

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 Thursday, March 3rd, 2022 at 7:03 pm.

MEETING CALLED TO ORDER

Mr. Stafford-Smith called the meeting to order at 7:03 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, both adequate and electronic 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 January 24th, 2022 and was posted on the Authority's official designated public bulletin board at the LHA Administration Building and website.

ROLL CALL

On roll call, attending Commissioners were:

Gregory Stafford-Smith – *Chairperson*

Shabsi Ganzweig – *Vice Chairperson*

Angela Caldwell – *2nd Vice Chairperson (via Zoom)*

Denise Douglas – *Commissioner (via Zoom)*

Eli Rennert – *Commissioner (via Zoom)*

Also attending:

Scott Parsons – *Executive Director*

Terrence Corriston – *Attorney (via Zoom)*

Absent were:

Gizel Torres – *Commissioner*

Ray Coles – *Township Liaison*

INDEPENDENT AUDITOR'S REPORT PRESENTED BY RICHARD LARSEN

Mr. Larsen, a Partner with Novogradac & Company, LLP, briefly reported on the LHA Financial Audit, FYE December 31, 2020. He reviewed the three reports conducted and signed off by his firm:

1. The Independent Auditor's Report on LHA Financial Statements. This report addresses whether LHA financial statements present fairly in accordance with generally accepted accounting principles. The report received, once again, as in past years, an "Unmodified Opinion" which is the highest level of assurance that can be given by an auditor.
2. The Independent Auditor's Report in Accordance with Government Auditing Standards. According to Mr. Larsen, every Governmental Agency regardless of size is required to participate in this type of audit. It consists of two parts:
 - a. Internal control over Financial Reporting, which documents and tests an Agency's internal control structure over financial reporting; documenting and testing its payroll system, cash disbursements process, cash receipts process, procurement process, etc. No deficiencies or weaknesses in your system were identified; a good outcome, another highest level of assurance an auditor can give.
 - b. Compliance with contracts, grant agreements, New Jersey laws, regulations, everything from the filing of payroll taxes to following State of New Jersey procurement law. No instances of non-compliance were found. This is again the highest level of assurance we give.
3. The Independent Auditor's Report in Accordance with the Uniform Guidance and State of New Jersey OMB Circular 15-08. Uniform Guidance is Federal Law enacted by Congress. Any Government Agency that expends more than \$750,000.00 in Federal awards is required to have this audit. The Authority spends upwards of about 15

million dollars of federal awards. This type of audit requires an opinion of the Auditor regarding Agency compliance with provisions of its major Federal programs. The LHA complied in all material respects with the requirements that could have an effect on its major programs. The Housing Choice Voucher Program, which is audited every year, is a complex program to maintain compliance. The CARES Act money was also reviewed and was spent in accordance of the rules and regulations. This year we give the Housing Authority an unmodified opinion on your compliance for the Housing Choice Voucher Program.

Mr. Larsen stated that Authority is in accordance with the Administration Plan and there were no findings among the three reports; no required reporting to HUD or the State of New Jersey. In addition, he pointed out that the Authority's financials are strong and the show that the Authority has about ten months of operating reserves. He expressed that the Authority is in good financial shape.

Mr. Rennert expressed his thanks to Mr. Parsons, Ms. Acosta and the staff at the LHA for their work in order to have a very positive audit report results.

APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of February 3rd, 2022 were reviewed.

A motion was made by Mr. Rennert, seconded by Mr. Ganzweig. All commissioners present were in favor. Minutes were approved.

COMMENTS FROM HOUSING AUTHORITY RESIDENTS - None

COMMENTS FROM THE PUBLIC – None

BILLS AND APPROVAL OF SAME

Bills were reviewed. After discussion, a motion to approve was made by Mr. Rennert, seconded by Ms. Douglas. All present were in favor. Bills were approved.

CORRESPONDENCE - None

REPORTS OF THE EXECUTIVE DIRECTOR

Mr. Parsons presented the Board with his Executive Directors report including the following items:

Current leasing percentage: the HCV program was 96.8% leased up in January 2022.

Upcoming RFP's: Fee Accounting Services and Legal Services (landlord/tenant and general counsel)

Housing Choice Voucher Waiting List: The current waiting list is down to 320 households and we are in the process of calling in 50+ for briefings/vouchers to get the program back to 100%. It is likely that by the end of 2022 we will want to consider opening the waiting list, as a lottery, to accept 200+ applicants to maintain a viable waiting list of approximately a 3 to 4 year wait. After a brief discussion a motion was made by Mr. Ganzweig, seconded by Ms. Caldwell to temporarily waive the one-year lease in place rule for one year as long as it is contractually available to the tenant. The Board will re-evaluate this waiver after six months. Details of the revisions will be provided in the resolution.

Mr. Parsons and Mr. Stafford-Smith briefly updated the Board regarding a recent meeting at Senator Singer's office to discuss the LHA's proposal regarding the allowable uses of LHA dedicated funds within the Affordable Housing Trust Fund Spending Plan. Revisions to the plan without involvement of the LHA shows that there is now more funding allocated to the LHA, however the wording states administrators can move the funding to see better fit if necessary. The Board suggests a letter should be written to the Mayor, the Township and the judge that due to

the recent changes of the plan, the clients of the LHA are being short changed. Mr. Ganzweig made a motion to request the Township Liaison, Mayor Coles to come to the next LHA Board Meeting. The motion was seconded by Mr. Stafford-Smith. All commissioners present were in favor.

REPORT OF COMMITTEES

The Personnel Committee had previously had discussions with Mr. Parsons regarding the terms and structure of his employment contract. A motion to extend the Executive Directors contract to a two-year term was made by Mr. Ganzweig and seconded by Ms. Caldwell. All present were in favor. Details of the revisions will be provided in the resolution.

LHA BUDGET REPORT

The budget report through December 31st, 2021 was provided and briefly discussed.

REPORT OF ATTORNEY

Mr. Corrison stated that the courts in Ocean County were back up and handling cases via Zoom. The cases that are currently being worked on have been holdover cases.

REPORT OF TOWNSHIP LIAISON – None

UNFINISHED BUSINESS - None

NEW BUSINESS - The following new business came before the Board:

a. Resolutions:

Resolution 5305: Amending the LHA First-Time Homeownership Program Policy

Motion made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas, Mr. Rennert was absent for the vote. Resolution 5305 was approved.

Resolution 5306: Hiring Independent Public Accountant for Audit ending 12/31/2021.

Motion made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas, Mr. Rennert was absent for the vote. Resolution 5306 was approved.

Resolution 5307: Accounting and Auditing Certification – Group Affidavit.

Motion made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas, Mr. Rennert was absent for the vote. Resolution 5307 was approved.

Resolution 5308: Extending Executive Director Employment Agreement

Motion made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas, Mr. Rennert was absent for the vote. Resolution 5308 was approved.

Resolution 5309: Temporary Administrative Plan Waiver/Modification

Motion made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas, Mr. Rennert was absent for the vote. Resolution 5309 was approved.

b. **Additions:** None

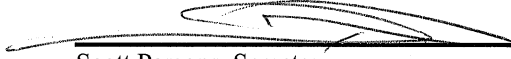
ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

COMMENTS FROM COMMISSIONERS - None

ADJOURNMENT

Motion to adjourn was made by Mr. Ganzweig, seconded by Ms. Caldwell. All present voted to adjourn at approximately 8:00 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 Thursday, March 3rd, 2022.



Scott Parsons, Secretary
Executive Director