

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, March 20, 2014**  
**7:00 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairman Robert A. D’Orazio on Thursday, March 20, 2014 at 7:00 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

The following Commissioners were present:

Commissioner Chris Chapman  
Commissioner Elizabeth Gordon  
Commissioner Carmen Nydia Diaz  
Commissioner Mario Ruiz-Mesa **(Absent)**  
Chairman Robert A. D’Orazio

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Dan Avena and Linda Cavallo – Accountants, Rick Ginnetti – Consultant, The Brooke Group and Gloria Pomales, Executive Assistant.

Chairman D’Orazio read the Sunshine Law.

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on February 20, 2014. A motion was made by Commissioner Chapman and seconded by Commissioner Diaz. The following vote was taken:

Commissioner Chris Chapman (Yes)  
Commissioner Elizabeth Gordon (Yes)  
Commissioner Carmen Nydia Diaz (Yes)  
Commissioner Mario Ruiz-Mesa (Absent)  
Chairman Robert A. D’Orazio (Yes)

Chairman D’Orazio called for the Financial Report from Avena’s office. Linda Cavallo reviewed the Financial Report for the five months ended February 28, 2014.

Chairman D’Orazio requested the Executive Administrative Report. Mrs. Jones reported things were going well at Kidston Towers as a result of a fire. The elevators have been up and running. No one is displaced. The resident who had the fire was in a hotel for about a week and then an apartment became available at Tarkiln Acres. She is now residing at Tarkiln Acres.

In regards to funding, the VHA just got word the Capital Fund amounts were awarded. The VHA will receive \$709,900. It is roughly \$50,000 more than the VHA received last year which is good news. The VHA does not know exactly what the subsidy number will be yet. It is expected to be more than 2013, but not be as much as 2012.

The only other update Mrs. Jones has will be on Melrose Court and she will leave this for Rick Ginnetti, the VHA consultant to discuss.

Chairman D'Orazio asked what the update was on GAP #4 Succession Planning. Commissioner Chapman reported he spoke with Mrs. Jones and Rob O. via conference call. On a separate call with Robert O. Commissioner Chapman raised the issue in regards to the fact the VHA has expended funds that were appropriated for the GAP analysis. Rob O. expressed his intent on following through on all the GAP issues that were analyzed without additional cost to the Authority. He felt he had made a commitment to the Authority to cover those issues and while the VHA has expended the funds that were allocated, he still wants to work with the Authority.

During the conference called they discussed the evaluation of the Executive Director (E.D.) and the succession planning. Any evaluation of the E.D. will be intimately tied to the standards for a new E.D. Ultimately what the E.D. is evaluated on should be part and parcel for the basis for hiring a new E.D. Methodologies for an evaluation were also discussed during the conference call. One of the methodologies that came up is called a 360 Evaluation, which would be an anonymous process of having the E.D. evaluated by key personnel within the Authority that are part of the core group of individuals that surround the E.D. and work with them on a daily basis. This would be only part of the evaluation. It was also discussed having the professional service contractors also be part of the evaluation process such as the solicitors, accountants and auditors. A self-evaluation would also be conducted. In addition to that, it would be the personnel committee's responsibility to gather this information along with bench mark criteria, which are part of the job description. The current job description for the E.D. needs to be updated. Combining the four components, staff evaluations, professional services contract evaluations, self-evaluation and bench mark standards the personnel committee would be able to develop an overall picture of the E.D. for the Board of Commissioners.

The evaluation would fold over into the succession planning. Any succession planning completed should integrate with the evaluation of the E.D., which means if the E.D. is being evaluated based on these criteria then if and when the time comes when the Authority needs to have a new E.D. the evaluation criteria should be the basis by which the Authority hires a new E.D. Another part of the succession planning is the idea of a mentoring system. They felt that the Authority itself and the E.D. have a basis as part of the evaluation and also part of the succession planning of dealing with designing a system that is trying to create a promotion from within. This does not mean it is going to be successful and does not mean that is what is ultimately done, but there should be a process in place that is at least attempting to accomplish that. An overlap period should also be in placed where the exiting E.D. and the new E.D. have an opportunity to work together for the succession process.

Commissioner Chapman drafted some information along with information Rob O. had given him and he forwarded it to Mrs. Jones for her to look at it. The next step is for Mrs. Jones to provide feedback on the information Commissioner Chapman forwarded to her.

Commissioner Diaz confirmed that they we talking about the evaluation that we do for the director. Commissioner Chapman reiterated the potential process of evaluating the E.D. as well as succession planning. Commissioner Diaz believes the Commissioners already have a good feel of what Mrs. Jones is doing as the E.D. She feels a little bit uncomfortable about other people giving opinions on her work. The 360 Evaluation was explained again which is an anonymous process and will not be the only criteria used for the evaluation. Commissioner Chapman stated he can see where an E.D. will be intimidated by a 360 Evaluation. Mrs. Jones told Commissioner Chapman if she was in the Board's position she would want a 360 Evaluation conducted on the E.D. There is currently an informal process and this will make it formalized for something the Board can use now and continue to use in the future.

Chairman D'Orazio stated there are no committee reports and Mr. Ginnetti will report during the resolution regarding Melrose Court.

With no other discussion in related matters the Chairman moved to the Resolutions.

**Resolution #2014-13**  
**Resolution to Approve Monthly Expenses**

Chairman D'Orazio stated Commissioner Ruiz-Mesa reported he reviewed all the bills and recommended payment in the sum of \$630,035.46. Commissioner D'Orazio called for a motion to approve the monthly expenses. A motion was made by Commissioner Chapman; seconded by Commissioner Diaz. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Absent)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2014-14**  
**Resolution Authorizing Entering into a Contract Agreement  
with Wroniuk, LLC T/A Wheat Road Cold Cuts**

Mrs. Jones explained this is the company that provides the Congregate Services meals on a daily basis. The VHA is currently spending over \$17,500 per year. The company is part of a State Contract system and as long as the Board approves this resolution based on the fact that they are already State Contract Vendor the VHA can go over \$17,500. Chairman D'Orazio called for a motion to approve Resolution #2014-14. A motion was made by Commissioner Chapman; seconded by Commissioner Diaz. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Absent)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2014-15**  
**Resolution for the Intention of Providing Management Services to the  
Housing Authority of the Borough of Clementon**

Mrs. Jones stated we had this Management Services agreement for one year and Clementon would like to renew for three (3) additional years. Chairman D'Orazio called for a motion to approve Resolution #2014-15. A motion was made by Commissioner Diaz; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Absent)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2014-16**  
**Resolution Approving Application for Payment No. 18  
for Melrose Court Predevelopment Loan**

Chairman D’Orazio called for a motion to approve Payment No. 18 for Melrose Court Predevelopment Loan in the amount of \$13,020.14. A motion was made by Commissioner Diaz; seconded by Commissioner Gordon. The following vote was taken:

Commissioner Chris Chapman	(Abstain)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Absent)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2014-17**  
**Resolution to Enter Executive Session**

Chairman D’Orazio entered a motion to hold an Executive Session. The motion died for lack of need.

**Resolution #2014-18**  
**Resolution Authorizing (i) all actions related to closing of Melrose Court, (ii) the execution of the closing documents related to the closing of Melrose Court and (iii) the conversion of Melrose Court Homes, LLP, a limited liability partnership, to a limited partnership to be called Melrose Court Homes, LP**

Chairman D’Orazio called for a motion to approve Resolution #2014-18. A motion was made by Commissioner Diaz; seconded by Commissioner Gordon. Mrs. Jones explained this is the resolution that gives her authority to sign off on all the documents that will be required for the closing process. A handout was distributed regarding the Melrose Court ownership structure and four page explanation of all the relationships in the deal as well as all the agreements that will be executed.

Mr. Ginnetti reported the entrance to Melrose Court is not a street it is a private driveway and will be named Melrose Court. Mr. Ginnetti reported the VHA’s attorney was provided with a binder with several documents to review. A series of legal documents have been negotiated between Capital Bank who is the investor, the NJHMFA and internally with the entities that were set up. These agreements and what has to take place with HUD have gone through Reno & Cavanaugh who is a HUD council that the VHDC procured to guide it through the process. Mr. Ginnetti explained the Melrose Court ownership structure and briefly discussed the process of all the forms that need to be executed. Mr. Gabage will need to review them and confirm if they are okay from his standpoint.

The following vote was taken:

Commissioner Chris Chapman	(Abstain)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Absent)
Chairman Robert A. D’Orazio	(Yes)

No comments from the press and/or public. No comments from any Board Member.

With no further business to discuss, Chairman D'Orazio entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Diaz; seconded by Commissioner Chapman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 8:30 p.m.

Respectfully submitted,

  
Jacqueline S. Jones  
Secretary/Treasurer