

# 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 THE CITY OF CAMDEN WEDNESDAY, FEBRUARY 15, 2023

The Board of Commissioners of the Housing Authority of the City of Camden (HACC) met for a Regular Meeting on Wednesday, February 15, 2023, at 5:39 PM, E.S.T. at McGuire Garden Community Center. Commissioner Deborah Person-Polk welcomed everyone to the meeting. Mr. Charles Valentine began the meeting with an invocation, followed by the Pledge of Allegiance to the flag at 5:40 PM, E.S.T.

Those present were as follows:

Present: Commissioner Alesha Figueroa-Falcon  
Commissioner Cameron Hudson (**arrived at 5:36pm**)  
Commissioner Nohemi Soria-Pérez  
Commissioner Deborah Person-Polk

In Attendance: Melody Johnson-Williams, Executive Director  
Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Assoc., LLC  
Charles Valentine, Director of Modernization  
Nathyya Soto, Executive Secretary  
Dorixe De Jesus, Executive Secretary Assistant  
Judith Osorio-Allen, Accounts Manager  
Lakita Frederick, Assistant Director of HCV Program  
John Kostyal, Human Resources Manager  
Wanda Riley, Asset Manager  
Joel Alicea, Information Technology Manager  
Melissa Ruiz, Property Manager, Baldwin's Run, Senior Phase I and II  
Jamal McPherson, Community Manager, Roosevelt Manor, Phase 5  
Annette Hilton, Community Manager, Roosevelt 9 & 10  
Cherise Harris, Property Manager, Carpenter Hill  
Rhonda Wardlow-Hurley, Case Manager  
Ronelle Brown, Grant Manager  
David Hill, Maintenance Supervisor

### **CALL TO ORDER**

Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Associates, LLC., stated that the Regular Meeting of the Housing Authority of the City of Camden Board of Commissioners for Wednesday, February 15, 2023, was held in accordance with Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975, and that adequate notice was advertised in the *Courier Post* on January 4, 2023, in the *South Jersey Times* on January 15, 2023, and in common areas within the Authority. The meeting was called to order.

Commissioner Person-Polk: Roll Call.

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Absent
	Commissioner Alesha Figueroa-Falcon	Present
	Commissioner Melwood Hannah	Absent
	Commissioner Cameron Hudson	Present
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Pérez	Present
	Commissioner Deborah Person-Polk	Present

There was a quorum.

### **APPROVAL OF THE MINUTES**

Commissioner Person-Polk asked to Entertain a Motion to review and vote to approve the Regular Meeting Minutes for Wednesday, January 18, 2023.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Absent
	Commissioner Alesha Figueroa-Falcon	Yes
	Commissioner Melwood Hannah	Absent
	Commissioner Cameron Hudson	Yes
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Pérez	Yes
	Commissioner Deborah Person-Polk	Yes

### **OLD BUSINESS**

No Old Business.

## **EXECUTIVE DIRECTOR'S REPORT**

Commissioner Person-Polk asked for a Motion for the approval of the Executive Director's Report for January 2023.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Absent
	Commissioner Alesha Figueroa-Falcon	Yes
	Commissioner Melwood Hannah	Absent
	Commissioner Cameron Hudson	Yes
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Pérez	Yes
	Commissioner Deborah Person-Polk	Yes

## **NEW BUSINESS**

Executive Director Ms. Johnson-Williams gave an update on leasing at the three towers. Gassis Global Investment, LLC, is continuing doing unit renovations at the three senior towers. They have a remaining 15 units at Mickle Towers. The Authority's Asset Management Department is continuing to lease them, and they have an appointment scheduled every day from 10AM to 3 PM to try to fill the current vacancy issue at the three towers.

## **RESOLUTIONS**

**Resolution 23-07** – Judith Osorio-Allen, Accounts Manager. Resolution 23-07 approving the Housing Authority of the City of Camden (HACC) payment register for the month of January 2023, for Section 8 is \$1,248,894.56 and the General Fund of \$813,906.72.

Commissioner Person-Polk asked if there were any questions from the Public on Resolution 23-07. None. From the Commissioners. None.

Commissioner Person-Polk asked to Entertain a Motion to accept Resolution 23-07.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Absent
	Commissioner Alesha Figueroa-Falcon	Yes
	Commissioner Melwood Hannah	Absent
	Commissioner Cameron Hudson	Yes
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Pérez	Yes
	Commissioner Deborah Person-Polk	Yes

**Resolution 23-08** – Lakita Frederick, Assistant Director of HCV Program, presenting Resolution 23-08, the Resolution authorizing the ratification, approving the electronic submission of the Public Housing Agency Section 8 Management Assessment Performance (SEMAP) Certification for the Fiscal Year 2022 and authorizing the Executive Director, or her designee, to execute documents and to do all things necessary to effectuate the transaction(s).

Commissioner Person-Polk asked if there were any questions from the Public on Resolution 23-08. None. She asked for questions from the Commissioners. None.

Commissioner Person-Polk asked to Entertain a Motion for Resolution 23-08.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Absent
	Commissioner Alesha Figueroa-Falcon	Yes
	Commissioner Melwood Hannah	Absent
	Commissioner Cameron Hudson	Yes
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Pérez	Yes
	Commissioner Deborah Person-Polk	Yes

**Resolution 23-09** – Commissioner Person-Polk. Resolution 23-09 was a resolution authorizing the Closed Session of the Regular Meeting of the Board of Commissioners on Wednesday, February 15, 2023.

Commissioner Person-Polk asked to Entertain a Motion to accept Resolution 23-09.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Absent
	Commissioner Alesha Figueroa-Falcon	Yes
	Commissioner Melwood Hannah	Absent
	Commissioner Cameron Hudson	Yes
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Pérez	Yes
	Commissioner Deborah Person-Polk	Yes

Commissioner Person-Polk asked the managers in attendance to stand up and say their names:

Melissa Ruiz, new manager of Baldwin's Run, Senior Phase I and II  
Jamal McPherson, Roosevelt Manor, Phase 5, Community Manager  
Annette Hilton, Community Manager for Roosevelt, Phase 9 & 10  
Cherise Harris, Carpenter Hill, 32<sup>nd</sup> Street

Missing managers:

Geraldine Taylor, Property Manager (High-rises)  
Melissa Bovil, Ablett Village

Commissioner Person-Polk thanked the managers for coming out and dismissed them as they weren't needed any further in the meeting.

### **CLOSED SESSION – 5:49 TO 6:06 PM**

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:

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Absent
	Commissioner Alesha Figueroa-Falcon	Yes
	Commissioner Melwood Hannah	Absent
	Commissioner Cameron Hudson	Yes
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Pérez	Yes
	Commissioner Deborah Person-Polk	Yes

### **OPEN SESSION**

### **PUBLIC PARTICIPATION**

Commissioner Person-Polk stated that no one had signed up to speak and no one spoke up in the audience.

### **PERSONNEL**

Mr. John Kostyal, Human Resources Manager for the Housing Authority, Camden, presented five personnel actions for the month:

1. Promotion. Proposal of selected candidate be appointed to the position of Director of Resident Initiatives for the Housing Authority's Resident and Initiatives Department on a full-time basis at an annual rate of \$80,000 to fill a vacant position. The announced annual pay range for this position was \$80,000 to \$85,000. The selected candidate was promoted on January 30, 2023, subject to ratification by the Board of Commissioners.

2. New Hire. Proposal of selected candidate be appointed to the position of Full-Time Housing Specialist for the Housing Authority Housing Choice Voucher Program Department on a full-time basis at an hourly rate of \$18.25 to fill a vacant position. The announced hourly pay range for this position is \$17.03 to \$19.23. The selected candidate is projected to be hired on February 21, 2023, subject to ratification by the Board of Commissioners.
3. New Hire. Proposal of selected candidate be appointed to the position of Housing Specialist for the Housing Authority's Housing Choice Voucher Program Department on a full-time basis at an hourly rate of \$19. This is to fill a vacant position. The announced hourly pay range for this position is \$17.03 to \$19.23. The selected candidate was projected to begin in this new position on February 13, 2023, subject to ratification by the Board of Commissioners.
4. New Hire. Proposal of selected candidate be appointed to the position of Full-Time Accounts Payable Clerk for the Housing Authority's Finance Department on a full-time basis at an annual rate of \$45,500 to fill a vacant position. The announced annual pay range for this position was \$40,000 to \$46,000. The selected candidate was projected to be hired on February 21, 2023, subject to ratification by the Board of Commissioners.
5. New Hire. Proposal of selected candidate be appointed to the position of Full-Time Case Manager for the Housing Authority's Resident Initiatives Department on a full-time basis at an hourly rate of \$21 to fill a vacant position. The announced hourly pay range for this position was \$19.78 to \$21.22. The selected candidate was projected to be hired on March 6, 2023, subject to ratification by the Board of Commissioners.

Commissioner Person-Polk asked if there were any questions. None. Commissioner Person-Polk asked to Entertain a Motion to accept all five candidates that are full-time Case Manager, full-time Accounts Payable Clerk, HCV Specialist, Director of Resident Initiatives, full-time Housing Specialist.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Absent
	Commissioner Alesha Figueroa-Falcon	Yes
	Commissioner Melwood Hannah	Absent
	Commissioner Cameron Hudson	Yes*
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Pérez	Yes
	Commissioner Deborah Person-Polk	Yes

\*Under the condition discussed in Closed Session.

## **ADJOURNMENT**

Commissioner Person-Polk asked to Entertain a Motion to adjourn.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Absent
	Commissioner Alesha Figueroa-Falcon	Yes
	Commissioner Melwood Hannah	Absent
	Commissioner Cameron Hudson	Yes
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Pérez	Yes
	Commissioner Deborah Person-Polk	Yes

**ADJOURNMENT: 6:13 PM**

**Attested to this 15<sup>th</sup> day of February 2023.**

**ATTEST:**

**APPROVAL:**

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**Melody Johnson-Williams**  
**Executive Director**

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