

Resolution # 13 -2014

Authorizing the Executive Director to Submit a Revised Action Plan
For the Salem Housing Authority to HUD

WHEREAS, THE Salem Housing Authority, a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey has been labeled a troubled agency by HUD;

AND WHEREAS, HUD has mandated that the Salem Housing Authority submit a Revised Action Plan;


AND WHEREAS, the Salem Housing Authority seeks to comply with HUD regulations;

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of the Salem Housing Authority that the Executive Director is authorized to submit the attached report on their behalf.

June Moore




Rev. Dr. Holland Fields



John Thomas



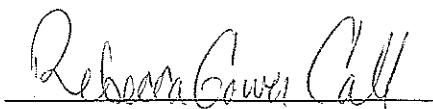
Rev. Dr. Elmer Brown



Cathy Lanard



Veronica Santos



Rebecca Gower Call

CITY OF SALEM HOUSING AUTHORITY
RESOLUTION 2014- 14
Resolution Authorizing Executive Session

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12b permits a public body to go into a closed session during a public meeting to discuss certain matters as follows:

(1) *Matters Required by law to be confidential:* Any matter which by express provision of the Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

(2) Any matter in which the release of information would impair the right to receive federal funding.

(3) *Matters involving individual privacy:* Any matter, the disclosure of which constitutes an unwarranted invasion of individual privacy such as records, data, reports, recommendations or other personal material of any education, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including, but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned .

(4) *Matters pertaining to a collective bargaining agreement:* Any matter involving a collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

(5) *Matters relating to the purchase, lease acquisition of real property or investment of public funds:* Any matter involving the lease, purchase or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

(6) *Matters of public protection:* Any tactic and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection.

(7) *Matters relating to litigation, negotiations and attorney-client privilege:* Any matter of pending or anticipated litigation or contract negotiation other than in (4) above in which the Borough is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required for the attorney to exercise ethical duties as a lawyer.

(8) *Matters relating to the employment relationship:* Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of , promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all of the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public.

(9) *Deliberations after public hearing.* Deliberations by the Borough occurring after a public hearing that may result in a civil penalty or the suspension or loss of a license or permit of a responding party; and

Salem Housing Authority
Action Plan

Item Number	Recovery Plan Area Components	Desired Outcome	Statutory Measurement		Target Completion Date	Actual Completion Date	Action Plans	
			Baseline PHAS Score as of 8/20/12	Required PHAS Score				
AREA: Management								
M001	Occupancy	Sustained occupancy greater than 96%	0 out of 16 points	Goal is 96% which yields a score of 12 points	11/30/15		<ul style="list-style-type: none"> Re-align maintenance priorities Provide management and maintenance oversight and training with MHA regional and executive teams 	The SHA ac 2012, but th fluctuating. maintainanc of the issue the units di more of a p much longe conditions. rehabilitati
M002	Tenant Accounts Receivable	Increased cash flow and financial scores	0 out of 5 points	Goal is TAR ratio of 2.5% which yields a score of 2 points	12/31/15		<ul style="list-style-type: none"> Increase speed of late notice processing Increase speed of getting delinquent tenants into court Continue Zero Tolerance policy. 	
M003	Neighborhood Environment Adjustments	Determine why SHA did not receive the additional point	0 out of 1	Goal is 1	6/30/14		<ul style="list-style-type: none"> Review point award guidelines and compare to SHA's situation 	
Area: Finance								
	Months Expendable Net Asset Ratio (MENAR)	Reduced operating costs.	0 out of 1	Goal is a MENAR of 1 which would yield a score of 6.6 points.	12/31/15		<ul style="list-style-type: none"> Strict purchasing protocol Maintain lean staffing levels Continue focus on rent collections Continued streamlining of admin. and operations through shared services 	Reduced p: expenses fr executive d annually to Operating e

Salem Housing Authority
Action Plan

Item Number	Recovery Plan Area Components	Desired Outcome	Statutory Measurement		Target Completion Date	Actual Completion Date	Action Plans	
			Baseline Data and PHAS Score as of 8/20/12	Required PHAS Score				
AREA: Governance								
G001	Desired Number of Board Members	7 - 6 appointed by the mayor and 1 appointed by the Governor	N/A	N/A	12/31/14		The SHA will continue working with the City of Salem to secure the additional mayoral appointments.	The SHA cu commissioner the mayor : more will b
G002	Monthly reporting to the board summarizing financial performance	Providing the board with the financial information needed to evaluate whether the SHA is meeting its goals and whether it's financially sound.	N/A	N/A	N/A	1/24/13 for financial and leasing reports	Already completed	The board r income stal accounts pe reports on :
G003	Board Training and course work	Solid understanding of PHA programs, structure, rules and regulations	N/A	N/A	<ul style="list-style-type: none"> 12/31/15 for State courses 12/31/14 for the REAC modules 		<ul style="list-style-type: none"> Commissioner courses required by the State of NJ - REAC online modules 	Four board completed courses. Th appointed i within the : frame.
G004	Monthly reporting of PHAS scoring	Ability to confirm how the SHA is performing by HUD standards	PHAS score of 59	61 or above	N/A	9/27/13	Already completed	Projected P now includ packet.

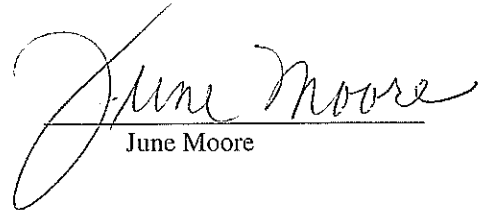
Resolution # 15 - 2014

Approving the Payment of Bills
For the Salem Housing Authority

WHEREAS, THE Salem Housing Authority, a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey has incurred bills for the months of **February 2014**;

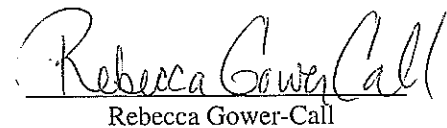
AND WHEREAS, the housing authority Commissioners have reviewed the attached list of charges;

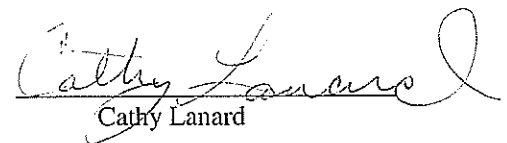
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SALEM HOUSING AUTHORITY THAT the attached bills are approved for payment and the Executive Director along with the designated Board members are authorized to sign the appropriate checks.

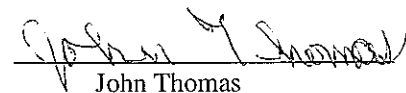

June Moore

Rev. Dr. Holland Fields

Veronica Wright-Santos


Rebecca Gower-Call


Cathy Lanard


John Thomas

Date:

WHEREAS, the City of Salem Housing Authority has determined that it is necessary to go into a closed session to discuss certain matters relating to the items as permitted by N.J.S.A. 10:4-12b

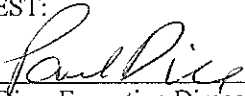
NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Salem Housing Authority that the Authority will go into closed session to discuss the following, in accordance with the aforesaid provisions of the Open Public Meetings Act, after which it will reconvene in the public:

1. Personnel- Discussion of employment issues regarding Francine Dickerson pursuant to N.J.S.A. 10:4-12b(8).
2. Anticipated Litigation/Attorney Client- Discussion of Tort Claims Notice filed on behalf of Francine Dickerson pursuant to N.J.S.A. 10:4-12b(7).

BE IT FURTHER RESOLVED, that the minutes of the closed session will be made available to the public when the need for privacy no longer exists.

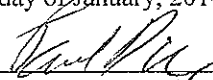
ATTEST:

SALEM HOUSING AUTHORITY



Paul Dice, Executive Director

I certify that the foregoing is a true copy of a Resolution adopted by the Commissioners of the Salem City Housing Authority, in the County of Salem, at a regular meeting thereof held on the 30th day of January, 2014.



Paul Dice, Executive Director

**ACCEPTING AND ADOPTING the FEBRUARY 21, 2014 PUBLIC HOUSING
WAITLIST AUDIT**

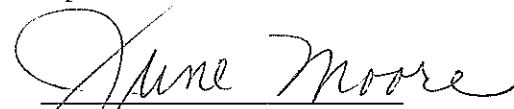
WHEREAS, THE Salem Housing Authority, a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey contracted with Nan McKay and Associates, El Cajon, CA, to perform a Public Housing Wait List Audit which was received by the Salem Housing Authority on February 21, 2014; and

WHEREAS, the audit identified a myriad of problems and concerns related to the manner in which the waitlist is compiled and administered: and

WHEREAS, the auditor determined that these findings were severe and significant, including the violation of the Code of Federal Regulations and must be corrected immediately; and

WHEREAS, the auditor provided a list of recommendations in the report;

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM THAT the audit report is hereby accepted and adopted and the Executive Director hereby directed to take immediate action to correct this situation and is authorized to implement all of the recommendations set forth in the report.




June Moore

Rev. Dr. Holland Fields




Rebecca Gower Call

Veronica Wright Santos



Cathy Lanard



John Thomas

Date: / / /

Salem Housing Authority

Check Register

For the Period From Feb 1, 2014 to Feb 21, 2014

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8613	2/6/14	ADVANTAGE SECURITY SYSTEMS	11100	315.00
8614	2/6/14	Fabri Builders, Inc.	11100	9,939.00
8615	2/6/14	GE Mechanical	11100	11,995.00
8616	2/6/14	GEORGE SPARKS, LLC	11100	495.00
8617	2/6/14	HD SUPPLY FACILITIES	11100	193.32
8618	2/6/14	Industrial Valley	11100	885.00
8619	2/6/14	OTIS ELEVATOR COMPANY	11100	822.09
8620	2/6/14	Puma, Telsey & Rhea, P.A.	11100	1,050.00
8621	2/6/14	SOUTH JERSEY GAS	11100	1,676.34
8622	2/6/14	SOUTH JERSEY NEWSPAPERS	11100	23.80
8622V	2/6/14	SOUTH JERSEY NEWSPAPERS	11100	-23.80
8623	2/6/14	SOUTH JERSEY GAS	11100	23.80
8624	2/13/14	ADVANTAGE SECURITY SYSTEMS	11100	40.17
8625	2/13/14	Ansercom	11100	104.34
8626	2/13/14	ATLANTIC CITY ELECTRIC	11100	14,225.04
8627	2/13/14	HOME DEPOT CREDIT SERVICES	11100	5,872.25
8628	2/13/14	VOID	11100	
8629	2/13/14	VOID	11100	
8630	2/13/14	THE PAUL REVERE LIFE INS. CO.	11100	135.00
8631	2/13/14	Pitney Bowes	11100	272.99
8632	2/13/14	WEX BANK	11100	513.00
8633	2/21/14	NAN MCKAY & ASSOCIATES, INC	11100	11,227.00
8634	2/21/14	ATLANTIC CITY ELECTRIC	11100	19,039.91
8635	2/21/14	VOID	11100	
8636	2/21/14	VOID	11100	
8637	2/21/14	VOID	11100	
8638	2/21/14	VOID	11100	
8639	2/21/14	C & H Disposal Service. Inc.	11100	3,331.67
8640	2/21/14	CITY OF SALEM - WATER/SEWER	11100	12,959.83
8641	2/21/14	VOID	11100	
8642	2/21/14	COMCAST CABLE	11100	102.94
8643	2/21/14	DELTRONICS CORP.	11100	897.24
8644	2/21/14	Fabri Builders, Inc.	11100	6,244.00
8645	2/21/14	GE Mechanical	11100	366.65
8646	2/21/14	GEORGE SPARKS, LLC	11100	1,700.00
8647	2/21/14	Inovative Business Solutions	11100	77.00
8648	2/21/14	KYOCERA MITA AMERICA, INC	11100	175.48
8649	2/21/14	Robert Lacivita, Sr. Home Improvements	11100	550.00
8650	2/21/14	METROMEDIA ENERGY, INC.	11100	14,056.85
8651	2/21/14	MILLVILLE HOUSING AUTHORITY	11100	7,563.30
8652	2/21/14	NJ DIVISION OF FIRE SAFETY	11100	755.00
8653	2/21/14	Polcari & Company, CPAs	11100	2,475.00
8654	2/21/14	Puma, Telsey & Rhea, P.A.	11100	2,175.00
8655	2/21/14	Robinson & Andujar, LLC	11100	6,457.50
8656	2/21/14	JOHN SADLER MECHANICAL, LLC	11100	570.00
8657	2/21/14	SAUL'S LAWNMOWER CENTER	11100	52.50
8658	2/21/14	Spencer UAME Church Scholarship Fund	11100	50.00
8659	2/21/14	SOUTH JERSEY GAS	11100	4,408.90
8660	2/21/14	SOUTH JERSEY NEWSPAPERS	11100	35.28
8661	2/21/14	VERIZON	11100	342.85
8662	2/21/14	WASTE MANAGMENT	11100	3,682.35
Total				<u>147,853.59</u>

2/21/2014 at 2:15 PM

Page: 1

Date:

2-27-2014

CITY OF SALEM HOUSING AUTHORITY

Resolution # 17 -2014


RESOLUTION ESTABLISHING HEARING OFFICERS

WHEREAS, it is anticipated that the Salem Housing Authority ("SHA") may be required to take certain personnel action which will result in suspensions and/or terminations of employees; and

WHEREAS, Cleveland Board of Education v. Loudermill requires that the effected employee be provided a hearing prior to a suspension or termination, also known as a Loudermill hearing; and

WHEREAS, the SHA would like to establish hearing officers who will be responsible to conduct and preside over a Loudermill hearing and who shall also be responsible to make a final determination on behalf of the SHA regarding the employee's suspension or termination.

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM THAT the SHA Chairperson and Executive Director shall be SHA hearing officers and are hereby authorized to jointly conduct and preside over any and all Loudermill hearings and make final determinations regarding an employee's suspension or termination on behalf of the SHA.



June Moore

Rev. Dr. Holland Fields


Rebecca Gower Call

Veronica Wright Santos


Cathy Lanard


John Thomas