

CALL 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, April 20, 2022, was held in accordance with Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975. Adequate notice was duly advertised in the Courier-Post and the South Jersey News, the Authority's website, and in common areas of the Authority's properties as required by law. The meeting was called to order.

Commissioner Person-Polk: Roll Call.

Mr. Figueroa:	Commissioner Alesha Figueroa-Falcon	Present
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Cameron Hudson	Here
	Commissioner Alan Miller	Absent
	Commissioner Nohemi Soria-Perez	Present
	Commissioner Deborah Person-Polk	Present

Mr. Figueroa stated that there was a quorum.

APPROVAL OF THE MINUTES

Commissioner Person-Polk asked to Entertain a Motion for approval of the Minutes of the Regular Meeting held on Wednesday, March 16, 2022.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Hudson
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Figueroa-Falcon	Yes
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Absent
	Commissioner Soria-Perez	Yes
	Commissioner Person-Polk	Yes

OLD BUSINESS

Commissioner Person-Polk asked to Entertain a Motion to keep on the table the Minutes of the Regular Meeting held on Wednesday, December 15, 2021, and the Minutes of the Regular Meeting held on Wednesday, February 16, 2022.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Hudson
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Figueroa-Falcon	Yes
	Commissioner Keys Frazier	Absent

Commissioner Hudson	Yes
Commissioner Miller	Absent
Commissioner Soria-Perez	Yes
Commissioner Person-Polk	Yes

EXECUTIVE DIRECTOR'S REPORT

Commissioner Person-Polk asked to Entertain a Motion to accept the Executive Director's Report for March 2022.

- 1) Motion – Commissioner Figueroa-Falcon
- 2) Seconded – Commissioner Soria-Perez
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Figueroa-Falcon	Yes
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Absent
	Commissioner Soria-Perez	Yes
	Commissioner Person-Polk	Yes

Mr. Figueroa stated as far as the COVID-19 status, vaccines, boosters, and testing resources were being provided at all three high rises and made available as a resource to the family sites and continued with the Assisted Living Program, as well with the assistance of the Rutgers School of Nursing.

Also, due to uptick of variants and cases fluctuating up and down, and due to the gasoline situation in order to cut back on use of gasoline, they were back to a hybrid telework schedule for nonessential personnel until further notice.

As far as CNI news, he stated Phase I, the 75-family unit offsite, 68 replacement units, and Phase II 55 units, 51 are replacement units, are funded. Phase I was under construction and occupancy would start in the third quarter of 2022. A relocation plan for Ablett Village has been developed by a national consulting firm and has been vetted by the Housing Authority staff and Michael's management and will be shared with the Ablett Village Resident Board at a meeting the week of May 16. A relocation specialist was hired, and the plan will be presented to the board for approval in May.

As noted in the Von Neida Park Community flyer, an event was held Saturday, April 9, to celebrate Easter. It was well attended. Mr. Figueroa thanked Commissioner Figueroa-Falcon for having a HACC resource table at the event. Resident Initiative staff and other staff members were there. Commissioner Figueroa-Falcon stated that someone was employed because HACC was at the event.

Mr. Figueroa stated that the digital file of the HACC Annual Report was distributed by email which included the years 2017, 2018, and 2019 and highlighted the 80th anniversary. Hard

copies were mailed to "VIPs," partners, and stakeholders; and individuals from the public could request the report be emailed or obtain it on the website.

He also stated as a note to the public, May 12th was the deadline for him to receive all documents that required his signature.

He also stated that they were not able to obtain any further information regarding Ms. Laverne Williams. He was continuing to seek further information and would pass it along accordingly.

Commissioner Person-Polk stated that Commissioner Hudson had spoken with Francine of the Tree Foundation and asked him to elaborate on his conversation. Commissioner Hudson stated the Tree Foundation would plant a tree for Ms. Williams in the fall and do a service for the residents and the staff. Mr. Figueroa stated that they were doing a plaque in addition to the tree.

NEW BUSINESS

Mr. Figueroa stated that their auditor, Richard Larsen, from Novogradac would be presenting the Auditor's Report for 2020.

Richard Larsen stated that he would be presenting the audit for the December 31, 2020, Fiscal Year End. He stated that there were three reports he would be summarizing.

First was the Independent Auditor's Report where the auditors give an opinion on the financial statements and give an unmodified opinion on the financial statements, which is the highest level of assurance that can be given, stating, "In our opinion, your financial statements present fairly in accordance with generally accepted accounting principles."

The second auditor report was in accordance with government auditing standards and was required by the state of New Jersey where internal control over financial reporting was looked at, which is, what are the processes that the Authority has in place to safeguard the Authority's assets? The processes were tested for material weaknesses – fraud, abuse, employees overriding internal controls – and if anything was found, it was reported to HUD. The report stated, "We did not identify any deficiencies in internal control that we consider to be a material weakness." Also, the highest level of assurance.

The Authority's compliance with laws and contracts and grants was tested – state of New Jersey laws, following Housing Authority Charter, paying payroll taxes on time. The report stated, "The results of our test disclose no instances of noncompliance or other matters that are required to be reported." Also, the highest level of assurance.

The third report was in accordance with uniform guidance which was issued because the Authority expends in excess of \$30 million of Federal money – large Voucher Program, Public Housing Program. An Audit of Compliance had to be done because grant funds were expended, and all rules and regulations needed to be followed to stay compliant.

The Housing Choice Voucher program was the major Federal program that an opinion was warranted for. Mr. Larsen stated that an unmodified opinion was given on the Authority's compliance, the Housing Choice Voucher, and the Care's Act money that the Authority received, the highest level of assurance. He stated they had no findings and no issues with internal control over compliance. He stated that all three reports were very positive – no findings, no issues to be reported.

Regarding the financial position of the Authority, he stated that when he talks to board members of housing authorities, he tells them not to worry about equity because housing authorities have millions of dollars of equity that's usually tied up in buildings. He stated they should be looking at and monitoring liquidity and that it's measured by looking at current assets less current liabilities. He stated that the Authority had in excess of \$10 million of working capital which represented about seven months' worth of operating expenses and stated that the finances of the Camden Housing Authority were very strong.

He stated that on the Statement of Revenues and Expenses, the Authority showed operating income of \$522,000 on revenues of \$34.5 million which was also very positive. He stated that the programs were operated within their budgets as demonstrated by the operating income and positive cash flow was generated, but that the funds were mostly within Federal programs and there were restrictions on what the funds could be used for. Funds had to be used within the respective programs and the Authority had some non-Federal money which could be used in accordance with the Authority's --.

He stated he would take any questions, or questions could be emailed, or he would take phone calls.

Commissioner Person-Polk asked if there were any questions from the commissioners. She stated the report was excellent and commended Victor and staff for a job well done. Mr. Larsen thanked everyone for providing all the information and commended the Finance Department, Dwayne, the Housing Choice Voucher and the Public Housing Program employees.

RESOLUTIONS:

Resolution 22-19 – Dwayne Tucker, Interim Finance Director. Resolution 22-19 is a resolution approving the Housing Authority of the City of Camden's payment registers for the month of March. For the general fund Public Housing Program, there were expenditures of \$1,226,681.65 and for the Housing Choice Voucher Section 8 Program, there were expenditures of \$1,343,233.01.

Commissioner Person-Polk asked if there were any questions from the commissioners – none. From the public – none.

Commissioner Person-Polk asked for a motion to accept Resolution 22-19.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Figueroa-Falcon
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Figueroa-Falcon	Yes
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Absent
	Commissioner Soria-Perez	Yes
	Commissioner Person-Polk	Yes

Resolution 22-21 – Commissioner Person-Polk. Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on Wednesday, April 20, 2022.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Figueroa-Falcon
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Figueroa-Falcon	Yes
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Absent
	Commissioner Soria-Perez	Yes
	Commissioner Person-Polk	Yes

Mr. Figueroa stated that they were now in Closed Session.

CLOSED SESSION

Commissioner Person-Polk asked to Entertain a Motion to come out of Closed Session.

- 1) Motion – Commissioner Hudson
- 2) Seconded – Commissioner Figueroa-Falcon
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Figueroa-Falcon	Yes
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Absent
	Commissioner Soria-Perez	Yes
	Commissioner Person-Polk	Yes

Mr. Figueroa stated that they were now out of Closed Session at 6:51 PM.

Resolution 22-22 – Jasmine Kee, Purchasing Specialist. Resolution 22-22 is authorizing and approving an increase to the contract not to exceed (NTE) amount for the Technical Assistance Consulting Services for the Choice Neighborhood Implementation (CNI) Grant Program 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 commissioners – none. From the public – none.

Commissioner Person-Polk asked for a motion to accept Resolution 22-22.

- 1) Motion – Commissioner Figueroa-Falcon
- 2) Seconded – Commissioner Hudson
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Figueroa-Falcon	Yes
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Absent
	Commissioner Soria-Perez	Yes
	Commissioner Person-Polk	Yes

Resolution 22-23 – Jasmine Kee, Purchasing Specialist. Resolution 22-23 is approving and authorizing the rejection of the proposal received for Project 2022-R03 – Financial Lending/Lender Services 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 – none. From the commissioners – none.

Commissioner Person-Polk asked for a motion to accept Resolution 22-23.

- 1) Motion – Commissioner Hudson
- 2) Seconded – Commissioner Figueroa-Falcon
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Figueroa-Falcon	Yes
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Absent
	Commissioner Soria-Perez	Yes
	Commissioner Person-Polk	Yes

Resolution 22-24 – Jasmine Kee, Purchasing Specialist. Resolution 22-24 is authorizing a contract extension for an Interim Finance Director and fee accounting services not to exceed \$35,000 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 there were any questions from the public – none. From the commissioners – none.

Commissioner Person-Polk asked for a motion to accept Resolution 22-24.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Figueroa-Falcon
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Figueroa-Falcon	Yes
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Absent
	Commissioner Soria-Perez	Yes
	Commissioner Person-Polk	Yes

PERSONNEL ACTIONS

John Kostyal, Human Resources Manager. One personnel action. It is proposed that the selected candidate be appointed to the position of Relocation Specialist for the Housing Authority Asset Management Department on a full-time basis at an hourly rate of \$25. This appointment is to fill a new position. The selected candidate has begun employment on April 18, 2022, subject to ratification by the Board of Commissioners.

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

Commissioner Person-Polk asked for a motion to accept the Relocation Specialist position.

- 1) Motion – Commissioner Figueroa-Falcon
- 2) Seconded – Commissioner Hudson
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Figueroa-Falcon	Yes
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Absent
	Commissioner Soria-Perez	Yes
	Commissioner Person-Polk	Yes

PUBLIC PARTICIPATION

Mr. Figueroa gave instructions for public participation. He stated that there were no electronically raised hands.

Commissioner Person-Polk asked for a motion to adjourn.

- 1) Motion – Commissioner Figueroa-Falcon
- 2) Seconded – Commissioner Hudson
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:

Commissioner Figueroa-Falcon	Yes
Commissioner Keys Frazier	Absent
Commissioner Hudson	Yes
Commissioner Miller	Absent
Commissioner Soria-Perez	Yes
Commissioner Person-Polk	Yes

ADJOURNMENT: 6:58 PM

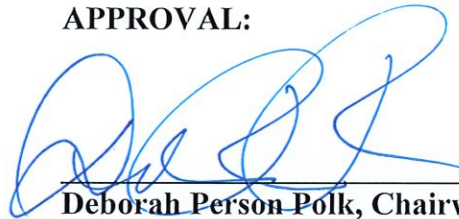
Attested to this 20th day of April 2022.

ATTEST:



Victor D. Figueroa
Executive Director

APPROVAL:



Deborah Person Polk, Chairwoman
Board of Commissioners