

# 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 19, 2019

The Board of Commissioners of the Housing Authority of the City of Camden met for a Regular Meeting on Wednesday, June 19, 2019 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 Deborah Person-Polk

Mr. Victor D. Figueroa, Executive Director  
Mr. Charles Valentine, Director of Modernization  
Ms. Melody Johnson-Williams, HCV Program Director  
Mr. Willie Pass III, Director of Finance  
Ms. Wanda Riley, Acting Assistant Asset Manager  
Ms. Geraldine Taylor, Acting Property Manager,  
Ms. Marilu Mendez, Acting Property Manager  
Ms. Jasmine Kee, Purchasing Specialist  
Ms. Kaitlyn Schaffer, HACC  
Ms. Reba V. Hicks, Executive Secretary  
Mr. Wynfield Anderson, HACC  
Ms. Cynthia Jordan-Hannah, McGuire Gardens Resident  
Ms. Donna Moye, McGuire Gardens Resident  
Ms. Maynard Hall, McGuire Gardens Resident  
Ms. Nakia Parham, McGuire Gardens Resident  
Ms. Elizabeth Andrews, McGuire Gardens Resident  
Mr. Norman Lee, Camden, NJ  
Ms. Traci Willis  
Mr. Mark Willis

### **I. MEETING CALLED TO ORDER**

Mr. Philip George, Esquire, of Eric M. Bernstein & Associates LLC, stated that this a Regular meeting of the Housing Authority of the City of Camden, Board of Commissioners for Wednesday, June 19, 2019, at 5:30p.m. This meeting has been duly advertised in accordance to Section 5 of the Open Public Meetings Act, Chapter 231 of P.L. 1975, and has been published and noticed 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 Here  
 Commissioner Hudson Absent  
 Commissioner Miller Here  
 Commissioner Quiñones Absent  
 Commissioner Soria-Perez Absent  
 Commissioner Person-Polk Here

Commissioner Person-Polk: Approval of the minutes of the Regular meeting held on Wednesday, May 15, 2019.

Commissioner Keys Frazier: Last meeting there was a person whose unit needed to be rehabilitated, we never got any information on the update on the matter. Commissioner Hudson and Commissioner Quiñones was supposed to have gone to inspect the unit.

Wanda Riley: Wanda Riley, Assistant Asset Manager – the Commissioners did not go, but I did go into the unit with the manager and we itemized all the repairs that needed to be fixed. They started work on the unit that same day, with the bulk of the work being done on that same day; the repairs continued on another day, to complete all the work. All the work was completed, I kept in contact with the tenant and have no additional complaints.

**MANAGER INTRODUCTION**

Wanda Riley, Assistant Asset Manager,  
 Property Manager for Ablett Village and Chelton Terrace.

Marilu Mendez, Acting Property Manager, for the three  
 Towers, (Mickle, Kennedy and Westfield)

Geraldine Taylor, Assistant Property Manager, McGuire  
 Gardens

Commissioner Person-Polk: Where are the other property managers? Is their attendance being tracked as to why they are not at the Board Meeting. Send a letter to everyone that is not regarding their attendance.

Commissioner Keys Frazier: Stated she noticed for the last several months that the property managers do not come out to the Board Meeting; it needs to be more than just a letter that needs to go out to them because they are not responding. All the mangers

present have things to do on this day also. Please send a mandatory letter about their attendance at the Board Meeting.

Commissioner Person-Polk: Explained there was a sign in sheet but due to roll-over and change of staff, the managers may not know of their responsibility of attending the Board Meetings. It was the previous Asset Manager whose job it was to ensure the managers attend and the reason it was necessary for them to attend the meetings. There was a sign-in sheet that was used to track their attendance and someone needs to be assigned that responsibility to fill that void.

Commissioner Person-Polk: I'd like to entertain a Motion to approve the minutes of the Regular meeting held on Wednesday, May 15, 2019.

Commissioner Keys Frazier: Motion.

Commissioner Cunningham: Second.

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

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

## **OLD BUSINESS**

Victor D. Figueroa: No old business. I have a few comments to report at the Executive Directors' session.

Commissioner Person-Polk: Executive Directors report. Any comments from the Commissioners?

## **EXECUTIVE DIRECTOR'S REPORT**

Victor D. Figueroa: Introduced newly hired Finance Director, Willie Pass and Grant Writer/Manager, Kaitlyn Schaffer.

Regarding the Moving-To-Work (MTW) designation that we were going to pursue, after looking at the program and all its requirements that are needed, we decided that it's not the same Moving-To-Work that the original 39 designees received about 10 years ago. There are a lot of different things that are required and the benefits don't out-weigh what we would be getting. HACC will not be pursuing the

cohort's (unknown) designation, HUD has said that they will be presenting two other cohorts in the future and this is something we may want to pursue.

Commissioner Keys Frazier: Asked if the Deputy Executive Director's position has been eliminated?

Victor D. Figueroa: Explained that the position is currently vacant but the intent is not to fill the position.

Commissioner Cunningham: Asked what is the situation about the security, does it come under Asset Management... Risk Management under Legal...

Victor D. Figueroa: Explained that the security staff is being managed by Wanda Riley (Asset Management) and the Risk Management is being handled by General Counsel, Sadyhe Bradley.

Commissioner Person-Polk: Any other questions on the Executive Director's Report? Seeing none, I'd like to entertain a Motion to accept the Executive Director's Report.

Commissioner Keys Frazier: Motion.

Commissioner Cunningham: Second.

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

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

## NEW BUSINESS

### RESOLUTIONS

**Resolution 19-33** – Choice Neighborhood Implementation Program Manager speaking for Resident Initiative Department. Resolution 19-33 – Resolution authorizing the use of competitive contraction for the procurement of the purchasing of proprietary software related to case management pursuant to N.J.S.A. 40a.:11-4.3. Authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

Resolution 19-34 - Resolution authorizing a Closed Session of the Regular Meeting of the of the Board of Commissioners on Wednesday, June 19, 2019.

**Resolution 19-35** – Resolution authorizing a contact for legal services an expenditure of funds in an amount not to exceed \$40,000, and authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

**Resolution 19-36** - Resolution authorizing the transaction authorizing a contract for Grounds maintenance/Landscaping Services, authorizing and expenditure of funds in an amount not to exceed \$92,000 for a contract term award of one (1) year, of a two (2) year solicitation, authorizing the Executive Director to execute document and to do all things necessary to effectuate the transaction.

**Resolution 19-37** – Resolution authorizing a contract for an Independent Auditor to conduct financial audit of the HACC financial for the calendar year ending December 2018. An expenditure of funds in an amount not to exceed \$47,000, and authorizing the Executive Director to execute document and to do all thigs necessary to effectuate the transaction.

**Resolution 19-38** – Resolution approving the HACC payment register for the month of May 2019.

**Resolution 19-39** - Resolution authorizing a contract with The Michaels Organization as HACC's Developer Partner as part of the Choice Neighborhood Planning Grant for Ablett Village in the Cramer Hill neighborhood, and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction.

**Resolution 19-40** - Resolution authorizing indefinite quantities contracts with Architectural Engineering firms for general services for a term not to exceed one (1) year, authorizing an expenditure of Capital Funds in a maximum aggregate amount not to exceed \$200,00 for each year of the contracts, and authorizing the Executive Director or his designee to execute documents and do all things necessary to effectuate the transaction.

**Resolution 19-41** - Resolution authorizing a contract of Labor and Employment Counsel services and expenditure of funds in an amount not to exceed \$53,000, and authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

**Resolution 19-42** – Resolution approving the transaction and authorizing the purchase of two (2) 2019 Express 2500 WGN LS 12 seater passenger vans for a total cost of \$56,3331, and authorizing the Executive Director of his designed to execute document and do all things necessary to effectuate the transaction.

Commissioner Person-Polk:

**Resolution 19-33**

Daniella Cerullo:

Resolution 19-33 – Choice Neighborhood Implementation Program Manager speaking for Resident Initiatives Department. Resolution 19-33 – Resolution authorizing the use of competitive contraction for the procurement of the purchasing of proprietary software related to case management pursuant to N.J.S.A. 40a.:11-4.3. Authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk:

Any questions from the public on Resolution 19-33? Any questions from the commissioners on Resolution 19-33?

Commissioner Miller:

1. What is the reason for this software?
2. How do we currently track the information?
3. How many programs will the software be able to track?
4. It is proprietary Software and are we currently using any software for case management?
5. What are the advantages of having this software over what we are currently doing?
6. How many licenses will be potentially needed?
7. Are there any lock-out capabilities to prevent cross-pollination?
8. Will the software generate reports that will be sent directly to HUD or will there be an interim staff to retrieve and review the data from the software before it's sent to HUD?
9. How long would the software be usable.
10. When the RFP goes out to BID, will that Bid include a clause that would allow for the software to be customized?
11. What would be the cost for this procurement software? And who will analyze the response to the RFPs to determine that the responses fit the needs of the Housing Authority?

Daniela Cerullo:

Explained to Commissioner Miller, that the software gives HACC an opportunity to allow the four grant programs to collect data that is required by HUD in each program separately. Each program is a separate entity, and requires different questions and answers, the software will us to collect the required information. The information is tracked manually. The software will be able to track four programs, (the Choice Program, Jobs Plus, Youth Build and Liberty Park). We are not currently using any case management software.

One major advantage is employee productivity, which will allow the employee to be faster entering and producing the data reports that is needed, each program will be separately identified pertaining to separate questions specific to its precise grant structure.

Ten (10) Licenses within the software is needed and each grant program is a separate entity... there will be an administrator of the software, somebody will be designated to oversee its function and it would have different levels of security.

We expect to have an interim staff to retrieve and review and update the reports before sending to HUD

The software can be configured to meet our specific data requirements. And should be in effect for at least five years and to be revisited in another five years.

In my research, the software packaged sourced allows for customization before purchase.

Because of the different choices and the requirements needed the price could range from \$40-60K

Mrs. Pagan and Finance

Victor D. Figueroa: Stated that he will be determining the responses for the software RFP.

Commissioner Person-Polk: Any other questions from the commissioners? Seeing none, I'd like to entertain a Motion to accept Resolution 19-33.

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 Person-Polk	Yes



Commissioner Person-Polk: **Resolution 19-34** - Resolution authorizing a Closed Session of the Regular Meeting of the of the Board of Commissioners on Wednesday, June 19, 2019. Motion to go into Closed Session.

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 Person-Polk	Yes

**CLOSED SESSION**

Commissioner Person-Polk: Motion to come out of closed session.

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 Person-Polk	Yes

**\*Commissioner Person-Polk: Resolution 19-35 – will not be heard and is being “tabled” until further notice.**

Commissioner Person-Polk: **Resolution 19-36**

Jasmine Kee: Jasmine Kee, Purchasing Specialist of the Housing Authority of the City of Camden: Resolution 19-36 – Resolution authorizing the transaction authorizing a contract for Grounds maintenance/Landscaping Services, authorizing and expenditure of funds in an amount not to exceed \$92,000 for a contract term award of one (1) year, of a two (2) year solicitation, authorizing the Executive Director to execute document and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk: Any comments from the Commissioners or the Public on Resolution 19-36? Seeing none, I'd like to entertain a Motion to accept Resolution 19-36.

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 Person-Polk	Yes

Commissioner Person-Polk: **Resolution 19-37**

Willie Pass: Good evening, Willie Pass, Finance Director of the Housing Authority of the City of Camden; Resolution 19-37 – Resolution authorizing a contract for an Independent Auditor to conduct financial audit of the HACC financial for the calendar year ending December 2018. An expenditure of funds in an amount not to exceed \$47,000, and authorizing the Executive Director to execute document and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk: Any questions from the Commissioners or the Public on Resolution 19-37.

Commissioner Miller: Who is our current Auditor?

Willie Pass: Novogradac & Company, LLC.

Commissioner Person-Polk: I'd like to entertain a Motion to accept Resolution 19-37.

Commissioner Cunningham: 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 Person-Polk	Yes

Commissioner Person-Polk: **Resolution 19-38**

Willie Pass: Resolution 19-38 – Resolution approving the HACC payment register for the month of May 2019.

Commissioner Person-Polk: Any questions from the Commissioners or the public on Resolution 19-38? Seeing none, I'd like to entertain a Motion to accept Resolution 19-38.

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 Person-Polk	Yes

Commissioner Person-Polk: **Resolution 19-39**

Charles Valentine: Good evening, Charles Valentine, Director of Modernization Department; Resolution 19-39 – Resolution authorizing a contract with the Michaels Organization as HACC's Developer Partner as part of the Choice Neighborhood Planning Grant for Ablett Village in the Cramer Hill neighborhood, and authorizing the Executive Director of his designee to execute documents and to do all things necessary to effectuate the transaction.

As the Board recalls and the public, this was solicited before and there was only one response and the Board threw it out; it was resolicited again by the Purchasing Department and again there was only one response.

Commissioner Person-Polk: Any questions from the Commissioners or the public on Resolution 19-39? Seeing none, I'd like to entertain a Motion to accept Resolution 19-39.

Commissioner Cunningham: 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 Person-Polk	Yes

Commissioner Person-Polk: **Resolution 19-40**

Charles Valentine: Resolution 19-40 - Resolution authorizing indefinite quantities contracts with Architectural Engineering firms for general services for a term not to exceed one (1) year, authorizing an expenditure of Capital Funds in a maximum aggregate amount not to exceed \$200,00 for each year of the contracts, and authorizing the Executive Director or his designee to execute documents and do all things necessary to effectuate the transaction.

Commissioner Person-Polk: Any questions from the Commissioners or the public?

Commissioner Miller: How does the contract work? Is the \$200,000 an accumulative total over the next 12 months regardless of how many orders we request?

Charles Valentine: Explained to Commissioner Miller that MOD solicits contracts that are reviewed and scored by a committee, this year we had five (5); the HACC creates a qualified list of A&E vendors every time we have a task order within any development, we do a task order competition amongst the five vendors and then we select them for that particular activity, and then subsequent activities are done in the same way. Yes. Correct.

Commissioner Person-Polk: Any other questions? Seeing none, I'd like to entertain a Motion to accept Resolution 19-40.

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 Person-Polk	Yes

Commissioner Person-Polk

**Resolution 19-41**

Jasmine Kee:

Resolution 19-41 - Resolution authorizing a contract of Labor and Employment Counsel services and expenditure of funds in an amount not to exceed \$53,000, and authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk:

Any questions from the commissioners or the public?

Commissioner Miller:

Do we currently have a Labor and Employment counsel other than in-house counsel?

Jasmine Kee:

Informed Commissioner Miller that we currently use Eric M. Bernstein & Associates for labor and employment services.

Commissioner Person-Polk:

Any other questions from the commissioners or the public? Seeing none, I'd like to entertain a Motion to accept Resolution 19-41.

Commissioner Cunningham:

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 Person-Polk	Yes

Commissioner Person-Polk:

**Resolution 19-42**

Daniela Cerullo:

Resolution 19-42 – Resolution approving the transaction and authorizing the purchase of two (2) 2019 Express 2500 WGN LS 12 seater passenger vans for a total cost of \$56,3331, and authorizing the Executive Director of his designed to execute document and do all things necessary to effectuate the transaction.

Commissioner Person-Polk:

Any questions from the Commissioners or the public?

Commissioner Miller:

Where are the funds for this purchase?

Daniela Cerullo:

Informed Commissioner Miller that the funds for the purchase of the two vehicles will be coming from two grants... the Choice Neighborhood Grant and the Jobs Plus Grant.

Commissioner Person-Polk: I'd like to entertain a Motion to accept Resolution 19-42.

Commissioner Cunningham: 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 Person-Polk	Yes

\*Philip George stated that Commissioner Cunningham left the Board Meeting and therefore there is No Quorum – the Commissioners may at this time adjourn the meeting – but since the public has waited for over two hours, we can allow them to speak and send them our responses in writing.

### PUBLIC PARTICIPATION

Norman Lee: 3119 E. Ironside Road, Camden, NJ  
 Inquired as to the follow-up on late fees for payment, \$85. for each month  
 Sent to General Counsel in April in the amount \$170.00 – when will he receive it?

Cynthia Jordon-Hannah: 82 Rand Street, Camden, NJ - No Quorum  
 Very upset with Michaels. Invited the commissioners to please come to meetings w/Michaels the whole process was done incorrectly. The residents are unhappy with Michaels regarding the RAD program.

Nakia Parham 2808 Westminster Avenue, Camden, NJ  
 Michaels Development- Don't know what's going on, came to see what's really going on. Geraldine/Wanda-knows how to reach her. Just moved in a couple months ago and if she needs to move where would she take her children.

Mark Willis: Left meeting without participating.

Elizabeth Andino-Vasquez: Left meeting without participating.

Donna Moye:

2311 Jones Street, Camden, NJ  
Michaels Development – The Representative comes to site by himself and cannot address the questions asked by the residents, he is unprepared. By law all residents need a copy of a new lease if the current landlord sells to a new landlord the tenants have time to review the new leases before signing.

Maynard Hall:

202 Raritan Street, Camden, NJ – I am concerned about the current lease. What is the difference between the HACC before they acquire the site and the managers duties; Managers are not available to help the residents; Managers looking at caller ID and not answer calls.  
McGuire is filthy, poor upkeep;  
No bags to pick up trash.  
Cart being use has music as it's a personal vehicle;  
Overgrown hedge, need cutting.

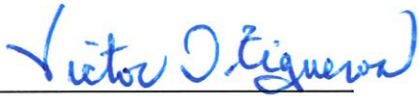
Commissioner Person-Polk:

Stated we will look into this situation; an informed the public, staff and Commissioners that because we do not have a Quorum, the meeting is therefore adjourned.

**ADJOURNMENT: 8:30PM**

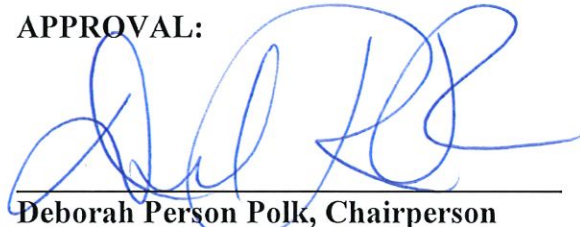
**Attested to this 19<sup>th</sup> day of June, 2019.**

**ATTEST:**



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

**APPROVAL:**



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