

PATERSON HOUSING AUTHORITY
PATERSON, NEW JERSEY
MONDAY, NOVEMBER 16, 2015
COMMENCING AT 5:35 P.M.
WORKSHOP MEETING

THERE BEING PRESENT:

REV. MICHAEL McDUFFIE, CHAIRPERSON

PETER RENDINA, COMMISSIONER

BRENT C. NATION, COMMISSIONER

JOEL RAMIREZ, COMMISSIONER

ALSO PRESENT:

IRMA GORHAM
EXECUTIVE DIRECTOR

DALE JONES
ASSISTANT EXECUTIVE DIRECTOR

VANESSA SIFFORD, PROGRAM DEVELOPMENT SPECIALIST
DEPARTMENT OF PLANNING & GRANTS

TERI DIAS
DEPARTMENT OF MODERNIZATION & DEVELOPMENT

ORTHNEIL PALMER
PERSONNEL ASSISTANT

LYNETTE WARREN
RECORDING SECRETARY

DELINDA HOLMES
ASST. PURCHASING AGENT

RICHARD M. LARSEN, CPA
FALLON & LARSEN, LLP

KIM O. FURBACHER, C.C.R., R.M.R.
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M A N A G E R S P R E S E N T:

THERESA MIMS, COMPLIANCE OFFICER
IAEISA MONDESIR, PROPERTY MANAGER
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ALBERTA BOULWARE, PROPERTY MANAGER

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1 CHAIRPERSON McDUFFIE: Good evening.

2 ALL: Good evening.

3 CHAIRPERSON McDUFFIE: How's everybody?

4 A VOICE: Great.

5 CHAIRPERSON McDUFFIE: You sound very
6 excited.

7 All right. The Commissioners of the
8 Housing Authority of the City of Paterson are hereby
9 called to a Regular Meeting immediately following the
10 Workshop, at the offices of this Authority, at 60 Van
11 Houten Street, Paterson, New Jersey, this Monday,
12 November 16, 2015, to discuss and transact upon the
13 following matters listed below.

14 ROLL CALL:

15 CHAIRPERSON McDUFFIE: Roll call.

16 (At this point in the proceeding roll
17 call is taken with Commissioners Nation, Ramirez,
18 Rendina, and Chairperson McDuffie present, with
19 Commissioners Bonds, Diaz, and Vice-Chairperson Maven
20 absent.)

21 EXE. DIR. GORHAM: This is a duly
22 advertised Regular Meeting of the Board of
23 Commissioners of the Housing Authority. Notice of
24 this meeting was given to newspapers of local
25 circulation in 2014. A copy of this notice was filed

1 with the City Clerk of Paterson. These things were
2 done to comply with the Open Public Meetings Law.

3 BIDS/CONTRACTS:

4 CHAIRPERSON McDUFFIE: Department of
5 Modernization & Development.

6 MS. DIAS: Modernization has nine resos
7 for the confirmation of Trustees and Officers.

8 The first is for Alexander Hamilton
9 Development & Management Corp.

10 The second is for same for Phase II.

11 Phase III.

12 Phase IV.

13 Phase V.

14 Phase VI.

15 And Phase VII.

16 And another for Belmont and Cliff.

17 The last one is for PDMC.

18 Whereas, the Housing Authority of the
19 City of Paterson presently engaged in the second and
20 third phases of the redevelopment and revitalization
21 project of the Alexander Hamilton Development and
22 Management, a New Jersey nonprofit corporation
23 located within the City of Paterson.

24 Now, therefore, be it resolved by the
25 Board of Commissioners of the Housing Authority of

1 the City of Paterson as follows:

2 The Board of Trustees are the same for
3 each of the nine resos, and they are:

4 Rev. Douglas Maven, Eugenia Burton,
5 Irma Gorham, Brenda Berkley, Michael Campbell, Cidron
6 Madsen, Christine Miller, Michael Powell, and Peter
7 Rendina.

8 Pursuant to the bylaws of the Alexander
9 Hamilton Development & Management Corp., the
10 following officers are hereby appointed to certain
11 said capacity for each such entity.

12 The President, the Vice President, and
13 the Secretary are the same for each of the nine
14 resos.

15 Rev. Douglas Maven being President.

16 Eugenia Burton, Vice President.

17 And Irma Gorham, Secretary.

18 CHAIRPERSON McDUFFIE: Questions,
19 comments?

20 (No response.)

21 CHAIRPERSON McDUFFIE: Okay.

22 Department of Planning & Grants.

23 MS. SIFFORD: Good evening.

24 ALL: Good evening.

25 MS. SIFFORD: The Department of

1 Planning & Grants has three resolutions.

2 The first one is to approve the
3 contract award for After-School Program for Riverside
4 Terrace Development and Sojourner Douglass Homes.

5 Whereas, the Housing Authority of the
6 City of Paterson advertised for request for proposals
7 to provide an After-School Program for youth ages 5
8 to 12 residing at Riverside Terrace Development and
9 Sojourner Douglass Homes.

10 Three sets of proposals were picked up,
11 and one was returned.

12 Due to the cancellation of the
13 September Board of Commissioners' meeting and one
14 Commissioner abstaining at the October Board of
15 Commissioners' meeting, the After-School Program will
16 operate for seven months as opposed to eight months,
17 with a retroactive start date of November 1st, 2015.

18 Now, therefore, be it resolved by the
19 Board of Commissioners of the Housing Authority of
20 the City of Paterson that they hereby approve a
21 contract award to New Destiny Community Corporation
22 of Paterson, New Jersey, for the provision of an
23 After-School Program that includes academic and youth
24 enrichment activities at the Riverside Terrace
25 Development in the amount of \$19,800 for the period

1 retroactive November 1st, 2015, through June 30,
2 2016.

3 CHAIRPERSON McDUFFIE: Questions,
4 comments?

5 (No response.)

6 CHAIRPERSON McDUFFIE: Okay.

7 MS. SIFFORD: The second resolution is
8 for Rutgers School of Social Work, HOPE VI
9 evaluation, renewal for a fifth year.

10 Whereas, the Housing Authority of the
11 City of Paterson's 2010/2011 HOPE VI Application
12 required the designation of a university to evaluate
13 the performance and impact of the funded HOPE VI
14 Revitalization Plan over the life of the grant.

15 Whereas, Rutgers, The State University
16 of New Jersey, School of Social Work, has been a
17 collaborative partner with the HACP for the past ten
18 years and has an esteemed track record in research
19 and evaluation.

20 And, whereas, the HACP entered into a
21 contract with Rutgers, the State University of New
22 Jersey, School of Social Work - Institute of
23 Families, New Brunswick, New Jersey on November 16,
24 2012, at an annual cost of \$20,000 per year,
25 renewable yearly over the life of the grant to

1 perform in-depth evaluation of the 2010/2011 HOPE VI
2 Revitalization Grant.

3 And, whereas, Rutgers, The State
4 University of New Jersey, prepared the evaluation
5 plan for the HOPE VI application and was included in
6 the HACP's HOPE VI CSS Plan that was approved on
7 February 29, 2012.

8 Whereas, the evaluation plan addresses
9 the impact of HOPE VI efforts on the lives of
10 residents, the nature and extent of economic
11 development generated in the community, the effect of
12 the revitalization on the surrounding community, and
13 the success of integrating physical and community
14 supportive services as an aspect of the strategy.

15 Whereas, Rutgers, the State University
16 of New Jersey, School of Social Work - Institute of
17 Families has successfully worked with the Housing
18 Authority over the past year as HOPE VI evaluators.

19 And, now, therefore, be it resolved by
20 the Board of Commissioners of the Housing Authority
21 of the City of Paterson that they hereby approve
22 staff to renew contract for the fourth year option
23 with Rutgers, the State University of New Jersey,
24 School of Social Work - Institute of Families, in New
25 Brunswick, New Jersey, beginning on November 16,

1 2015, and ending November 15, 2016, at an annual cost
2 of \$20,000 per year, which is a continued yearly
3 renewal, to perform ongoing evaluation services as it
4 relates to the 2010/2011 HOPE VI Revitalization Grant
5 and HOPE VI CSS Plan.

6 CHAIRPERSON McDUFFIE: Questions,
7 comments?

8 (No response.)

9 CHAIRPERSON McDUFFIE: Okay.

10 MS. SIFFORD: The last resolution is
11 for Richard Jarocki, the Housing Counselor, to attend
12 the NeighborWorks training on December 7th-11th,
13 2015.

14 Whereas, on December 7-11, 2015,
15 NeighborWorks America will be offering a training
16 course in "Delivering Financial Education to Today's
17 Consumers and Building Competency for HUD's Housing
18 Counseling Certification."

19 And, whereas, this is a highly
20 interactive course, it helps clients reach their
21 financial goals and increase their financial capacity
22 by addressing issues such as cash flow, savings,
23 reducing debt, rebuilding credit and protecting their
24 assets.

25 Now, therefore, be it resolved by the

1 Board of Commissioners of the Housing Authority of
2 the City of Paterson that they hereby approve Richard
3 Jarocki, Housing Counselor, to attend NeighborWorks
4 of America training from December 6th-11th 2015, at
5 Washington, D.C., incurring expenses in the amount of
6 \$279 for per diem and applicable transportation cost.
7 Training courses and lodging will be paid by
8 NeighborWorks of America.

9 CHAIRPERSON McDUFFIE: Questions,
10 comments?

11 (No response.)

12 CHAIRPERSON McDUFFIE: Okay. Thank
13 you.

14 Department of Administration.

15 MR. JONES: Yes.

16 CHAIRPERSON McDUFFIE: Bids and
17 Contracts.

18 MR. JONES: The next resolution,
19 Commissioners, is seeking your approval to renew our
20 multi-lines insurance coverage.

21 The current policy is with HAIG, the
22 Housing Authority Insurance Group, out of Cheshire,
23 Connecticut, and that will expire December 31st,
24 2015.

25 And, whereas, HAI Group submitted the

1 following insurance renewal premium for the period
2 beginning January 1st, 2016, through January 31st,
3 2016, with an overall increase of approximately
4 2.11 percent.

5 And the breakdown shows a premium total
6 of \$210,627 for the year, which covers Commercial
7 Property & Equipment Breakdown; Terrorism Insurance
8 Coverage; Commercial Liability; Public Officials
9 Liability; Employment Practice Coverage; Mold and
10 Other Fungi or Bacterial Liability; Motor Vehicle
11 Premium.

12 Whereas, HAI Group subcontracted
13 Workers' Compensation Insurance coverage to Liberty
14 Mutual Insurance Corp., and the Workers Comp policy
15 will also expire on December 31st, 2015.

16 And Liberty Mutual has submitted a
17 renewal for the period January 1st, 2016, through
18 December 31st, 2016, for a premium of \$187,949,
19 subject to payroll audit to be conducted in the first
20 quarter of 2016, for a grand total of all multi-lines
21 renewal insurance premium of \$398,576.

22 Now, therefore, be it resolved by the
23 Board of Commissioners that they hereby authorize the
24 Executive Director to execute the required
25 documentation for renewal of the insurance coverage

1 with HAI Group in the amount of \$210,627, and
2 workers' comp with Liberty Mutual in the amount of
3 \$187,949 for the period January 1st, 2016, through
4 December 31st, 2016.

5 CHAIRPERSON McDUFFIE: Questions,
6 comments?

7 CHAIRPERSON McDUFFIE: All right.
8 Mr. Rendina.

9 COMMISSIONER RENDINA: Did we look at
10 any other insurance groups for this?

11 MR. JONES: No.

12 COMMISSIONER RENDINA: So we just gave
13 it away?

14 MR. JONES: No.

15 The insurances is one of those areas
16 for Housing Authorities, Commissioner, that is very
17 specialized.

18 COMMISSIONER RENDINA: I've been on
19 boards enough to know, I just want to know, did you
20 try to like feel anybody out? You don't have to get
21 a bid or anything, I understand that, did you
22 yourself try to feel anybody out?

23 MR. JONES: Not for this year, no.

24 COMMISSIONER RENDINA: And the reason
25 is?

1 MR. JONES: Because this is the best
2 coverage we have, based on our insurance.

3 COMMISSIONER RENDINA: I'm not
4 questioning the coverage, I'm just asking you like,
5 did you think about, you know, holding your kid on
6 your lap and you're bouncing up and down, did you
7 ever think of asking anybody else?

8 EXE. DIR. GORHAM: Can I respond to
9 that?

10 COMMISSIONER RENDINA: No, I want to --

11 MR. JONES: I have no answer.

12 COMMISSIONER RENDINA: You don't have
13 to answer, that's fine. I'm happy with that. I just
14 wanted to see, that's all.

15 EXE. DIR. GORHAM: Because there's
16 basically only two groups that are in this area in
17 insurance. We were in the other group and after our
18 assessment, treatment --

19 COMMISSIONER RENDINA: We already
20 talked about this. I agree, I'm fine, I just wanted
21 to see what he said. We talked about this already,
22 that's why I want to hear what Jones said.

23 EXE. DIR. GORHAM: Okay.

24 Next? You have another?

25 MS. HOLMES: Good evening.

1 The next resolution is for Managed
2 Print Service Agreement.

3 We purchased a printer for the purpose
4 of printing out our monthly checks from Kyocera on
5 September 29th via a PO. We also purchased an
6 additional extender input tray.

7 And, whereas, it would be cost
8 effective to have that maintenance agreement on the
9 printer, which includes all of our service calls, all
10 the toners that we would need to buy, and it would
11 include printing of up 2,000 checks per month.

12 Now, therefore, be it resolved by the
13 Board of Commissioners of the Housing Authority of
14 the City of Paterson that they hereby authorize staff
15 to enter into an agreement with Duplitron/Kyocera out
16 of Fairfield, New Jersey, for managed print services
17 at a monthly cost of \$40 per month for a term of two
18 years, retroactive back to October 1st, 2015, and
19 terminating on September 30, 2017.

20 CHAIRPERSON McDUFFIE: Questions,
21 comments?

22 (No response.)

23 CHAIRPERSON McDUFFIE: Okay.

24 MR. JONES: The next resolution,
25 Commissioners, is seeking approval for retroactive

1 approval for staff training on SEMAP Success.

2 This was conducted on November 4th by
3 the Nelrod Company, which is a one day online Section
4 8 Management Assessment Program training.

5 The resolution recites that the
6 Executive Director deemed it beneficial for staff to
7 take this training, which covered the following
8 areas:

9 Explanation of the 15 indicators, the
10 SEMAP indicators.

11 Documentation of universes, sampling
12 size, and sampling methods.

13 Effective quality control methods.

14 Documenting quality control samples and
15 results.

16 Effective corrective action plans.

17 Now, therefore, be it resolved by the
18 Board of Commissioners that they hereby authorize the
19 retroactive approval of the SEMAP online success
20 training for Leasing & Occupancy staff, Gwendolyn
21 Morrison-Long, Magali Gonzalez, Wanda Grier,
22 Syrenthia Frost, LaTisha McCord, Wanda Baugh, and
23 Willmy Lara, and Accounting staff: Dale Jones,
24 Shruti Shah, Lascelle McFarlane, and Margaret Thomas,
25 for a total cost of \$2,673.

1 CHAIRPERSON McDUFFIE: Questions,
2 comments?

3 (No response.)

4 CHAIRPERSON McDUFFIE: Okay.

5 MR. JONES: The next resolution,
6 Commissioners, is seeking your approval for the
7 adoption of the Housing Authority audit for the
8 fiscal year ending March 31st, 2015.

9 I'm going to read the resolution, and
10 then our auditor is here and he will give a
11 presentation on the overall audit.

12 The resolution recites:

13 Whereas, the Independent Auditor's
14 Report dated October 21st, 2015, for the fiscal year
15 ending March 31st, 2015, was conducted by Fallon &
16 Larsen LLP, Certified Public Accountants.

17 Whereas, the Auditor's Report on
18 Internal Controls and Report on Compliance with
19 Requirements applicable to each major program for the
20 audit year under review reveal the following
21 findings:

22 Financial Statement Section

23 1. Type of auditor's report issued -
24 Unmodified.

25 2. Internal control over financial

reporting:

a. Material Weakness identified - yes.

b. Were significant deficiencies
identified not considered to be material weakness -
No.

3. Noncompliance material to the
financial statements - Yes.

Federal Awards Section

(1) Auditee qualified as low-risk
Auditee - No.

(2) Type of Auditor's report on
compliance for major programs - Qualified.

Internal Control Section

a. Material weakness identified - Yes.

b. Were significant deficiencies
identified not considered to be material weakness -
No.

c. Any audit findings disclosed that
are required to be reported in accordance with OMB
Circular A-133 (Section .510(a)) - Yes.

Now, therefore, be it resolved by the
Board of Commissioners that they hereby adopt the
Independent Auditor's Report for the fiscal year
ending March 31st, 2015.

A copy of this report will be forwarded

1 with the resolution to HUD and to the Department of
2 Community Affairs, State of New Jersey.

3 CHAIRPERSON McDUFFIE: He's going to
4 make his presentation now?

5 MR. JONES: Yes.

6 CHAIRPERSON McDUFFIE: All right. Go
7 ahead.

8 MR. LARSEN: Just for the record, I'd
9 like the record to reflect that we did meet with the
10 Finance Committee before the meeting, it went for
11 probably about a half hour or so, and we thoroughly
12 went through the audit report.

13 Very briefly, there's three audit
14 reports that my firm has signed.

15 The first one being the Independent
16 Auditor's Report where we issued an unmodified
17 opinion on the Authority's financial statements,
18 which is the highest level of assurance that we can
19 give, and we're saying that the Authority's financial
20 statements present fairly in all material respects
21 the financial condition of the Authority which are
22 presented in the audit report.

23 The next two reports are in the back of
24 the package. We tested the Authority's internal
25 control over financial reporting, that is, we tested

1 all the processes, cash receipts, cash disbursements,
2 payroll, we tested procurement, you know, that is,
3 did you properly procure goods and services in
4 accordance with State of New Jersey rules and HUD
5 regulations and so forth. We also tested the
6 Authority's compliance with laws, regulations,
7 contracts, grant agreements. We looked at the
8 Authority's, specifically the Housing Choice Voucher
9 Program, we tested it for compliance with those laws
10 and regulations.

11 As Mr. Jones read in the resolution, we
12 did have one finding related to reinspections. And
13 although it sounded like there were more findings
14 from his resolution, that one finding crossed several
15 areas of the report, so that's why it sounded like
16 there was more than one finding. However, it was one
17 finding with the voucher program that had to do with
18 inspections and then getting those inspections or
19 reinspections done timely, and that resulted in the
20 qualified opinion on compliance.

21 As far as financial statements go, the
22 Authority's financial condition, actually we
23 maintained a relatively strong financial position and
24 I say, you know, we do \$36 million in revenues, it's
25 a very tough time to be in the public housing

1 business, you're facing reduced administrative fees,
2 pro ration in the public housing subsidy. So we've
3 done a good job doing more with less.

4 Our overall financial picture, you
5 know, weakened by about \$300,000.

6 Our short-term picture, we did increase
7 our liquidity, which is indicative that the Finance
8 Department did a good job negotiating some paybacks
9 with HUD, they did a nice job negotiating some
10 leases, they were able to get some cash upfront and
11 deferred payments. So our short-term liquidity is
12 very good, it's very strong for a Housing Authority
13 of this size and in the North Jersey region.

14 So that is good news.

15 If anybody has any questions on the
16 finding, on the finances, you can email me at your
17 convenience. I do not charge for that. This report
18 is issued to the Board. I'm hired by you to report
19 to you on the operations of the Authority, so it is
20 my duty, I will absolutely answer any question that
21 you have, shoot me an email and we will do that.

22 Any questions, I can take them now or
23 at another point.

24 CHAIRPERSON McDUFFIE: Anybody?

25 Commissioners?

1 Commissioner Rendina?

2 COMMISSIONER RENDINA: No.

3 MR. LARSEN: I just want to note for
4 the record, you have a fantastic staff here. My
5 firm, we audit about 400 Housing Authorities across
6 the country, and they are very, very complementary,
7 the people you have here. You're very lucky, they
8 are thorough, very professional. I get a lot of
9 information ahead of time at my office. We put
10 together an audit plan, we say we want you to have X,
11 Y and Z when we get here, and always it is here, and
12 it expedites the process, and I think the relatively
13 good results are indicative of that.

14 CHAIRPERSON McDUFFIE: Thank you.

15 MR. LARSEN: So thank you very, very
16 much.

17 CHAIRPERSON McDUFFIE: All right.

18 Continuing, questions on the bills?

19 MR. JONES: We have two.

20 CHAIRPERSON McDUFFIE: That's right, I
21 got you, go.

22 MR. JONES: No, these are the bills, we
23 have the September bills and the October bills.

24 CHAIRPERSON McDUFFIE: You want to do
25 the bills now? You want to do it now?

1 EXE. DIR. GORHAM: Yes.

2 CHAIRPERSON McDUFFIE: Questions on the
3 bills?

4 (No response.)

5 CHAIRPERSON McDUFFIE: We got both.

6 Any questions on October bills?

7 Anything, Mr. Rendina?

8 COMMISSIONER RENDINA: No. Good.

9 CHAIRPERSON McDUFFIE: Mr. Nation,
10 anything?

11 COMMISSIONER NATION: No.

12 CHAIRPERSON McDUFFIE: Mr. Ramirez?

13 COMMISSIONER RAMIREZ: No.

14 CHAIRPERSON McDUFFIE: Okay. Now the
15 supplement, right?

16 EXE. DIR. GORHAM: Yes, we had one
17 supplement.

18 CHAIRPERSON McDUFFIE: Personnel.

19 MS. BREVARD: This supplemental is
20 compensation for excess over 30 annual leave days and
21 up to ten accrued annual leave days.

22 Whereas, the policy of the Housing
23 Authority of the City of Paterson allows staff to
24 carry-over no more than 30 accrued annual days into
25 the new year.

1 And, whereas, some employees will have
2 accrued in excess of over 30 annual days at the end
3 of the 2015-year.

4 And, whereas, the PHA in previous years
5 allowed employees with less than 30 days to be paid
6 up to ten days of accrued annual time.

7 Now, therefore, be it resolved by the
8 Board of Commissioners of the Housing Authority of
9 the City of Paterson that those employees having
10 accrued in excess of over 30 annual days by year's
11 end be compensated for all such accrued annual days
12 over 30, and those employees with less than 30 days
13 be paid up to ten days of accrued annual time.

14 CHAIRPERSON McDUFFIE: Questions,
15 comments?

16 COMMISSIONER NATION: Budget covered?

17 MR. JONES: Yes, Commissioner, yes.

18 COMMISSIONER NATION: Okay.

19 CHAIRPERSON McDUFFIE: Okay. Can I get
20 a motion to close the Workshop?

21 COMMISSIONER RENDINA: Motion.

22 COMMISSIONER RAMIREZ: Second.

23 CHAIRPERSON McDUFFIE: Roll call.

24 (At this point in the proceeding roll
25 call is taken and the motion is passed by a vote of

1 four in favor, with Commissioners Bonds, Diaz, and
2 Vice-Chairperson Maven absent.)

3 (Whereupon, the Workshop Meeting is
4 adjourned at 5:58 p.m.)

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C E R T I F I C A T I O N

I, KIM O. FURBACHER, License No. XIO1042, a Certified Court Reporter, Registered Merit Reporter, Certified Realtime Court Reporter, and Notary Public of the State of New Jersey, hereby certify that the foregoing is a verbatim record of the testimony provided under oath before any court, referee, board, commission or other body created by statute of the State of New Jersey.

I am not related to the parties involved in this action; I have no financial interest, nor am I related to an agent of or employed by anyone with a financial interest in the outcome of this action.

This transcript complies with Regulation 13:43-5.9 of the New Jersey Administrative Code.

KIM O. FURBACHER, CRCR, CCR, RMR
License #XIO1042, and Notary Public
of New Jersey

My Commission Expires:
7/11/19