

HOUSING AUTHORITY OF THE CITY OF CAMDEN
MINUTES OF THE VIRTUAL REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF CAMDEN
WEDNESDAY, OCTOBER 21, 2020

The Board of Commissioners of the Housing Authority of the City of Camden met for a Virtual Regular Meeting on Wednesday, October 21, 2020, at 5:38 PM, E.S.T., with a Pledge of Allegiance to the flag at 5:42.

Those present were as follows:

Present: Commissioner Cameron Hudson
Commissioner Nohemi Soria-Perez
Commissioner Louis Quiñones
Commissioner Deborah Person-Polk

In Attendance: Mr. Victor D. Figueroa, Executive Director
Charles Valentine, Director of Modernization
Cristal Holmes-Bowie, Esq., Michael A. Armstrong &
Associates
Sadyhe Bradley, General Counsel
Melody Johnson-Williams, HCV Director
Wanda Riley, Asset Manager
Dwayne Tucker, Acting Finance Director
John Kostyal, Human Resources Manager
Reba V. Hicks, Asst. to the ED
Nathyya Soto, Executive Secretary

OPENING REMARKS

Victor D. Figueroa gave a welcome to the virtual meeting. He advised calls are muted on entry. If they wished to be seen, they need to turn on their video of the OfficeSuite dashboard at the bottom of the screen. To speak, he advised to click on the "Participant" tab to "raise their hand" at the bottom of the Participant list – only during Public Participation or during presentation of Resolutions and after being called upon by the Chairwoman. He further stated that if they are unmuted by the Chairwoman and then mute themselves, they could only be unmuted again by the Chairwoman or him, after electronically raising their hand again to be acknowledged. He then repeated this in Spanish.

Commissioner Deborah Person-Polk gives her opening welcome and asked for the flag salute.

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, October 21, 2020, at 5:38 PM, was duly advertised in accordance to Section 5 of the Open Public Meetings Act, Chapter 231 of Public Law 1975 as amended. There was adequate notice of this meeting and advertised by the board on October 16, 2020 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: Quorum met.

APPROVAL OF MINUTES

Commissioner Person-Polk asked for approval of the Minutes of the Regular meeting held on Wednesday, August 26, 2020, by a motion.

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

Commissioner Hudson	Abstain (didn't attend meeting)
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

Commissioner Person-Polk asked for a **Motion to Table** for the approval of the Minutes of the Regular meeting until the next month when there's a quorum to approve the Minutes from the meeting held on Wednesday, August 26, 2020. She also requested Mr. Figueroa to make sure that everyone has a computer for the next meeting. Mr. Figueroa noted it and said that the computers were in and that it would be no problem to distribute them.

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

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

OLD BUSINESS

Victor D. Figueroa stated there was no Old Business at this time.

EXECUTIVE DIRECTOR'S REPORT

Commissioner Person-Polk asked to entertain a motion to accept the Executive Director's Report for September 2020.

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

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

Mr. Figueroa added a few statements that weren't in his Executive Director's Report. He listed several grants that they have their eyes on:

Safety & Security Grant (federal HUD grant) in the past allowed for cameras for Mickle Tower and Westfield Tower. They're focusing on Kennedy Tower and hope to apply and get awarded that grant. Based on a HUD lottery.

Foster Youth – Section 8 program and res initiatives – applying

Main Stream grant – supportive services – applying

CNI grant – Ablett Village & Crammer Hill area. Working on application by mid-December. John Walshek was secured as grant writer with long track record. Hoping to be successful in this grant by HUD.

Youth Build grant – the FOA, the funding availability from the DOL. Due in September, but not announced yet. Keeping an eye on that.

Annual and Five-Year Plan submitted last October, but due to pandemic, an extension was given, so revisions are being prepared. It is due in January. Should have a presentation for the Board of Commissioners in December's meeting. Then a 45-day public notice period with the revisions. Asset Management Department is working on that.

Budget 2021 is being prepared. So BDO, Dwayne Tucker, the Interim Finance Director, is preparing the spreadsheets and giving to staff for recommendations so a budget for the Board of Commissioners can be made for the next board meeting.

We were recently approved by HUD for the RAD Portfolio application that was submitted. Intending to RAD all amps currently under portfolio, received the CHAPS awards and had a kickoff meeting with HUD and making those transfers and transactions.

Mentioned that COVID-19 is surging. Pennsylvania with 14 days in a row with over 1,000 positive cases reported. New Jersey is not far behind. May need to close business offices and do teleworking again. Following the guidance of the governor/mayor. Had 4 positive cases of staff, let alone residents, for a total of like 16 folks who have tested positive. Business offices were closed the last week due to developing cases; 30 people were tested, and 1 person positive was quarantined. Don't want to keep opening and closing causing disruption. May close longer next time. Everyone must wear a mask. Signs posted that nose and mouth must be covered. Social distancing, washing of hands. Health professionals are scared of what's going on right now and very concerned about the second wave or third wave.

Mentioned Reba V. Hicks celebrated 29-year anniversary working at the Housing Authority last Friday and congratulated her (followed by congrats from others).

Congratulated Martin Maxwell – celebrated 45 years at the Authority and recently retired after 45 years.

Congratulated Ronald Spence, Assistant Manager, for passing the Nan McKay Housing Choice Voucher in Public Housing Rent Calculation Certification Exam (followed by congrats from others).

Commissioner Person-Polk made a statement thanking Victor and his staff for being on top of things during COVID and stated that they have done a wonderful job, knowing that it's hard with the opening and the closing. Also stated he was correct to close in light of what was going on because it would slow the pandemic down. Also stated he, the residents, and his staff need to be commended for being very conscientious of that.

Victor D. Figueroa thanks Commissioner Person-Polk on behalf of his staff for her support and the Commissioners' support and guidance. He stated that they're going to keep an eye on it, they don't take it lightly, and it's a serious situation. He stated some folks don't like wearing masks; but they're wearing masks there and making sure everyone does.

Commissioner Person-Polk stated that Victor moved quickly when he found out about the positive testing, and he did an excellent job. She wanted to say it publicly and for it to be on the record.

NEW BUSINESS

RESOLUTIONS

Resolution 20-44 – Reba V. Hicks, Assistant to the Executive Director.

Resolution 20-44 is a resolution establishing the date of the Caucus Meetings for the Housing Authority of the City of Camden as the third Wednesday of every month for calendar year 2021 and authorizing the Executive Director or his designee to do all things necessary to effectuate this authorization.

Resolution 20-45 – Reba V. Hicks, Assistant to the Executive Director. Resolution 20-45, the resolution establishing the date of the Regular meetings of the Board for the Housing Authority of the City of Camden as the third Wednesday of every month for the calendar year 2021 and authorizing the Executive Director or his designee to do all things necessary to effectuate this authorization.

Commissioner Person-Polk asked if there were any comments from the public.

Commissioner Person-Polk asked if there were any questions from the commissioners.

Entertained a Motion to accept Resolutions **20-44** and **20-45**.

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

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

Resolution 20-46 –John Kostyal, Human Resources Manager.

Resolution 20-46 is a resolution authorizing the transaction approving the holidays for Fiscal Year 2021 for the Housing Authority of the City of Camden and authorizing the Executive Director to do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if there were any questions from the public.

Commissioner Person-Polk asked if there were any questions from the commissioners.

Entertained a Motion to accept Resolution **20-46**.

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

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

Resolution 20-47 – John Kostyal, Human Resources Manager.

Resolution 20-47 is a resolution authorizing the temporary change to Section 400, Subsection 402, Vacation Time of the Housing Authority, the City of Camden's Human Resource Policy approved on June 15, 2011, and authorizing the Executive Director to do all things necessary to effectuate the temporary change.

Commissioner Person-Polk asked if the change was temporary.

John Kostyal responded yes, that this change involves the accumulation of annual vacation time with the automatic conversion to sick time for anything that exceeds two years; and due to the pandemic and state travel restrictions and shutdowns, many employees haven't been able to utilize their vacation time. So the proposal allows the employee to have up to three years of annual time before the conversion to sick time hits.

Commissioner Person-Polk asked if there were any questions from the public.

Commissioner Person-Polk asked if there were any questions from the commissioners.

Entertained a Motion to accept Resolution **20-47**.

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

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

Resolution 20-48 – Victor D. Figueroa, Executive Director. Resolution 20-48 is a resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on Wednesday, October 21, 2020.

Entertained a Motion to accept Resolution **20-48**.

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

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

CLOSED SESSION

Entertained a Motion to come out of Closed Session.

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

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

Victor D. Figueroa stated they are back in public session.

Resolution 20-49 – Dwayne Tucker, Finance Director.

Resolution 20-49 is a resolution approving the Housing Authority of the City of Camden payment registers for the month of August 2020.

Commissioner Person-Polk asked if there were any questions from the public.

Commissioner Person-Polk asked if there were any questions from the commissioners.

Entertained a Motion to accept Resolution **20-49**.

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

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

Solution 20-50 – Dwayne Tucker, Finance Director.

Resolution 20-50 is a resolution approving the Housing Authority of the City of Camden payment registers for the month of September 2020.

Commissioner Person-Polk asked if there were any questions from the public.

Commissioner Person-Polk asked if there were any questions from the commissioners.

Entertained a Motion to accept Resolution **20-50**.

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

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

Resolution 20-51 – Wanda Riley, Asset Manager.

Resolution 20-51 is a resolution approving the Memorandum of Understanding with the County of Camden relative to police services to be provided by the Camden County Police Department at the Housing Authority of the City of Camden Housing Developments 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 there were any questions from the public.

Commissioner Person-Polk asked if there were any questions from the commissioners.

Entertained a Motion to accept Resolution **20-51**.

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

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

Solution 20-52 – Sadyhe Bradley, General Counsel.

Resolution 20-52 is a resolution approving the renewal of membership in the New Jersey Public Housing Authority Joint Insurance Fund and authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if there were any questions from the public.

Commissioner Person-Polk asked if there were any questions from the commissioners.

Entertained a Motion to accept Resolution **20-52**.

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

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

PUBLIC PARTICIPATION

Victor D. Figueroa stated that if anyone had a question it was the time for public participation. He stated that there were no questions from the public.

Commissioner Person-Polk stated that she wants everyone to stay safe. Wear your mask.

Victor D. Figueroa stated that she and the Commissioners do the same. Yes, wear your mask.

Entertained a Motion to adjourn the Regular Meeting of the Board of Commissioners.

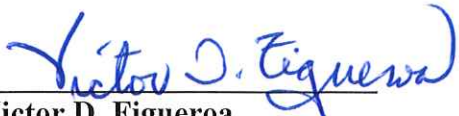
- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Quiñones
- 3) Vote

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

ADJOURNMENT: 6:59 PM

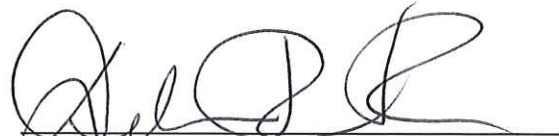
Attested to this 21st day of October 2020.

ATTEST:



Victor D. Figueroa
Executive Director

APPROVAL:



Deborah Person Polk, Chairperson
Board of Commissioners