation, and the Pledge of Allegiance to the flag.

Present: Commissioner Deborah Person-Polk  
Commissioner Patricia Cunningham  
Commissioner Nohemi Soria-Perez  
Commissioner Cameron Hudson  
Commissioner Luis Quifiones  
Commissioner Alan Miller

In Attendance: Mr. Victor D. Figueroa, Executive Director  
Mr. Michael A. Armstrong, Michael A. Armstrong & Associates, LLC.  
Ms. Sadyhe Bradley, General Counsel  
Ms. Reba V. Hicks, Executive Asst. to the Executive Director  
Mr. Dwayne Tucker, Acting Director of Finance  
Ms. Melody Johnson-Williams, Director of Section 8  
Ms. Edith Pagan, Director of Resident Initiatives  
Mr. John Kostyal, Human Resources Manager  
Ms. Jasmine Kee, Purchasing Specialist  
Ms. Nathyya Soto, Executive Secretary  
Mr. Ronald Spence, Assistant Property Manager  
Ms. Geraldine Taylor, Property Manager  
Mr. Michael Dugger, ALP Administrator  
Ms. Dorixe De Jesus, Executive Secretary Assistant

**I. MEETING CALLED TO ORDER**

Victor D. Figueroa, Executive Director, HACC Board Secretary, stated that the Virtual Regular Meeting of the Housing Authority of the City of Camden Board of Commissioners for Wednesday, July 15, 2020 at 5:30PM, has been duly advertised in accordance to Section 5 of the Open Public Meetings Act, Chapter 231 of Public Law 1975. Notices have been published in the newspaper of record and in the appropriate places and to the appropriate personnel as required by law and is, therefore, called to order:

Commissioner Person-Polk: Roll Call.

Victor D. Figueroa:	Commissioner Cunningham	Here
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Here
	Commissioner Miller	Here
	Commissioner Soria-Perez	Here
	Commissioner Quiñones	Here
	Commissioner Person-Polk	Here

Victor D. Figueroa: We have a Quorum.

**APPROVAL OF MINUTES**

Commissioner Person-Polk asked for approval of the Minutes of the Regular meeting held on Wednesday, June 17, 2020.

**\*CORRECTION:** Commissioner Cunningham was present since the beginning of the June 17, 2020 board meeting.

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Soria-Perez
- 3) Roll Call Vote

Commissioner Cunningham	Yes
Commissioner Hudson	Yes
Commissioner Miller	Abstain
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**OLD BUSINESS**

No Old Business.

**EXECUTIVE DIRECTOR’S REPORT**

Commissioner Person-Polk asked for a Motion to accept the Executive Director’s Report.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Quiñones
- 3) Roll Call Vote

Commissioner Cunningham	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

### EXECUTIVE DIRECTOR'S STATEMENT

Victor D. Figueroa, thanked the staff for doing a great job in providing service to our residents even though working from home has become a bit more challenging. The Executive Director, congratulated the staff on the frontlines, especially the Assisted Living Program, the Security Guards, and the Maintenance staff for their hard work and dedicated service in keeping our residents safe and healthy. Executive Director thanked the Commissioners for their support and guidance and patience.

Although HACC's offices were closed on March 18, 2020 and has remained closed, these essential personnel continued working to assist our residents, in keeping them safe and healthy. The non-essential personnel have also been working tele-remotely and have been staggeringly coming to the office only if it's necessary.

The CDC County, State and Federal, and the 5<sup>th</sup> Legislative District guidelines have been distributed to staff and our residents; all information has been distributed as soon as the information has been delivered to us. It has been emphasized to all staff to practice social distancing and good hygiene by frequent hand washing.

There's frequent cleaning of high traffic areas, such as the elevators, especially the buttons, door knobs, handrails, and push bars; cleaning of the areas in the lobbies are conducted regularly by the ALP staff, the Security teams, and the Janitorial services. HACC is also currently conducting body temperature checks daily for all residents at the three Senior Towers; the temperatures are recorded and medical action will be taken if a person's temperature has been elevated consecutively for two days.

The Housing Authority is working with the police department and have allowed them to use the security cameras that we have so they could access them and assist us for better Crime Control and Community Policing and their investigations, as well as the Eye In The Sky Program. We have a Memorandum of Agreement (MOA) with the police department. The Housing Authority has a consent form that we're signing allowing the police department to do these things.

The Housing Authority had a HUD Debriefing regarding FY19 CHOICE Implementation Grant Application. It was a very good call; a lot of information was provided to us from the HUD evaluators during this debriefing. The NOFA for the Planning Grant already came out. The Implementation NOFA will be coming out shortly and we will be applying for it.

COVID-19 Testing is being done at the family sites and/or private sites for residents and staff. McGuire Gardens will be testing in July and then Branch Village in August.

The Housing Authority continues to keep emergency measures in place as dictated by the Federal State and City Governments. The anticipated reopening date is July 27, 2020 but out of necessity our re-opening date is Monday, August 3, 2020, for HACC Staff only. The following Monday, August 10, 2020, we will re-open to the public **“By Appointment Only.”**

**NEW BUSINESS**

**Resolution 20-31** – Resolution authorizing the transaction, establishing and approving Payment Standards for the Housing Choice Voucher Program for 2020, ratifying certain actions, and authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if the commissioners or the public had any questions regarding Resolution 20-31; no questions were entered. Commissioner Person-Polk entertained a Motion to accept Resolution 20-31.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Hudson
- 3) Roll Call Vote

Commissioner Cunningham	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**Resolution 20-32** – Authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on Wednesday, July 15, 2020.

Commissioner Person-Polk entertained a Motion to accept Resolution 20-32.

- 1) Motion – Commissioner Cunningham
- 2) Seconded – Commissioner Quiñones
- 3) Roll Call Vote

Commissioner Cunningham	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**CLOSED SESSION**

**Resolution 20-33** – Resolution approving the HACC payment register for the month of June 2020.

Commissioner Person-Polk asked if the commissioners or the public had any questions regarding Resolution 20-33; No questions were entered regarding Resolution 20-33. Commissioner Person-Polk entertained a Motion to accept Resolution 20-33.

- 1) Motion – Commissioner Quifiones
- 2) Seconded – Commissioner Hudson
- 3) Roll Call Vote

Commissioner Cunningham	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quifiones	Yes
Commissioner Person-Polk	Yes

**Resolution 20-34** – Resolution authorizing updated terms to the contract between the Housing Authority of the City of Camden (HACC) and Errol Shorter & Associates to provide Grant Consulting and Planning services, authorizing an expenditure of funds in an amount not to exceed \$40,000.00 and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction(s).

Commissioner Person-Polk asked if the commissioners or the public had any questions regarding Resolution 20-34.

Commissioner Miller: When was the prior resolution engaging Mr. Shorter passed?

Jasmine Kee: April 2020 (Resolution 20-18)

Commissioner Miller: How much?

Jasmine Kee: \$20,000.

Commissioner Miller: Why did it jump to \$43,000?

Victor D. Figueroa: It jumped due to the COVID-19 crisis. We need a grant writer for new grant opportunities coming (DOL & HUD), as well as other items he can assist HACC with.

Commissioner Miller: When does the contract end?

Jasmine Kee: December 31, 2020.

Commissioner Miller: How is this being funded?

Victor D. Figueroa: It's being funded through Operational Funds and COVID-19 Funds.

Commissioner Miller: How can we fund these grants through COVID-19 if they're not COVID-19 specific?

Victor D. Figueroa: COVID-19 funds were specifically to be used for COVID-19 prevention and response issues but then HUD has since then about 3 or 4 weeks later indicated that they could be used for operational funds as needed.

Dwayne Tucker: HUD changed the rules and the COVID-19 funds are available for any eligible public housing expenditure.

Commissioner Person-Polk entertained a Motion to accept Resolution 20-34.

- 1) Motion – Commissioner Cunningham
- 2) Seconded – Commissioner Soria-Perez
- 3) Roll Call Vote

Commissioner Cunningham	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**Resolution 20-35** – Jasmine Kee, Purchasing Specialist for the Housing Authority of the City of Camden – Resolution 20-35 is a Resolution authorizing a contract between the Housing Authority of the City of Camden (HACC) and Civicare, LLC, to provide consulting services, authorizing an expenditure of funds in an amount not to exceed \$40,000 and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if the commissioners or the public had any questions regarding Resolution 20-35;

Commissioner Miller: Who are the principals of Civicare, LLC? Where is the LLC located?

Victor D. Figueroa: Sam Rosenbaum and Karen Stratoti. They are located in Toms River, NJ.

Commissioner Miller: What is their experience? How was this company chosen?

Victor D. Figueroa: They have experience in ALP, nursing homes, assisted living facilities, rehab programs, etc.

Commissioner Miller: Who recognizes Karen Stratoti?

Victor D. Figueroa: The state health of department recognizes her.

Commissioner Miller: How are we defining consulting services?

Victor D. Figueroa: They will be doing assessments, reviewing of our files, and how we're doing the recruiting.

Commissioner Miller: Scope of work?

Jasmine Kee: We will provide the Commissioners with the scope of work for Resolution 20-35\*

Commissioner Miller: Have they have a fee schedule?

Jasmine Kee: They provided an hourly rate of \$100 per hour.

Commissioner Miller: This contract is for how long?

Jasmine Kee: It's for 3 months.

Commissioner Miller: How are they getting paid?

Jasmine Kee: They are getting paid through COVID-19 funds and Operational funds.

Commissioner Miller: How much COVID-19 Funds did we receive?

Commissioner Quiñones: Over \$1.2 million, it was in the news...It's was released in Public Records...I saw that...

Victor D. Figueroa: 3 months worth of subsidy and 3 months worth for the HCV program Admin fees.

Commissioner Person-Polk: Would it be appropriate to make the necessary adjustment to Resolution 20-35 to include the hourly rate?

Commissioner Quinones: Yes.

Victor D. Figueroa: I don't see an issue with that Madam Chair because that was in their proposal. We can add it as an addendum.

Commissioner Person-Polk: Can the solicitor adjust the resolution to include the \$100 an hour?

Michael Armstrong: I would take it a little bit further and not just include what's in the \$100 but also that scope of services that they provided and their rate and any other obligations that they may have made.

Commissioner Quiñones: Yes.

Commissioner Person-Polk: So can you do the wording for the resolution before we vote on it?

Michael Armstrong: Well, I would say similar to what Victor just said that the resolution is approved subject to the terms and conditions contained in the specifications that were provided and are subject to this particular resolution.

Commissioner Person-Polk: Ok.

Michael Armstrong: Does anybody actually have a copy of that in front, with them?

Jasmine Kee: I can email you the proposal. I have it. But I also would like to ask a question while we're here. We don't normally provide the scope of work. So just to be clear, would you like to start receiving the scope of work for non-fair and open contracts only or is this all contracts across the board? Just so I'm aware and then I know going forward how to move forward.

Commissioner Miller: From my point of view I am a big fan of total transparency, so I would like to see it written.

Commissioner Person-Polk: Yes, so just add it in. I don't see why we can't have it.

Michael Armstrong: I think it's a good idea.

Commissioner Person-Polk: I think it's a good idea. So moving forward we would like to see that.

Victor D. Figueroa: No issues. I'm a big fan of transparency as well.

Commissioner Person-Polk: Okay, thank you.

Commissioner Person-Polk entertained a Motion to accept Resolution 20-35. (I would prefer the solicitor speak to that Resolution before we go)

Michael Armstrong: Is there a motion to approve Resolution 20-35 subject to the attachment of the addendum outlining the specifications to the hourly rate that has been stated to \$100 an hour?

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Cunningham
- 3) Roll Call Vote

Commissioner Cunningham	Yes
Commissioner Hudson	Yes
Commissioner Miller	Abstain
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

## PUBLIC PARTICIPATION

In this virtual Public Participation Session, there were no participants who raised their hands and therefore no questions were asked.

Commissioner Person-Polk stated that Commissioner Keys is out of the hospital. She would like for everyone to be safe, to sanitize, and keep safe distancing.

Victor D. Figueroa stated that he appreciates the assistance, support, and cooperation of the staff, the Commissioners for their guidance, and especially the residents. The numbers have been low considering the numbers that are around us. The residents have been very cooperative at the towers.

Commissioner Polk thanked Victor D. Figueroa and all of the staff for their hard work. Every staff member has stepped up to the plate. She commended everyone for working under these difficult times and circumstances. Thank you and keep up the good work.

Commissioner Person-Polk entertained a Motion to adjourn the Board meeting.

- 1) Motion to adjourn – Commissioner Soria-Perez
- 2) Seconded – Commissioner Quiñones
- 3) Roll Call Vote

Commissioner Cunningham  
Commissioner Hudson  
Commissioner Miller  
Commissioner Soria-Perez  
Commissioner Quiñones  
Commissioner Person-Polk

**ADJOURNMENT: 7:05 PM**

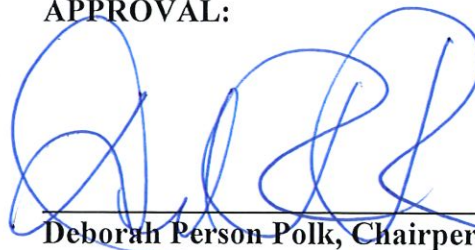
Attested to this 15<sup>th</sup> day of July 2020.

**ATTEST:**



**Victor D. Figueroa**  
Executive Director

**APPROVAL:**



**Deborah Person-Polk, Chairperson**  
Board of Commissioners