

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD SEPTEMBER 15, 2014.

The Session convened at 5:00 PM with the following persons present:

Carl Jennings, Chairman
Donald Covin, Vice-Chairman
Michael Winnick, Commissioner
Carmen Rivera, Commissioner
Yvonne Russell-Mann, Commissioner
Dorthia Johnson, Commissioner

Absent: Andres Mejer, Commissioner

Also present: Tyrone Garrett, JD Executive Director/Secretary
Kevin Kennedy, Esq., Legal Counsel

Legal Counsel, Kevin Kennedy read the required notice and Legal Counsel declare this Board of Commissioners Meeting of September 15, 2014 to be a Lawful Meeting.

NOTICE: In accordance with the Local Public Meeting Act of 1975 and as amended, advanced notice of the meeting including the Agenda was sent to the local newspapers, delivered to the City Clerk's Office, posted at the Long Branch Housing Authority Web Site, and posted at all Long Branch Housing Authority offices at least (48) hours prior to the convening the meeting.

The Chairman led the Salute to the Flag.

The Chairman announced that all cell phones be turned off or put on vibrate for the meeting.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 18, 2014.

The Secretary asked if there were any corrections, changes, or comments to the minutes.

None noted.

Vice-Chairman Covin made a motion to accept and approve the minutes of August 18, 2014 as presented, seconded by Commissioner Johnson.

Roll Call Vote Taken:

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.

Absent, Commissioner Mejer.
Abstention, None.

Minutes Approved.

RESOLUTION 09-01-2014 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF SEPTEMBER 2014 INCLUDING SECTION 8 EXPENDITURES.

Commissioner Russell-Mann stated that she has reviewed the List of Bills and approves them for payment. Commissioner Russell-Mann made a motion to accept and approve the List of Bills as presented in the amount of \$1,316,174.32, seconded by Vice-Chairman Covin.

Roll Call Vote Taken:

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Mejer.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

Motion Carried:

RESOLUTION 09-02-2014 – RESOLUTION AUTHORIZING THE PURCHASE OF DELL COMPUTERS AND EQUIPMENT UNDER NEW JERSEY STATE COOPERATIVE PURCHASING AGREEMENT.

The Secretary stated that this is a State Contract so there is no need to go out to bid. Dell is compatible with our system as Apple is not. The State is also using the Dell Computers therefore making transmissions to our HUD Field Office and to DCA accessible.

Vice-Chairman Covin made a motion to accept and approve Resolution 09-02-2014 as presented, seconded by Commissioner Rivera.

Roll Call Vote Taken:

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Mejer.
Abstention, None

Motion Carried.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 09-03-2014 – RESOLUTION AUTHORIZING OFFICIAL TRAVEL BY LBHA STAFF, COMMISSIONERS, AND EXECUTIVE DIRECTOR TO ATTEND DESIGNATED TRAINING WORKSHOPS AND CONFERENCE.

Commissioner Winnick asked that a not to exceed amount be placed in the Resolution.

The Secretary stated that there is a budgeted amount. He went on to further state that HAIG, VICA and NACD are reimbursable conferences. LBHA has no cost when attending these conferences.

Commissioner Rivera made a motion to accept and approve Resolution 09-03-2014 as presented, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.

Opposed, None.

Absent, Commissioner Mejer.

Abstention, None.

Motion Carried.

Public Comment was called for on this Resolution and this Resolution only, with one response.

Joseph Turpin, 15 Hobart Manor. Mr. Turpin inquired as to who determines resident travel.

The Secretary stated that the Tenant Association determines the travel and the per-diem for their respective developments. He also stated that the Tenant Associations are given \$25.00 per unit for their development to spend as they wish for travel, per-diem, and residents' holiday events, etc. The Executive Director cannot interfere with the Resident Tenant Associations as long as they are using the funds for resident functions and resident travel.

YEAR END REVIEW AND PRESENTATION FOR JULY 2013 – JUNE 2014.

The Year End Review and Presentation was given by Mr. Garrett stating that LBHA is imperfect yet striving for excellence.

Mr. Garrett's presentation gave an overview of the Administration, Property Management, Housing Choice Voucher Program, Finance, Maintenance, Social Services, Procurement and Redevelopment, and LBHA Assessment.

Mr. Garrett stated that the Mission of the Executive Director is to compose policies for approval of the Board of Commissioners; put in place procedures to implement the organizational policies and goals. The Executive Director will be responsible for the successful leadership and management of the Agency; along with the ability to balance the management of a complex business while providing financial oversight to develop the Agency into the futures. He will oversee the planning, implementation and evaluation of the organizations programs and services by ensuring the programs and services offered by the Agency contribute to the organization's mission and reflect the proprieties of LBHA. Lastly, ensuring all actions conform to HUD's regulations.

Strategic Priorities:

- Resident satisfaction by way of promotion an environment of responsiveness and commitment to superior client services.
- Remain a High Performing Agency; ensuring standards, in accordance with HUD Regulations, are meet in Public Housing Agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals.
- Build an ideology to support a "Business Oriented Atmosphere" by means of:
 - Effectively communicating the Agency's Vision to the team.
 - Implement plans to create a competitive lead.
 - Bridge relationships between residents, community and Agency
 - Collaborate with the team in setting high performance standards.
 - Train team for excellence (training is the hallmark of great companies)
 - Encourage a "Winning" attitude in business; people believe in winners.

Property Management goals:

- To obtain a rate of 0% Vacancy and 100% Rent Collection.
- Proactively limit and control TAR Write-Off.
- Reduce maintenance charges applied back to the Agency.
- Emphasis on keener attention to paid to detail to ensure less costly errors.
- Timely completion of tasks; meeting deadlines/deliverables.
- Tax Credit Certification for all Management staff.
- Well-timed focus on resident housekeeping issues.
- Adapt eviction protocol in effect to expedite court proceedings and minimize losses.

Housing Choice Voucher Program Goals:

- Open the Housing Choice Voucher Program Waiting List utilizing online applications.

- Landlord lecture to be held locally; encompasses LBHA to promote the HCV program along with a question and answer period.
- Offer a home ownership seminar for tenants interested in purchasing their own home.
- Collect tenant emails as a means of establishing informational “email blasts” regarding Agency communications and community social service programs/events.
- Offer tenant workshops to provide guidance on how to correctly report income and child care/medical expenses, housekeeping, housing quality standard inspections (HQS), landlord/tenant responsibility for repairing HQS deficiencies and lease renewal.

Maintenance Goals and Efforts:

- Design a new preventive maintenance plan to reduce the cost of routine work.
- Create a plan to effectively tackle problematic housing areas.
- Train staff to assess and recognize areas of importance throughout sites.
- Hold weekly meetings with key staff members to promote a better understanding of maintenance issues.
- Paint the lobby and stairwells of Kennedy Towers.
- Cosmetic upgrade to the Administration Building.
- Continued efforts by LBHA Maintenance Department to work with Asbury Park Housing Authority and the newly attained management contract with the Red Bank Housing Authority.
- Increased workload due to oversight of 65 new units at Gregory School Apartments.

Social Services – Senior Services – Youth Services – LBHA Sponsored Events:

- Senior Aerobic.
- Grandparents Support Group.
- Senior Connect Christmas Wish List Program.
- VNA Monthly Blood Pressure Screenings.
- Basic Computer Skills courses.
- Fitness Boot Camp & ZUMBA.
- Giving Grannies Food Drive.
- Love to Learn Homework Club – After school Program.
- Get on the Bus College Tour.
- Toys for Tots Holiday Toy Drive.
- Back to School Book Bag/School Supply Drive.
- Chess Club.
- Summer Youth Program.
- Mothers Day Brunch.
- Annual Mothers/Fathers Day Dances.

- Forever Young Fathers Day Event.
- Team Evolve Scholarship Awards and Fundraiser.
- Stars of Hope Project.
- Monmouth Medical Employee Wellness Program.

Future Goals for Social Services:

- Implement programs for residents of Woodrow Wilson Commons.
- In collaboration with Covenant House, hold an Open House at the Bucky James Community Center (ABJCC), showcasing programs and resources offered.
- Acquire a lesser for the now vacant infant daycare center.
- Create a Black Pilots of America Flight simulator program focusing on aviation, science, technology, and engineering.
- Coordinate youth swim lessons with the Red Bank YMCA.
- Host a Community carnival.
- Establish a “Movie Night” hosted on the Great Lawn at ABJCC.
- Create a “Work from Home” information program.
- Set up an Unheard Voices Internship Program.

Modernization Goals:

- Complete Project: Kennedy Tower roof and fencing project 100% complete.
- Upcoming Projects: Concrete Sidewalks, Curb Replacement, and Asphalt Seal Stripping throughout sites.
- Asphalt Seal Stripping for parking lots.
- Computer upgrades: replace antiquated desktop computers and technologies throughout the offices.
- Emergency generator for Hobart Manor.

Mergers and Acquisitions Goals:

- Procured Management Agreement with Red Bank Housing Authority, effective January 1, 2014 – Contract \$60K.
- Retained Management Agreement with Asbury Park Housing Authority – Contract \$405K.
- Monmouth Medical Pavilion, 160 Units, Project \$25 Million.
- Kennedy Towers II, 60 Units, Project \$5.5 Million.

Long Branch Redevelopment:

- Woodrow Wilson Commons I/II – Complete and leased up.
- Woodrow Wilson III: - Lease up begins October 2014 – Site Playground Projected construction completion; end of October 2014.
- Gregory School Apartments I – Complete and leased up.

- Gregory School Apartments II – Construction complete by end of 2014.
- Telecom Service Upgraded.
- Desktop deployment for entire Agency.
- Upgrade IT infrastructure.

Maestro Community Development Corporation:

- Maestro Community Development Corporation earned in Year 2014 \$1.4 Million in redevelopment deals.

LBHA Concerns:

Property Management:

- Ability to find income qualified applicants for 60% Units at Woodrow Wilson Commons and Gregory School Apartments.
- Growing Bed Bugs problem at the sites.
- Client services complaints (residents and applicants) which include receiving and returning calls timely, home visits and lease reviews.

Finance:

- Operating Deficit.
- Increasing Health Insurance Cost.
- Decreasing HUD Subsidy.
- Increasing Soft Costs in Non-Core Operating Expenses.
- Vacancy Loss and Collection Loss in Tax Credit Projects.

Housing Choice Voucher Program:

- An increase in housekeeping issues – (Housing Quality Standards (HQS) client related issues).
- Fraud matters -1. Clients reporting income incorrectly or not at all 2. Additional people, unauthorized by LBHA or Landlords, living in HCV Units.
- Tenants not attending scheduled appointments for Annuals and Inspections (affecting late renewals and/or inspections).
- Software update: HCV Inspector should be able to remote in to complete her inspections; and up-to-date working tablet with PHA-WEB upgrades is required.

Mr. Garrett gave a self Assessment at this time and has graded the LBHA as a B-. He went on to further state **WE MUST:**

- We must be reliable, honest, apply proper judgment and maintain confidentiality regarding Agency matters.

- We must prevent senseless mistakes and ask questions to comprehend: the only Stupid Question is the “One you don’t ask.”
- We must provide solutions when obstacles present itself.
- We must think beyond the 1st. step to accomplish the job or task.
- We must not leave matters “open-ended”; closing the task out is vital.
- We must adhere to Agency procedures and protocol.
- We must attend scheduled meetings especially pertaining to daily operations and budget/finance.
- As WE grow TEAM levels be sustained to assure work flow – during peak work times such as lease-ups the Agency cannot be short staffed; everyone is needed at times of increased work in order to meet contractual deliverables or regulatory obligations.
- We will not engage in conflict with coworkers, clients, residents or guests;
BUSINESS ONLY AT ALL TIMES.
- We are expected to give 110% job performance; anything less is unacceptable.
- Senior Leadership must foresee problems and take preventable measures to avoid losses; get the easy right so that the difficult can be challenged and conquered.
- Senior Leadership must identify staff that are not “pulling their weight” or not giving 110% job performance through write ups and evaluations – Three step process to eliminate burden staff:
 1. Write-ups/Documentation
 2. Evaluations
 3. Employment Termination
- Senior Leadership’s Action plans must reflect and address areas of deficiencies; end result minimization or better yet the elimination of costly deficits.

Presentation concluded at this time with Mr. Garrett stating that he gives LBHA three (3) months (90) days to get back on track.

COMMISSIONERS COMMENTS AND CONCERNS:

Chairman Jennings recognized Commissioner Winnick on receiving an award from the Jewish War Veterans of the U.S.A. Commissioner Winnick received the Murray Rosen award for his work on behalf of veterans and Jews which exemplifies the ideals of the JWV.

Applause given.

Commissioner Winnick stated that it was nice to receive this award and to be recognized. Thank you for the recognition. Commissioner Winnick also stated that the report was excellent.

Vice-Chairman Covin stated the report was excellent and LBHA is moving in the right direction. It spelled out what everyone needs to do. He commended the staff and Executive Director on an excellent report.

Commissioner Russell-Mann stated the report was excellent and stated we are doing what needs to be done and where we are supposed to be at the present time.

Commissioner Rivera state that we need to work towards an A.

Commissioner Johnson stated that the Maintenance Department is doing a great job and told Mr. Garrett to leave the Maintenance Department alone.

Chairman Jennings stated he too would like to comment the Executive Director and staff on an excellent job. He also stated that the Commissioners are always informed of information and we as Commissioners should step up are game and to assist in what has to be done.

PUBLIC PARTICIPATION:

Vice-Chairman Covin made a motion to enter into Public Participation, seconded by Commissioner Winnick.

Roll Call Vote Taken:

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.

Opposed, None.

Absent, Commissioner Mejer.

Abstention, None.

Public Participation now opened.

Chairman Jennings announced that the meeting is open for Public Participation. Anyone that would like to present a matter to the Board of Commissioners, please stand, state your name and limit your comment to three (3) minutes.

Joseph Turpin, resident 15 Hobart Manor just wants to say that Mr. Garrett needs to be commended and congratulated him, "He is doing one Hell of a Job."

Mr. Garrett thanked him.

Katherine Darby, 465 Sairs Avenue. Mrs. Darby stated that she was very proud that LBHA is moving up the ladder and asked that we do not forget LBHA Seniors. She also stated that the seniors were disappointed that they did not have a picnic and would like to do one on their own next year. She also inquired about benches by front door of Gregory Complex.

Mr. Garrett thanked Mrs. Darby for her kind words and stated that he would not forget LBHA Seniors. He also stated that the seniors can have their own picnic and can use their unit funds for the event. He went on to further state there is a bench by the front door in the Gregory School.

There being no further matters of discussion for this Public Participation, Commissioner Winnick made a motion to close Public Participation, seconded by Vice-Chairman Covin.

Roll Call Vote Taken:

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.

Opposed, None.

Absent, Commissioner Mejer.

Abstention, None.

Public Participation Closed.

EXECUTIVE SESSION:

There are no matters for Executive Session for this Board of Commissioners Meeting of September 15, 2014.

ADJOURNMENT:

There being no further matters of discussion for this Board of Commissioners Meeting of September 15, 2014, Commissioner Winnick made a motion to adjourn the meeting, seconded by Vice-Chairman Covin.

Roll Call Vote Taken:

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.

Opposed, None.

Absent, Commissioner Mejer.

Abstention, None.

Motion Carried.

Meeting Adjourned.

Tyrone Garrett, Secretary

Date

10/20/14

RESOLUTION #	10-01-2014
DATE	10-20-2014
ITEM #	#2

**APPROVAL OF THE LONG BRANCH HOUSING
AUTHORITY LIST OF BILLS**

WHEREAS, the Commissioners of the Housing Authority of the City of Long Branch convened in a Regular Meeting on October 20, 2014, and

WHEREAS, said Commissioners accept and approve payment of the bills for the month of October 2014 the amounts are as follows:

1.	Regular List of Bills	\$	375,161.15
2.	Payroll	\$	311,413.57
3.	Additional Matters	\$	-0-
4.	HMFA Bonds	\$	-0-
5.	Maestro	\$	1,487.80
6.	Hope VI	\$	-0-
7.	Wire Transfers	\$	-0-
8.	Housing Vouchers/F.S.S.	\$	780,527.00
9.	F.S.S. Escrow	\$	-0-
10.	Shore Point	\$	-0-

TOTAL FOR THE MONTH OF OCTOBER, 2014 \$ 1,468,589.52

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Long Branch that they accept and approve the amounts stated above for the month of October, 2014 List of Bills.

ADOPTED:


SECRETARY


DATE


CARL JENNINGS, CHAIRMAN


DONALD COVIN, VICE-CHAIRMAN


MICHAEL WINNICK, COMMISSIONER


CARMEN RIVERA, COMMISSIONER


YVONNE RUSSELL-MANN COMMISSIONER


DORTHIA JOHNSON, COMMISSIONER


ANDRES MEJER, COMMISSIONER

RESOLUTION #	10-02-2014
DATE	10-20-2014
ITEM #	#3

RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO EXTEND A CONTRACT WITH GORCEY PLUMBING AND HEATING, INC., FOR "ON CALL" PLUMBING REPAIR ON "AS NEEDED BASIS," ALL DEVELOPMENTS FOR ONE YEAR THROUGH NOVEMBER 30, 2015 SUBJECT TO LEGAL COUNSEL OPINION.

WHEREAS, the Long Branch Housing Authority previously issued bid specifications for the purpose for soliciting bids associated with Plumbing Repair on an "as needed basis" for all of the developments for the year December 1, 2013 through November 30, 2014; and

WHEREAS, the said bid specifications authorized the Long Branch Housing Authority to issue a one year contract with an option to renew the said contract for a second year; and

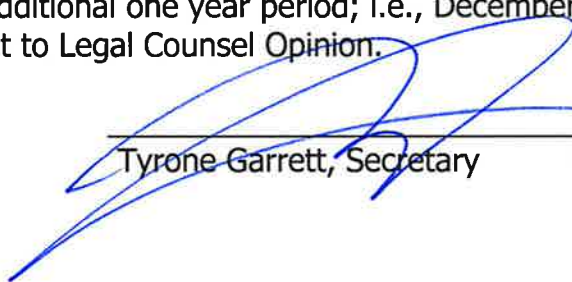
WHEREAS, the LBHA has previously contracted Gorcey Plumbing and Heating Inc., 36 Second Avenue, Long Branch, NJ 07740 for the purpose of Plumbing Repair on an "as needed basis" for all of the developments; and

WHEREAS, the said contract is scheduled to expire on or about November 30, 2014; and


WHEREAS, the Housing Authority believes it is in the best interests of the PHA to renew the said contract for an additional one year; and

WHEREAS, funds are available and have been certified by the Finance Department.


NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the LBHA is hereby authorized to extend its contract with Gorcey Plumbing and Heating Inc., 36 Second Avenue, Long Branch, NJ 07740 in the amount not to exceed \$30,000.00 for an additional one year period; i.e., December 1, 2014 to November 30, 2015, Subject to Legal Counsel Opinion.




 Tyrone Garrett, Secretary 10/20/14 Date



 Carl Jennings, Chairman



 Donald Covin, Vice-Chairman



 Michael Winnick, Commissioner

RESOLUTION #	10-03-2014
DATE	10-20-2014
ITEM #	#4

RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO EXTEND A CONTRACT WITH GORCEY PLUMBING AND HEATING, INC., FOR "ON CALL" BOILER REPAIR ON "AS NEEDED BASIS," ALL DEVELOPMENTS FOR ONE YEAR THROUGH NOVEMBER 30, 2015, SUBJECT TO LEGAL COUNSEL OPINION.

WHEREAS, the Long Branch Housing Authority previously issued bid specifications for the purpose for soliciting bids associated with Boiler Repair on an "as needed basis" for all of the developments for the year December 1, 2013 through November 30, 2014; and

WHEREAS, the said bid specifications authorized the Long Branch Housing Authority to issue a one year contract with an option to renew the said contract for a second year; and

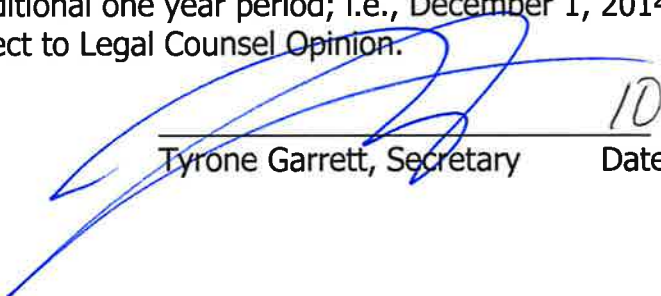
WHEREAS, the LBHA has previously contracted with Gorcery Plumbing and Heating Inc., 36 Second Avenue, Long Branch, NJ 07740 for the purpose of Boiler Repair on an "as needed basis" for all of the developments; and


WHEREAS, the said contract is scheduled to expire on or about November 30, 2014; and


WHEREAS, the Housing Authority believes it is in the best interests of the PHA to renew the said contract for an additional one year period; and


WHEREAS, funds are available and have been certified by the Finance Department.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the LBHA is hereby authorized to extend its contract with Gorcery Plumbing and Heating Inc., 36 Second Avenue, Long Branch, NJ 07740 in the amount not to exceed \$25,000 for an additional one year period; i.e., December 1, 2014 to November 30, 2015, Subject to Legal Counsel Opinion.


 Tyrone Garrett, Secretary 10/20/14
 Date


 Carl Jennings, Chairman


 Donald Covin, Vice-Chairman


 Michael Winnick, Commissioner

RESOLUTION #	10-04-2014
DATE	10-20-2014
ITEM #	#5

RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO EXTEND A CONTRACT WITH FARMHOUSE ELECTRIC FOR EMERGENCY ELECTRICAL REPAIR ON "AS NEEDED BASIS," ALL DEVELOPMENTS FOR ONE YEAR THROUGH NOVEMBER 30, 2015, SUBJECT TO LEGAL COUNSEL OPINION.

WHEREAS, the Long Branch Housing Authority previously issued bid specifications for the purpose for soliciting bids associated with Emergency Electrical Repair on an "as needed basis" for all of the developments for the year December 1, 2013 through November 30, 2014; and

WHEREAS, the said bid specifications authorized the Long Branch Housing Authority to issue a one year contract with an option to renew the said contract for a second year; and

WHEREAS, the LBHA has previously contracted with Farmhouse Electric, 755 Sycamore Avenue, Red Bank, NJ 07701 for the purpose Emergency Electrical Repair on an "as needed basis" for all of the developments; and

WHEREAS, the said contract is scheduled to expire on or about November 30, 2014 and

WHEREAS, the Housing Authority believes it is in the best interests of the PHA to renew the said contract for an additional one year period; and

WHEREAS, funds are available and have been certified by the Finance Department.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the LBHA is hereby authorized to extend its contract with Farmhouse Electric, 755 Sycamore Avenue, Red Bank, NJ 07701 in the amount not to exceed \$18,000 For an additional one year period; i.e., December 1, 2014 to November 30, 2015, Subject to Legal Counsel Opinion.



Tyrone Garrett, Secretary

10/20/14

Date



Carl Jennings, Chairman



Donald Covin, Vice-Chairman



Michael Winnick, Commissioner