

Guttenberg Housing Authority Board of Commissioners Open Public Meetings Agenda

**Monday, February 1, 2021 at 6:30pm
Via Video/Audio Conference**

1. Call to Order
2. Reading of the Open Public Meetings Act Notice
3. Roll Call
4. Pledge of Allegiance
5. Executive Director's Report
6. Financial Report and Bill List
7. Approval of Minutes

January 4, 2021

8. Old Business

Approving and authorizing the retaining of a Tenant Advisor for Streamline Voluntary Conversion.

9. New Business

10. Resolutions

2021-03 Resolution approving and authorizing a shared services agreement with the Town of Guttenberg.

11. Public Comments
12. Adjournment

HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

MEETING MINUTES

This regular meeting of the Board of Commissioners was held on January 4, 2021 as a virtual meeting as a result of the COVID-19 pandemic. The meeting was opened at 6:34 p.m. and the Open Public Meeting Act Notice was recited.

Adequate notice of this Meeting of the Board of Commissioners of the Housing Authority of the Town of Guttenberg was given in accordance with Chapter 231 of the Laws of New Jersey by publishing the meeting date in the El Especialito and the Bergen Record on May 16, 2019 and May 17, 2019, by posting the meeting date at the Guttenberg Town Hall on October 4, 2019, and by posting the meeting date on the Bulletin Board at the main office of the Housing Authority at 6900 Broadway, Guttenberg, New Jersey 07093 on May 13, 2019 and by posting the meeting date on the official website of the Housing Authority of the Town of Guttenberg on April 1, 2020.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

X Chairperson Habermann-Ward X Vice Chairperson Montanez X Commissioner Perez
X Commissioner Mantineo X Commissioner Acosta X Commissioner Popiel
X Commissioner Torres

Also attending the meeting were Executive Director Ruddys E. Andrade, IT Consultant Jimmy Kontolios, Authority Accountant Peter Policari and Anthony J. Arnone, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP (General Counsel).

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director updated the Board of Commissioners and reported that there has been a spike in COVID cases. A number of tenants have tested positive. Some residents have been hospitalized and unfortunately some have passed. Some employees needed to be quarantined. The Authority is continuing to hand out masks to each housing and Section 8 voucher tenants as well as a bottle of sanitizer to each housing tenant. With regard to personnel, the maintenance supervisor will be on medical leave for the next 45-60 days. Luis Baez will assume the maintenance responsibilities at 400 68th Street on an interim basis and Felix Arias will become the acting maintenance supervisor on an interim basis. The laundry room at the 7005 facility is opened 24 hours a day/7 days a week. It is the goal to have 24 hour service in the other buildings. IT is working on a card access system to each laundry room before 24 hour service is implemented.

FINANCIAL REPORT / PAYMENT OF BILLS:

A motion was made to approve the Financial Report and to accept and pay all bills. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR		X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL	2	X			
LUZ TORRES		X			

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the December 7, 2020 meeting of the Board of Commissioners. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	2	X			
MARISOL MONTANEZ, VICE CHAIR	1	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

The Executive Director updated the Board of Commissioners on an amendment to the annual and five-year plan also known as the Significant Plan amendment as part of the streamline conversion/RAD procession. We are currently in a 45-day holding pattern in regard to the conversion. The Authority is looking to retain a tenant advisor. The Tenant advisor will meet with every tenant as part of the conversion from a Section 9 to Section 8 program. The advisor will minimize liabilities and advise tenants of their rights. The Executive Director recognizes this is a uniquely qualified position and is looking to obtain multiple quotes and expects the cost to be under \$44,000.00. In addition, Peter Policari, the Accountant to the Housing Authority presented the FY 2021 Budget for introduction. The COVID pandemic is having the biggest effect on the budget. Tenant rent receipts

are expected to be lower but additional funding from HUD is expected. An anticipated surplus of \$17,500.00 is expected. The Authority has presented a conservative budget to account for the current conditions.

RESOLUTIONS:

Resolution 2021-01 approving and authorizing the submission of the annual FY 2021 budget to the New Jersey Department of Community Affairs. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The resolution is adopted.

Resolution 2021-02 approving the reassignment and appointment of Felix Arias as acting Supervisor of Maintenance on an interim basis. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The resolution is adopted.

PUBLIC COMMENT:


None.

ADJOURNMENT:


A motion was made to adjourn the meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	1	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	2	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The meeting was adjourned at 7:00 p.m.



Ruddy E. Andrade, Executive Director/Secretary



Linda Habermann-Ward, Chairperson



Danny Gonzalez-Bosques, CEO
Belleville, New Jersey 07109
862-222-9630
dgb.consultinggrp@gmail.com

Ruddys Andrade, Executive Director
Guttenberg Housing Authority
6900 Broadway
Guttenberg, NJ 07093

December 17, 2020

Dear Mr. Andrade,

It has recently come to my attention that your organization may require tenant services pertaining to your proposed Streamlined Voluntary Conversion application. DGB Consulting Group is a certified MBE/WBE organization with over 50 years of combined experience in the industry. My staff and I have worked on numerous relocation projects and have an excellent relationship with our local HUD office. We are familiar with the U.S. Housing and Urban Development's Streamlined Voluntary Conversion application requirements under 24 CFR Part 972.

In the accompanying proposal, you will see our dedication to low-income families and helping them make informed decisions regarding their housing subsidy. We are familiar with the common needs, concerns, and stress factors affecting residents who are provided housing options and must make a permanent choice while fearing change. For those reasons, we would like for you to consider partnering with us; thus, allowing us to assist the Guttenberg Housing Authority to facilitate a successful streamlined voluntary conversion.

I look forward to hearing from you to discuss the prospect of working together.

Best Regards,

Danny Gonzalez-Bosques

Danny Gonzalez-Bosques
Chief Executive Officer



Executive Summary

DGB Consulting Group LLC. (herein referred to as DGB) is an MBE/WBE organization that has been in service for six years. We specialize in housing management programs such as tenant services, relocation services, tenant leadership, economic development, supportive and social service programs, grants writing and management, and resident file audits to ensure quality control and compliance. DGB has over 50 years of housing experience combined among its staff. We pride ourselves in being able to solicit the cooperation of low-income housing residents that are facing difficult decisions regarding change and their quality of life. At DGB we believe that establishing trust between affected parties such as residents, public housing authorities, community stakeholders, and elected officials is the most important factor to ensure the success of any program.

Past Experience

A comprehensive plan is often a component of a Section 22 Streamlined Voluntary Conversion (SVC) Application under 24 CFR 972. DGB has assisted with the preparation and filing of this type of application. This application requires coordination and collaboration of services among the PHA and its contractors in order to satisfy the U.S. Department of Housing and Urban Development requirements.

Within our work experience, we have successfully counseled and relocated over 2,000 residents. We found that a critical element for a successful project is to ensure that residents can actively participate in choices that impact the quality of their housing. Residents should be empowered and educated to select the best housing option suited for their family. DGB has created a workshop series that prepares families to successfully transition between different housing subsidy programs thereby reducing lease compliance issues and future loss of assistance.

Most residents are reluctant to embrace change and although living conditions may not be favorable a safe and judgment-free zone must be afforded to all residents. Each household should be required to meet with the DGB staff for a one-on-one assessment, ongoing outreach, and communication. Every household should be allowed to discuss resources to assist in meeting case management goals.

Deliverables

DGB assists with the preparation of an SVC Plan that will provide general guidelines, policies, and identify responsibilities to assist the Authority and its subcontractors in implementing the plan. Recognizing the various challenges presented by this effort requires a strategy that will blend expertise in the area of tenant counseling, case management services, and support for the success of this initiative. The engagement of impacted families by staff is an essential component of the SVC Plan. Every family has unique needs and concerns and therefore must have a customized approach to tenant services. Most residents need reassurance that a change in subsidy from Section 9 to Project Base Section 8 will not jeopardize their housing subsidy; rent calculations will remain

the same and there are no additional hidden costs. Families need to be reassured that the Authority is seeking to stabilize their funding stream in order to adequately address capital needs. DGB has developed a comprehensive engagement process with integrated bilingual support that will:

- Educate families on their right and housing options; encourage residents to make informed decisions about staying or relocating;
- Educate families about community supportive services to support their individualized service plan; Seniors/elderly residents need to be reassured that they will be afforded every opportunity to age in place;
- Support strides toward economic development and self-sufficiency (if applicable);
- Track families' housing choice preferences;
- Ensure and process any relocation reimbursement/s residents may be entitled if they decide to relocate using a Tenant Protection Voucher such as a self-move payment, utility transfer fees, and security deposits
- Report status of tenant counseling efforts and outcomes to the contractor;

DGB will provide residents with a comprehensive family assessment, and case management services. We will do outreach, case management, tracking, and family evaluations within the scope of the SVC Plan. DGB proposes a case management service delivery model that uses a combination of coordinated centralized program management services and community partnerships to facilitate a continuum of care for affected families. This holistic framework allows us to assist residents in every way necessary during this process, and to ensure active resident engagement, as they utilize public and/or private resources toward improving the quality of their lives.

Universal Project Timeline

From receipt of "Notice to Proceed" DGB will request the use of office space, equipment, and supplies from the contracting entity.

Initiate Case Management and Tenant Services Program

1. Conduct start meetings with the contractor
2. Set-up office space or Remote Meeting Platform
3. Hold coordinating meetings with the following parties to establish protocols for ongoing communication with residents, referral, and exchange of information; (a) PHA (b) Housing Management (c) Leased Housing Dept. (d) Resident Organizations, if applicable, (e) Development or general contractor, if applicable. Agree on formats and timelines for reporting.

Implement Case Management Program Activities

1. Conduct outreach and attempt to establish contact with all households;
Conduct family assessments with households

2. Meet with each resident to discuss their housing options under Section 22; develop service plans based upon assessment;
3. Have the head of households select a permanent housing choice and sign corresponding forms when opting to remain on-site; provide case management and support
4. Meet with existing service providers, and resident organizations, if applicable
5. Provide individual assistance to households referred by Mgmt. for lease compliance issues; Conduct/facilitate workshops to assist residents w/lease compliance and other family self-sufficiency topics

Planning Phase

1. Assist with facilitating a general resident consultation meeting in which all the residents are informed of the Authority's intentions and why
2. Begin responding to initial resident questions and concerns related to converting from public housing to project-based section 8;
3. Develop landlord outreach strategy in conjunction with leased Housing Department for residents who chose to leave and were issued a Section 8 TPV
4. Develop and implement Landlord/Tenant Responsibility and Relocation Success Workshops (covering PHA transfer and HCVP process, utility conservation and help with balances, preparing for the move, budgeting, etc.)

Resident Consultation Process

1. Establish and maintain initial SVC files for each household to be converted
2. Begin initial tenant counseling according to the established schedule. More intensive counseling to be provided to households with ineligible members due to various reasons, reasonable accommodation issues, outstanding rental balances, etc.
3. Relocate households who elect not to remain in their unit but opt for a Tenant Protection Voucher
4. Assist PHA in issuing appropriate notices such as the 90-day notice
5. Track each household's Tenant Service Plan
6. Conduct workshops on what HCVP - HQS inspections and giving residents methods for evaluating their options

Develop and Implement Quality Control Measures and Success Rates

Once all residential tenants have successfully chosen their housing option, DGB will conduct the following activities for proper project closeout.

1. Create and review a resident database to ensure each occupant's information is up to date including the address of each resident's new location if applicable.



2. Those files with outstanding open items will remain active and be assigned to the contracting PHA for continued tenant assistance services to the family until all benefits have been claimed and paid.
3. Develop programmatic and financial reporting formats, in consultation with the PHA and using existing tools; Conduct reporting
4. Prepare and submit the final SVC report
5. All documentation compiled during the project will be appropriately filed.

As part of the case management, retention, and resident empowerment method during the "project closeout phase," DGB Consulting will conduct follow-up to simply identify participation failings. Each resident will also receive a mix of phone calls and letters as part of a comprehensive outreach. This support mechanism optimizes overall program performance.

Insurance

DGB Consulting Group LLC requests to be named as additional insured and indemnified by the Guttenberg Housing Authority and held harmless from any and all claims, demands, costs, liabilities, losses, expenses, and damages (including reasonable attorneys' fees, and associated costs) arising out of or in connection with any claim made in connection with any services rendered under any contractual agreement entered into by DGB Consulting Group LLC and Guttenberg Housing Authority and any other agreements related to Guttenberg Housing Authority.

Fee Structure

DGB Consulting Group LLC is committed to delivering quality service and obtaining the desired results as stipulated within our contractual obligation. We are updating our procedures and working with our partners to adhere to CDC guidance and guidance from state and local health officials as it relates to Covid-19. We are keeping the number of staff working on contracts small and implementing remote meetings and conference calls whenever possible.

DGB is concerned about health and safety and will take every feasible pre-cautionary measure to ensure the safety of residents, staff, and partners to the best of our ability.

Responsible Party	Hourly Rate
Danny Gonzalez-Bosques, Program Director	\$150.00 per hr.
Associate/Project Manager(s)	\$125.00 per hr.

**RESOLUTION OF THE HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG
RESOLUTION NO. 2021-03**

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT
BETWEEN THE TOWN OF GUTTENBERG AND THE HOUSING
AUTHORITY OF THE TOWN OF GUTTENBERG FOR THE USE OF
DEPARTMENT OF PUBLIC WORK EMPLOYEES FOR HOUSING
AUTHORITY FACILITIES**

Date Introduced: February 1, 2021

Date Adopted: February 1, 2021

WHEREAS, the Housing Authority of the Town of Guttenberg ("Housing Authority"), a public entity organized and existing pursuant to the Code of Federal Regulations, the Department of Housing and Urban Development ("HUD") and the laws of the State of New Jersey, has determined that it is in the best of the Housing Authority to use the Town of Guttenberg Department of Public Works employees to assist with maintenance and operation issues at the Housing Authority; and

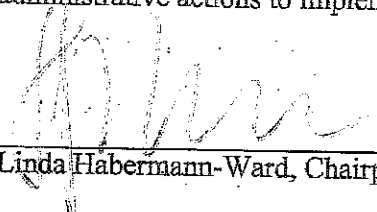
WHEREAS, the Town of Guttenberg will provide on-call Department of Public Works employees for use by the Housing Authority at a rate of \$25.00 per hour for a period of one year with the ability to extend for two additional one-year periods; and

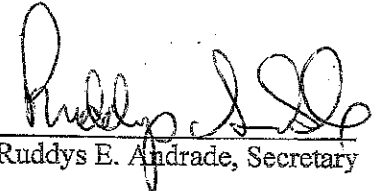
WHEREAS, the Housing Authority wishes to enter into a Shared Services Agreement to provide for the use of Department of Public Work employees with the Town of Guttenberg.

NOW, THEREFORE, it is

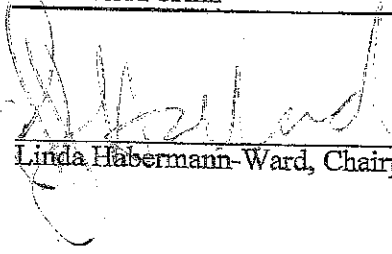
RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the execution and adoption of a Shared Services Agreement (Attached as Exhibit A) with the Town of Guttenberg to provide for the use of on call Department of Public Works employees; and

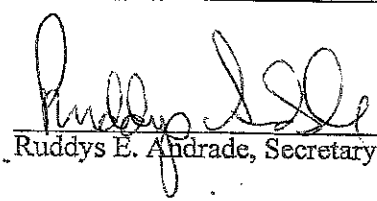
BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes and directs the Executive Director of the Housing Authority to take any and all necessary administrative actions to implement this resolution.


Linda Habermann-Ward, Chairperson


Ruddy E. Andrade, Secretary

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR		X			
DR. GONZALO PEREZ		X			
REBECCA ACOSTA		X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL	2	X			


 Linda Habermann-Ward, Chairperson


 Ruddys E. Andrade, Secretary