

*These minutes are not verbatim, but a condensed version of what transpired at the Lakewood Housing Authority (LHA) Board of Commissioners Regular Meeting held on **Tuesday, November 28, 2017, at 6:20 pm**, in the Community Room at the Rev. Albert Clayton Administration Building, 317 Sampson Avenue, Lakewood, NJ.*

MEETING CALLED TO ORDER

Ms. Medina called the meeting to order at 6:20 pm. Teresa Acosta announced that consistent with the Open Public Meetings Law: P.L.1975 c231, which requires that all meetings of public bodies shall be open to the public at all times, a notice of this meeting was provided to the clerk of the Township of Lakewood, the Ocean County Library, the Asbury Park Press, and the Star-Ledger on December 21, 2016 and was posted on the Authority's official designated public bulletin board at the LHA Administration Building.

ROLL CALL

On roll call, attending Commissioners were:

Miriam Medina - *Chairperson*
Gregory Stafford Smith – *Vice Chairperson*
Shabsi Ganzweig – *2nd Vice Chairperson*
Nechama Heinemann - *Commissioner*
Angela Caldwell – *Commissioner*
Denise Douglas – *Resident Commissioner*

Also attending:

Mary Jo Grauso – *Executive Director*
Terrence Corrison – *Attorney*

Absent were:

Scott Parsons – *Assistant Executive Director*
Joseph Weingarten – *Commissioner*
Ray Coles – *Township Liaison*

READING OF MINUTES

Minutes of the Regular Board Meeting of October 24, 2017 were reviewed. Motion to approve made by Mr. Ganzweig, seconded by Mr. Stafford Smith. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Minutes were approved.

BILLS AND APPROVAL OF SAME

Bills were reviewed. After discussion a motion to approve made by Mr. Stafford Smith, seconded by Ms. Heinemann. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Bills were approved.

CORRESPONDENCE – Email from HUD re: Parental Support and the Student Rule – After extensive discussion, Mr. Corrison stated that he would examine the pertinent CFR and the Higher Education Act and clarify the ramifications of each.

REPORTS OF COMMITTEES –

On behalf of the Personnel Committee, and as noted in Resolution 5204, Mr. Stafford Smith reported that he, Ms. Medina and Ms. Caldwell had met to conduct Ms. Grauso's performance evaluation for the past year. He stated that it was due to the outstanding standard she sets that the LHA is rated as a high performer annually.

EXECUTIVE DIRECTOR'S REPORT

Ms. Grauso briefed the Board about the ribbon cutting which was held at Chambers Crescent and thanked the commissioners who were able to attend. She expressed that the transformation to the site has been very successful. Ms. Grauso noted that it was the first project to close in NJ and wanted to acknowledge and give credit to Mr. Parsons for following through the lengthy process to its completion. Ms. Grauso repeated what was mentioned at the ribbon cutting, "Mr. Parsons is the brains of this housing authority, he is the future of this housing authority and he makes us all look good". Ms. Grauso also reflected on the recent accounting and audit outcomes and stated that she is very proud to be the ED for the last 16 years and thanked her staff and the Board for their hard work.

Ms. Grauso provided a final update that Venture Tank has reported that there is no contamination in the soil. No remediation is needed.

There will be a meeting with STEPS regarding the Good Neighbor Program. They were given the names of three families and they are working with them to avoid eviction and assist them getting back on track.

As of January 1st we will be at full lease up for the Section 8 program. If needed, calls to disabled families and referrals will be accepted from the Division of Child Protection and Permanency. The FUP Program should be fully leased by the end of the year. Mr. Ganzweig asked what defines a full lease up and will disabled families at the top of the list be called in next. Ms. Grauso stated that there is a total of 927 vouchers and reviewed the call in process based on requirements of other programs.

In response to the request to reach out to the LLRC, Ms. Grauso spoke with Sara Sternbach, who is the ED at the LLRC. Ms. Sternbach, along with Ms. Heinemann came to the LHA and met with the staff. She was briefed on their duties, length of employment, experience and knowledge with the LHA. The LLRC agreed that due to the complexity of program regulations the LLRC will refer any of our clients who ask specific information back to their case workers at the LHA. We will continue to work with them. It was a very good meeting and Ms. Heinemann agreed as well.

Ms. Grauso mentioned that Lakewood Plaza II reached out and they will be hosting for the third year, a luncheon to honor the LHA staff for a job well done. The Board was also advised about the LHA staff recognition luncheon.

REPORT OF ATTORNEY

Mr. Corriston indicated that he was back in court for the tenant that was evicted in September. The tenant has attempted several times to put applications into court and the judge has just recently denied his request. Mr. Corriston briefed the Board in reference to the status of the ERG grant that has been pending since the close of Chambers Crescent.

REPORT OF TOWNSHIP LIAISON – None**OLD BUSINESS - None****NEW BUSINESS**

Resolution 5204 - Executive Director's Evaluated Merit Increase for 2017 and Approved Salary Increase Effective October 1, 2017. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford Smith, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Voting no, Mr. Ganzweig. Resolution 5204 approved.

Resolution 5205 - Local Authorities – Accounting and Auditing Certification. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Heinemann. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Resolution 5205 approved.

Resolution 5206 - 2018 Lakewood Housing Authority Adopted Budget Resolution. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Resolution 5206 approved.

Resolution 5207 - Amending the Personnel Policy to Adopt an Email, Voicemail & Internet Policy. Motion to approve made by Mr. Ganzweig, seconded by Ms. Heinemann. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Resolution 5207 approved.

Email Policy Follow Up:

Meeting between LHA and LRRC Follow Up:

Mr. Ganzweig confirmed that both matters have already been discussed.

Customer Service Survey: Mr. Ganzweig suggested the Board consider retaining a company to implement a customer service survey. The Board, Ms. Grauso and Mr. Corrison briefly discussed the pros and cons of surveys and the unsuccessful results of prior HUD surveys that were in place for public housing residents. Ms. Grauso presented the Board with a folder filled with thank you and acclamations received from clients to review. Ms. Medina suggested the idea to be tabled to discuss the topic further.

MEETING OPENED TO HOUSING AUTHORITY CLIENTS - None

MEETING OPENED TO THE PUBLIC –

Janet Hendry, a resident of Lakewood, representing her daughter who currently resides in Chicago, addressed the Board. Ms. Hendry stated her daughter called the LHA numerous times to report their move and claims there were no returned calls. Ms. Grauso briefly explained the process and stated that there was no written documentation received by the tenants stating their move which is a requirement, therefore the tenants were terminated from the Section 8 program. Ms. Hendry agreed that only verbal notice was given, not written notice. Mr. Corrison advised Ms. Hendry that Ms. Grauso has offered a hearing.

COMMENTS FROM COMMISSIONERS -

Mr. Ganzweig asked for further clarification of Ms. Hendry's situation. Mr. Corrison explained that the matter has to be presented at an informal hearing.

Mr. Stafford Smith inquired as to the whereabouts of a plaque that was dedicating the cottages in LuLu Duffy's name. Ms. Grauso stated that as long as she has been with the LHA there has been no sign of a plaque for LuLu Duffy.

ADJOURNMENT

On motion by Ms. Heinemann, seconded by Mr. Ganzweig. All present voted to adjourn at approximately 7:19 pm.

I hereby certify that the above is a true copy of the Minutes of the Regular Meeting of the Board of Commissioners of the Housing Authority of the Township of Lakewood, County of Ocean, State of New Jersey, as held on Tuesday, November 28, 2017.

Mary Jo Grauso, Secretary
Executive Director