

*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, October 27, 2015, at 6:15 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 6:15 pm. Ana María García 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 February 4, 2015, 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*
Eric Sherman – *Vice Chairperson*
Gregory Stafford Smith – *2nd Vice Chairperson*
Angela Caldwell – *Commissioner (via telephone)*

Also attending:

Mary Jo Grauso – *Executive Director*
Scott Parsons – *Assistant Executive Director*
Terrence Corriston – *Attorney*

Absent were:

Joseph Weingarten – *Commissioner*
Nechama Heinemann – *Commissioner*
Ray Coles – *Township Liaison*

REPORT BY RICHARD LARSEN

Mr. Larsen, a Partner in Fallon & Larsen, LLP, briefly reported on the LHA Financial Audit, FYE December 31, 2014 and 2013. He reviewed the three reports conducted and signed off by his firm:

1. The Independent Auditor's Report on LHA Financial Statements. This report does not deal with compliance or internal controls. It simply addresses the numbers and the footnotes. The report received, once again, 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 tests an Agency's internal control structure over financial reporting; documenting and testing its payroll process, cash disbursements process, cash receipts process, etc. Board Minutes are reviewed to determine whether an Agency follows Board instructions through resolutions. Transactions are also tested and documents are reviewed. No deficiencies were identified; a very good outcome, another highest level of assurance an auditor can give.
 - b. Compliance with contracts, grant agreements, 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 best outcome of the audit that can be had.
3. The Independent Auditor's Report in Accordance with OMB Circular A-133. Any Government Agency receiving more than \$500,000.00 in Federal awards is required to have this audit. Over the course of three years major programs must be audited at least once. This type of audit requires an opinion of the Auditor regarding Agency compliance with provisions of a particular grant. Fallon and Larsen selected the Housing Choice Voucher Program, Capital Fund Program, and Supportive Housing for Persons with Disabilities Program to audit because all three are considered major programs. The LHA was given an "Unmodified Opinion" regarding its compliance.

Mr. Larsen stated that there were no findings among the three reports; nothing required reporting to HUD or the State of New Jersey. He said that, "Non-compliance costs you money, increased oversight from HUD, repayments to HUD." Finding no instances of non-compliance is a very good thing. He also stated that after conducting the audits of approximately 40 Housing Authorities across the country, the LHA was one of the few that had actually gotten stronger financially.

Mr. Larsen invited the Commissioners to contact him if they had any questions and complimented the LHA staff for dealing with the audit in a serious and professional way. Ms. Grauso agreed that the LHA staff and auditors worked very well together.

READING OF MINUTES

Minutes of the LHA Special Board Meeting of September 23, 2015 were reviewed. Motion to approve made by Mr. Stafford Smith, seconded by Mr. Sherman. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Minutes were approved.

BILLS AND APPROVAL OF SAME

Bills were reviewed. Motion to approve made by Mr. Stafford Smith, seconded by Mr. Sherman. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Bills were approved.

CORRESPONDENCE

Item 1: HUDNews New Jersey. Ms. Grauso pointed out that the LHA was cited for its closing on a RAD transaction involving the John F. Kennedy Apartments, which will be renamed Chambers Crescent. This RAD closing is the first in New Jersey with a Housing Authority.

Item 2. Letter from Rutgers Continuing Studies regarding the Redevelopment Training Program, in which all Commissioners are required to participate within 18 months.

REPORTS OF COMMITTEES – None.

EXECUTIVE DIRECTOR'S REPORT

Ms. Grauso reported the following information to the Board:

- a. She would be working in Princeton all week with a staff member, conducting interviews and doing inspections.
- b. The LHA is now receiving a monthly payment from Community Investment Strategies for the leasing of the JFK property.
- c. The LHA would be honoring residents and employees who are veterans with a luncheon.
- d. Flooring is almost completed at the Currey Building.
- e. The Currey Community Room will be painted by the Maintenance department.
- f. The LHA will be moving forward with RAD for its three other properties. It will be financially profitable.
- g. LTRAP is opening its Waiting List. Posters have been put up in all the buildings and the LHA will assist with the application process, which can only be done online, making it restrictive.
- h. Phase III of Lakewood Commons is complete. They are Lease-Purchase units, which require a \$50,000.00 deposit. Once the renters are mortgage ready, they can purchase their units. If they do not become mortgage ready, the unit will be sold to another family and the \$50,000.00 deposit returned.

REPORT OF ATTORNEY

Mr. Corrison mentioned that there are fewer evictions due to the closing on the JFK Apartments.

REPORT OF TOWNSHIP LIAISON – None.

NEW BUSINESS

Resolutions

Resolution 5146 - Resolution Approving the Lakewood Housing Authority PHA Annual Plan/Significant Amendment for FY 2016. Motion to approve made by Mr. Sherman, seconded by Mr. Stafford Smith. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Resolution No. 5146 approved.

Resolution 5147 - Resolution Amending the Section 8 Housing Choice Voucher Administrative Plan. Ms. Grauso reviewed the changes to the plan with the Commissioners. Motion to approve made by Mr. Stafford Smith, seconded by

Mr. Sherman. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Resolution No. 5147 approved.

OLD BUSINESS – None.

MEETING OPENED TO HOUSING AUTHORITY RESIDENTS

Resident Jimmy Ortiz stated that he had 30 complaints from residents, which he would write up and submit to the Board. Mr. Parsons interjected that he and Ms. Grauso had scheduled an appointment the previous week to meet with Mr. Ortiz, which he missed without informing them. The proper protocol is to meet with the Directors and then, if necessary, appear before the Board.

Christina Armstrong reported a broken elevator and issues with the Security Guards refusing entrance to family members with passes. Ms. Grauso stated that she would contact the Guards.

Marcella Glanton asked why guests couldn't visit after 11:00 pm. Ms. Grauso stated that guests arriving that late at night were usually undesirables. Most visitors do not come after 11:00.

Nancy Jordan complained that residents who forgot their keys were waking her up at all hours of the night to let them in. Mr. Corrison advised that she not let them in and they would stop waking her. She also stated that the snow came in through her windows last winter. Mr. Parsons asked if she ever reported it to the LHA. She did not. Mr. Parsons said that work orders should be reported at the time of the incident so that they can be observed and repaired.

COMMENTS FROM COMMISSIONERS – None.

ADJOURNMENT

On motion by Mr. Stafford Smith, seconded by Mr. Sherman, all present voted to adjourn at approximately 7:11 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, October 27, 2015.



Mary Jo Grauso, Secretary
Executive Director