



JAY LAPP • Chairman
ANDREW HALTER • Commissioner
SHIRLEY ANDERSON • Commissioner
KIMBERLY GOBER • Secretary/Executive Director

EDWARD HUTCHINSON • Vice Chairman
THURAISSINGHAM MOHANAKANTHAN • Commissioner
SALVATORE FOGARINO • Commissioner
JENNIFER WELLS • Commissioner

MEETING MINUTES **DECEMBER 21st, 2020**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on MONDAY, DECEMBER 21, 2020 at 5:00 P.M. Chairman Jay Lapp called the meeting to order requesting the Pledge of Allegiance be recited.

🔊 ROLL CALL:

Executive Director Kimberly Gober called the roll and the following answered "aye":

- ✓ Chairman Jay Lapp
- ✓ Vice Chairman Edward Hutchinson (via Conference Call)
- ✓ Commissioner Andrew Halter (via Conference Call)
- ✓ Commissioner Thuraissingham Mohanakanthan (via Conference Call)
- ✓ Commissioner Shirley Anderson (via Conference Call)
- ✓ Commissioner Jennifer Wells (via Conference Call)

Absent:

- ✓ Commissioner Sal Fogarino

Also in attendance were:

- ✓ Kim Gober, Executive Director
- ✓ Nelly Rojas, Administrative Assistant
- ✓ Grace Seeney, Finance Director (via Conference Call)
- ✓ Mike Watson, Esq. Solicitor (via Conference Call)
- ✓ Madeline Vazquez, Site Manager (via Conference Call)
- ✓ Anna Miller, Council Representative

📁 EXECUTIVE DIRECTOR:

Declared a quorum present.

📖 SOLICITOR:

The Solicitor stated, "In accordance with the Open Public Meetings Act of 1975, this meeting is called to order pursuant to notice of Regular Meeting, a copy of which has been made available to newspapers of general local public circulation, a copy of which has been made available to the Clerk of Gloucester County, and a copy of which has been posted publicly in accordance with the law."

PUBLIC PORTION:

Motion to Open the Public Portion

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Thuraisingham Mohanakanthan

All in favor

No Public Present (via Conference Call)

Motion to Close the Public Portion

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Thuraisingham Mohanakanthan

All in favor

MINUTES

Motion to Approve the Minutes from NOVEMBER 2020, as read,

Motion: Commissioner Andrew Halter

Second: Commissioner Shirley Anderson

All in favor

FINANCIAL REPORT:

- Finance Director Grace Seeney indicates GHA is operating consistent with the previous month with Williams Street still operating at a negative. All CARES Act monies have been spent in full.
- E.D. Gober highlights on the agenda is resolution 2020-60, authorizing and accepting a contract for audit services for FYE 12-31-2020.

Motion to Approve the Financial Report,

Motion: Commissioner

Second: Commissioner Thuraisingham Mohanakanthan

All in favor

DIRECTORS REPORT:

- E.D. Gober indicates as all are aware, we have been operating without a Federal Appropriations Budget, a continuing resolution was passed containing twelve bills that make up the full appropriations budget. The continuing resolution expired on December 11th at that time Congress authorized a one-week extension until December 18th, which indicated they were close to a deal. In conjunction with the continuing resolution is also the COVID Relief Package.
- E.D. Gober indicates on the agenda there are several resolutions relating to remote activities/operations. First is the implementation of a Remote Public Meetings Policy, RES 2020-62, regarding state issued guidance on how we are to conduct the remote meetings, we must offer the public the same format to participate as we offer the Commissioners. We will be using Microsoft Teams format. RES 2020-63 involves updates to the Administrative Plan, when receiving a voucher, the applicants participate in a Tenant Briefing Class where the participants learn the rules of the program and how it is structured and would physically receive their voucher in person, we have been conducting these briefings remotely since the pandemic started and HUD has now published rules regarding conducting these briefings remotely. HUD has also published rules on (RVI) Remote Video Inspections, there may be rare instances where we need to conduct an inspection remotely, such as, ill individuals, infestations, etc. The

administrative plan updated will permit us to use Remote Video Inspections if needed. RES 2020-64 is an update to the grievance policy. Our policy states if we take adverse action against an individual, they have the right to request a fair hearing before someone who is independent of operations, if the hearing officer upholds the decision of the operations, the individual can then request an appeal to the Executive Director. Since the start of the pandemic these hearings have been conducted remotely and we are updating the policy to include remote hearings in accordance with HUD's guidance.

- E.D. Gober indicates that RES 2020-54 was updated to include ratifying the monthly expenses since the postponed meeting.
- E.D. Gober indicates that COVID cases in the state are at 435,763 cases and 16,315 deaths and on the County level there are 12600 cases and 339 deaths. Since our residents fall into that vulnerable population GHA is advocating for the residents and staff and has established contact with the Health Department to make them aware we would be interested in offering the vaccine on site for our residents if possible.
- Commissioners inquire about Pennrose funding, a discussion occurs.

No further comments or questions by the Commissioners.

Motion to accept the Reports:

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Thuraisingham Mohanakanthan

All in Favor

 NEW BUSINESS- RESOLUTIONS:

<u>2020-54</u>	<p>CONSIDER RESOLUTION RATIFYING REGULAR MONTHLY EXPENSES Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor</p>
<u>2020-55</u>	<p>CONSIDER RESOLUTION ADOPTING BUDGET FY2021 ROLL CALL VOTE Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor</p>
<u>2020-56</u>	<p>CONSIDER RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) Motion: Vice Chairman Edward Hutchinson Second: Commissioner Jennifer Wells All in Favor</p>
<u>2020-57</u>	<p>CONSIDER RESOLUTION APPOINTING A FUND COMMISSIONER FOR THE JIF INSURANCE FUND Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor</p>
<u>2020-58</u>	<p>CONSIDER RESOLUTION AUTHORIZING AND ACCEPTING PRIMARY AND SECONDARY CONTRACTS FOR LEGAL SERVICES Motion: Vice Chairman Edward Hutchinson Second: Commissioner Andrew Halter All in Favor</p>

<u>2020-59</u>	CONSIDER RESOLUTION AUTHORIZING AND ACCEPTING A CONTRACT FOR CONSULTANT SERVICES Motion: Vice Chairman Edward Hutchinson Second: Commissioner Shirley Anderson All in Favor
<u>2020-60</u>	CONSIDER RESOLUTION AUTHORIZING AND ACCEPTING A CONTRACT FOR AUDIT SERVICES Motion: Vice Chairman Edward Hutchinson Second: Commissioner Shirley Anderson All in Favor
<u>2020-61</u>	CONSIDER RESOLUTION AUTHORIZING DISPOSITION AND WRITE OFF OF EXPENDED PROPERTY Motion: Vice Chairman Edward Hutchinson Second: Commissioner Andrew Halter All in Favor
<u>2020-62</u>	CONSIDER RESOLUTION AUTHORIZING THE IMPLEMENTATION OF REMOTE PUBLIC MEETING POLICY Motion: Commissioner Andrew Halter Second: Vice Chairman Edward Hutchinson All in Favor
<u>2020-63</u>	CONSIDER RESOLUTION AUTHORIZING A REVISION TO THE SECTION 8 ADMINISTRATIVE PLAN Motion: Vice Chairman Edward Hutchinson Second: Commissioner Andrew Halter All in Favor
<u>2020-64</u>	CONSIDER RESOLUTION AUTHORIZING UPDATE OF GRIEVANCE POLICY Motion: Vice Chairman Edward Hutchinson Second: Commissioner Andrew Halter All in Favor
<u>2020-65</u>	CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION - TABLED

ADJOURNMENT

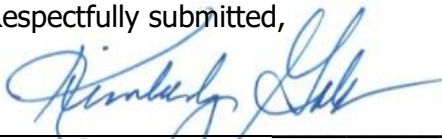
Motion to Adjourn:

Motion: Commissioner Shirley Anderson

Second: Commissioner Thuraisingham Mohanakanthan

All in Favor

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: December 21, 2020