

**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, JUNE 17, 2020

The Board of Commissioners of the Housing Authority of the City of Camden met for a Regular Meeting on Wednesday, June 17, 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 Quinones

In Attendance: Mr. Victor D. Figueroa, Executive Director  
 Ms. Cristal Holmes-Bowie, Esq., of 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  
 Mrs. 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,  
 Mrs. Geraldine Taylor, Property Manager  
 Mr. Michael Dugger, Administrator  
 Mrs. Dorixe De Jesus, Executive Secretary Assistant

**I. MEETING CALLED TO ORDER**

Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Associates, LLC., stated that the Virtual Regular Meeting of the Housing Authority of the City of Camden Board of Commissioners for Wednesday, June 17, 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	Absent
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Here
	Commissioner Miller	Absent
	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, April 15th, 2020.

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

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

Commissioner Person-Polk asked for approval of the Minutes of the Regular meeting held on Wednesday, May 20th, 2020.

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

Commissioner Hudson	Yes
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 Hudson
- 3) Roll Call Vote

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

## EXECUTIVE DIRECTOR'S STATEMENT

Executive Director, 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 persons 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.

Visitors to residents at the towers are subject to temperature screenings; they were COVID-19 screenings at the three towers, we had expected to have at least 20% of participation but we had over that projected amount. Some of our HACC staff also took advantage of the screening.

The Housing Authority's website is being periodically updated with information as necessary regarding the Corona Virus Pandemic. The 2020 US Census is still ongoing and please complete this online because this completion will help us to get more funding in our area.

The Rent Drop-boxes are fully operational, they are located near the management offices where tenants can post their rents; the boxes are now available and they can now pay their rents via the drop box method.

The Housing Authority continues to keep emergency measures in place as dictated by the Federal State and City Governments. With a tentative date of re-opening July 7<sup>th</sup>, 2020, this is predicated on what the Federal, State Government and the Mayor indicate; the Governor's 'Stay at Home' order has been lifted

Commissioner Person-Polk congratulated and gave much thanks to the Executive Director for doing a great job with handling this COVID-19 Pandemic. The ED's diligence and attentiveness to the residents with cleaning of their apartments, cleaning the buildings and the COVID-19 testing.

**NEW BUSINESS**

**Resolution 20-24 – A Resolution** authorizing a Closed Session of the Virtual Regular Meeting of the Board of Commissioners on Wednesday, June 17, 2020.

Commissioner Person-Polk entertained a Motion to accept Resolution 20-24.

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

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

**CLOSED SESSION**

**Resolution 20-25 – Dwayne Tucker, Interim Finance Director for the Housing Authority of the City of Camden - Resolution 20-25 is a Resolution** approving the payment register for the Housing Authority Choice Voucher Program and the Operations program for the Month of May 2020.

Commissioner Person-Polk asked if the Commissioners or the Public had any questions regarding Resolution 20-25; no questions were entered. Commissioner Person-Polk entertained a Motion to accept Resolution 20-25.

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

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

**Resolution 20-26** – Jasmine Kee, Purchasing Specialist for the Housing Authority of the City of Camden – Resolution 20-26 is a Resolution authorizing a contract between the Housing Authority of the City of Camden and Reno & Cavanaugh to provide Legal services, Mixed Finance RAD, authorizing an expenditure of funds in the amount not to exceed \$70,000, and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transactions.

Commissioner Person-Polk asked if the Commissioners or the Public had any questions regarding Resolution 20-26; No questions were entered regarding Resolution 20-26. Commissioner Person-Polk entertained a Motion to accept Resolution 20-26.

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

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

**Resolution 20-27** – Jasmine Kee, Purchasing Specialist for the Housing Authority of the City of Camden – Resolution 20-27 is a Resolution authorizing a contract between the Housing Authority of the City of Camden and Michael A. Armstrong & Associates, LLC., to provided Legal services, Board Attorney, authorizing an expenditure of funds in the amount not to exceed \$30,000, and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transactions.

Commissioner Person-Polk asked if the Commissioners or the Public had any questions regarding Resolution 20-27; No questions were entered regarding Resolution 20-27. Commissioner Person-Polk entertained a Motion to accept Resolution 20-27.

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

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

**Resolution 20-28** – Jasmine Kee, Purchasing Specialist for the Housing Authority of the City of Camden – Resolution 20-28 is a one-year extension of the grounds maintenance landscaping services contact with A&D Landscaping Services, authorizing of the expenditure of funds not to exceed the amount of \$92,0000 and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transactions.

Commissioner Person-Polk asked if the Commissioners or the Public had any questions regarding Resolution 20-28; No questions were entered regarding Resolution 20-28. Commissioner Person-Polk entertained a Motion to accept Resolution 20-28.

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

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

**Resolution 20-29** – Jasmine Kee, Purchasing Specialist for the Housing Authority of the City of Camden – Resolution 20-29 is a Resolution authorizing an extension of the contract between the Housing Authority of the City of Camden and Brown & Connery, LLP., for forty-five (45) days to provide Legal services and Labor and Employment, authorizing an expenditure in the amount not to exceed \$10,000., and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transactions.

Commissioner Person-Polk asked if the Commissioners or the Public had any questions regarding Resolution 20-29; No questions were entered regarding Resolution 20-29. Commissioner Person-Polk entertained a Motion to accept Resolution 20-29.

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

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

**Resolution 20-30** – Jasmine Kee, Purchasing Specialist for the Housing Authority of the City of Camden – Resolution 20-30 is a Resolution authorizing a contract between the Housing Authority of the City of Camden and Novogradac & Company, LLP., to provide audit services, Independent Auditor, and an expenditure not to of funds not to exceed \$51,915., and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transactions.

Commissioner Person-Polk asked if the Commissioners or the Public had any questions regarding Resolution 20-30; No questions were entered regarding Resolution 20-30. Commissioner Person-Polk entertained a Motion to accept Resolution 20-30.

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

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

John Kostyal, HR Manager of the Housing Authority of the City of Camden reported and presented one candidate for the Operations Manager for the Housing Authority of the City of Camden, on a full-time basis at an annual salary rate of \$50,000., this is to fill a new position and the candidate has begun employment on March 2<sup>nd</sup>, 2020, and is subject to the ratification of the Board of Commissioners.

Commissioner Person-Polk entertained a Motion to accept the candidate for Operations Manager.

- 1) Motion to accept candidate – Commissioner Cunningham
- 2) Seconded – Commissioner Hudson
- 3) Roll Call Vote

Commissioner Cunningham	Yes
Commissioner Hudson	Yes
Commissioner Soria-Perez	Abstain
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.

## MANAGER INTRODUCTION

Geraldine Taylor, Property Manager, Ablett Village  
Ronald Spence, Acting Property Manager, Kennedy, Mickle and Westfield Towers  
Michael Dugger, Administrator, Watson Street Assisted Living Program

## ACKNOWLEDGMENTS AND NOTICES

Commissioner Person-Polk expressed deepest sympathy to Commissioner Keys-Frazier and her family on the loss of Commissioner Keys-Frazier's husband. Commissioner Person-Polk asked for prayers for the family as well as Commissioner Keys-Frazier who has been sick in the hospital but is now resting comfortably at her home.

Executive Director, Victor D. Figueroa sent a re-opening plan for the Housing Authority to the Commissioners for their review and input. The re-opening plan is a work-in-progress and is being reviewed and worked on by HACC's staff and our Consultant. HACC has finalized the measuring of the sneeze guard partitions which will be installed at security guard areas, and reception desks; although our maintenance staff is constantly cleaning and sanitizing of all high traffic areas, a second round of cleaning and disinfecting will take place on the 2<sup>nd</sup> floor, the hallways and the lobbies of our senior buildings, this will take place at least 1-2 weeks before HACC officially re-open. An official notice and a teleconference meeting will be conducted prior to reopening for the benefit of all staff; staff will be staggered once a re-opening date is established, which is currently scheduled for July 6<sup>th</sup> for staff to get acclimated but the official date will be July 13<sup>th</sup>, 2020. The CSC building at 150 Boyd Street, is potentially a proposed area for our 2<sup>nd</sup> floor staff to be located tentatively.

Some of our residents have tested positive and had to be quarantined for 14 days. Free testing is being conducted by Camcare and staff and residents are urged to participate in this free testing. Staff can request a written copy of their results and give a copy to HR. Testing for the Coronavirus may be mandatory in the near future.

Commissioner Person-Polk thanked Victor Figueroa for the good news on re-opening update; and to asked everyone to continue to wear masks and be safe; Commissioner Person-Polk asked if there were any other questions from the Commissioners and seeing none, entertained a Motion to adjourn the Board meeting.

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



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

**ADJOURNMENT: 7:17 PM**

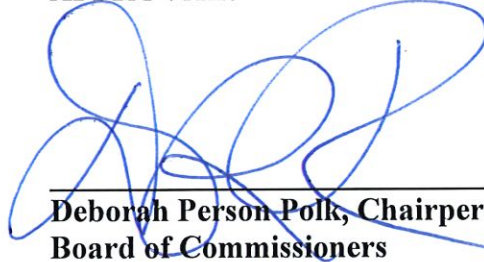
**Attested to this 17<sup>th</sup> day of June 2020.**

**ATTEST:**



**Victor D. Figueroa**  
**Executive Director**

**APPROVAL:**



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