

Minutes of the May 23, 2018 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 5:08 PM by Chairman Aspinwall at the offices of the Englewood Housing Authority, 111 West Street, Englewood, NJ 07631. The Executive Director complied with the Open Public Meetings Act and stated that adequate notice of this meeting was provided in the following manner: on January 8, 2018 a notice of the date, time and place of this meeting was sent to the Bergen Record and Star Ledger newspapers and a copy was sent to the City Clerk and also posted on the City's officially designated bulletin board.

Roll call:

Chairman Aspinwall	Present
Vice Chairwoman Jones	Present
Commissioner Correa	Present
Commissioner Moche	Present
Commissioner Gurfein	Present
Commissioner Aguila	Present
Domingo Senande, Executive Director	Present
William Katchen, CPA	Absent
Terrence Corriston, Esq.	Present

Minutes

Mr. Carlos Aguila was sworn in as a Commissioner of the Englewood Housing Authority by EHA's General Counsel, Terrence Corriston.

Minutes

A motion was made by Commissioner Aguila and seconded by Commissioner Gurfein to approve the minutes of the March 26, 2018 Board Meeting. The motion carried with all in favor.

Report of the Executive Director

In partnership with the Center for Food Action (CFA), EHA held a free farmer's market for the residents of our properties. On May 9th, in the Tibbs parking lot, 94 families accounting for 139 individuals received free fresh produce including mangos, cabbage, onions, etc. along with juice. The event was a great success! We will hold additional free farmer's markets once a month through October.

In addition to the free farmer's market, we are registering extremely low-income residents of Tibbs to receive a box of non-perishable food items on a regular basis. The box of food weighs over 40 pounds. EHA has already registered 30 seniors (EHA can register up to 50 residents).

In collaboration with the Englewood Public School District, during the summer, the community room at Westmoor Gardens will be staffed once a week with an Englewood teacher to provide assistance to students in the neighborhood with their summer school projects. The details have not yet been finalized.

The Housing Choice Voucher (Section 8) program received a score of 100% on SEMAP for 2017 thereby again earning HUD's High Performer designation.

In surveying all the residents of Tibbs regarding their smoking habits, approximately 18 residents stated they smoked in their apartments. 15 of the 18 residents provided their names on the survey. EHA extended an invitation to the 15 named-residents that smoke to meet with the Executive Director to discuss converting the building to smoke-free. 9 of the 15 residents attended the meeting. As a next step in the process, the Executive Director will meet with those tenants that could not make the meeting to get their feedback. In addition, from the first meeting, it was clear that several tenants wanted to quit smoking. EHA is therefore researching smoking cessation counseling that can be offered at Tibbs.

Continuous training is vital in order to keep our skills and knowledge fresh. As such, the entire Housing Choice Voucher (HCV) staff and our receptionist will be attending a 3-day training in Hackensack. The training is entitled HCV Specialist Course and Certification. A similar training was provided to staff approximately two years ago. The cost of the course is \$475 per individual.

NJ NAHRO had their annual conference in Atlantic City from May 19th-23rd. In addition to the Executive Director, EHA's maintenance supervisor and voucher supervisor also attended. Of note, the Executive Director has recently been appointed to the Board of Trustee's of NJ NAHRO. The Board meets at least monthly to discuss issues impacting public housing authorities in NJ.

EHA will be installing a security system at headquarters through ADT. The entire office will be alarmed and security cameras will be installed at all three entrances.

Hymanson, Parnes and Giampaolo, CPA will begin their audit for all our programs on June 11, 2018.

Regarding vacancies, one Tibbs' tenant has moved to a nursing home. An existing Tibbs tenant will be transferred to that vacant unit. A family has already been selected to move into the vacancy that is being created. All units should be filled by the first week of June. At Foti, we are still gathering quotes to rehab the vacant apartments.

Resolutions

A motion was made by Chairman Aspinwall and seconded by Commissioner Correa to authorize summer hours for staff, Summer hours allows staff to work the same number of total hours but in a condensed workweek. The motion carried with all in favor.

A motion was made by Chairman Aspinwall and seconded by Commissioner Correa to approve the bills and claims for the months of April and May. The motion carried with all in favor.

Adjournment

A motion was made by Commissioner Jones and seconded by Commissioner Aguila to adjourn the meeting at 5:40 PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande
Executive Director