
Housing Authority of the City of Vineland

191 W. Chestnut Ave. – Vineland, NJ 08360



Board of Commissioners' Meeting

*October 16, 2025
6 p.m.*

Board of Commissioners
Mario Ruiz-Mesa, Chairman
Chris Chapman
Brian Asselta
Albert Porter
Iris Acosta-Jimenez
Elizabeth Serrano
Anthony Scott
Michael Watson, Esquire – Solicitor

***Housing Authority
of the
City of Vineland***

Administration Building
191 W. Chestnut Avenue
Vineland, New Jersey 08360

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Jacqueline S. Jones, Executive Director

October 9, 2025

The Board of Commissioners
Housing Authority of the City of Vineland
Vineland, New Jersey 08360

Dear Commissioner:

The Regular Meeting for the Housing Authority of the City of Vineland will be held in person on Thursday, October 16, 2025 at **6:00 p.m.** at the Administrative Building, 191 W. Chestnut Avenue, Vineland, NJ 08360.

The Board may go into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Sincerely,



Jacqueline S. Jones
Executive Director

JSJ:gp

Enclosures

REVISED

Housing Authority of the City of Vineland

AGENDA

Thursday, October 16, 2025

6:00 p.m.

1. Open Meeting
2. Roll Call
3. Reading of the "Sunshine Law Statement"
4. Approval of Minutes of the Regular Meeting conducted on September 18, 2025
5. Fee Accountant's Report
6. Executive Director's Report
7. Committee Reports
8. Old Business
9. New Business
10. Resolutions:

2025-64 Monthly Expenses **(updated)**

2025-65 Approving the Adoption of the Personnel Policy and Employee Manual

2025-66 Authorizing Contracts with National Contract Vendors

2025-67 Authorizing Contracts with State Contract Vendors

2025-68 Award Painting Services Contract

2025-69 Approval of Operating Subsidy

2025-70 Void Checks not presented for Payment

2025-71 Executive Session

2025-72 Acknowledging and Accepting the Termination of the VHA's Shared Services Agreements with the Ocean City Housing Authority, Housing Authority of Borough of Buena and the Cape May Housing Authority

Executive Session if required

11. Comments from the press and/or public *(limited to 5 minutes for each speaker)*
12. Comments from Board Members

The Board may act upon or discuss any other matters or resolutions deemed necessary to carry out Authority operations or required by law.

13. Adjournment

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, September 18, 2025
6:00 p.m.

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairperson Ruiz-Mesa on Thursday, September 18, 2025, at 6:00 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

Chairperson Mario Ruiz-Mesa introduced and welcomed new Board Member, Anthony Scott. Mr. Scott was previously sworn in at City Hall.

The following Commissioners were present:

Commissioner Chris Chapman
Commissioner Brian Asselta (Absent)
Chairperson Mario Ruiz-Mesa
Commissioner Iris Acosta-Jimenez
Commissioner Albert Porter
Commissioner Elizabeth Serrano
Commissioner Anthony Scott

Also, present were Jacqueline S. Jones, Executive Director, Wendy Hughes - Assistant Executive Director, Ron Miller - Director of Affordable Housing, Michael Watson - Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales - Executive Assistant.

Chairperson Ruiz-Mesa read the Sunshine Law.

Chairperson Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on August 21, 2025. A motion was made by Commissioner Chapman and seconded by Commissioner Acosta-Jimenez. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Abstain)

Fee Account's Report:

Chairperson Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the eleven months ending August 31, 2025.

Executive Director's Report:

Chairperson Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones asked Ron to provide update on all projects.

Ron reported the Tarkiln roof replacement is still on hold.

Lerch Bates and Otis along with Elevator Controls Corporation (ECC) met onsite regarding the Kidston elevators. The elevators were troubleshot all day. Ron spoke with Lerch Bates and they have not narrowed it down to variable frequency drives (VFD). They are not yet recommending

the replacement of the VFD's. They are expensive and they do not want to replace them if that is not the issue. They have contracted with additional field engineers but they will not be out until October to do additional troubleshooting along with Lerch Bates, Otis and ECC.

Commissioner Porter asked if the elevator at Kidston was down this weekend. Ron stated he was not aware if it was down and would have to look into it.

The Kidston Towers interior plumbing renovation project is closed out.

In the regard to the Kidston/Olivio Towers fire pump project, the fueling station was installed. This project is closed out. The administrative close out of the project is being processed, but all actual construction work is complete.

The RAD Physical Conditions Assessment on the Scattered Site homes have been completed. Ron and the VHA's Operations Manager met with the Brooke Group along with the AEI Consultants to start reviewing the RAD etool review to identify the critical needs.

D'Orazio Terrace Bldg. #1 project has been closed out. Punchlist work was completed and the parking lot is being striped.

No update on the D'Orazio Terrace Community Room.

D'Orazio Terrace Bldgs. # 2 & 4 tree damage project is close to being closed out. All the construction work is completed.

No update on Asselta Acres Building # 3.

Melrose is 100% occupied. Vineland Housing Authority properties as of today are 98.97% occupied.

In regard to Community Outreach, the resident meetings continue. There will be notices going out for the remainder of the year to notify all the residents of the meeting dates at all properties. Some of the properties that are adjacent to each other will have the opportunity to meet twice because they will be invited to the adjacent property.

Commissioner Porter asked if the Authority received notification that the elevator was down at Kidston Towers over the weekend. Ron stated he would have to look at the order history and is unable to answer at the top of his head. The Authority generates a lot of work orders. Ron informed Commissioner Porter he can get back to him shortly after the meeting with this information.

Mrs. Jones stated the Authority is still operating on a continuing resolution from Washington along with the rest of the Country. Theoretically, the Authority has been receiving funds through the year from Washington but the Authority does not know what the bottom line is going to be yet. It is not only the 2025 Budget that Washington has to resolve but the 2026 Budget as well. The problem with the 2025 Budget is the continuing resolution ends on September 30th, so this can mean the government could shut down. This does not mean the Authority will shut down. That means the government shuts down and there is no funds flowing. This could present a problem for the Authority's Housing Assistance Payments for the private landlords and could affect several of the Authority's properties as far as the income to the properties not receiving the subsidy portion of the rent. Hopefully, Washington will get it sorted out prior to September 30th.

The Audit FYE 2024 is complete but the auditor is waiting on the post-employment benefit information from the State to be able to finalize the audit. Once it is finalized the auditor will present the audit to the Board. There were no findings.

Mrs. Jones addressed some the issues that came up at the public portion of meeting last month. She is not going to mention names, buildings, or unit numbers. She will address the issues in a general matter. She would like to say the Authority does hear the residents' complaints and wants everyone to know that we are here to resolve the complaints as timely as possible.

The Authority has implemented a process where complaints are responded to in the sense that the complaint has been received it is understood, questions may be clarified about the complaint and the Authority is working diligently on the complaints. She believes the Authority is responding to complaints in less than 5 days. Having said that, she would like to say because the Authority gets a complaint does not mean it is going to be fixed overnight. There are a variety of different complaints and there are different processes needed to go through to correct behavior. Initially, the Authority would like to have a conversation with the resident to attempt to have them change their behavior. Sometimes this corrects the behavior and it does not have to go any further. If the behavior does not get corrected, the Authority will move forward with a Cease Notice Action which is a violation of the lease. It could be a violation of the lease that Staff has uncovered or it can come from another resident complaint. Once the Cease Notice is sent, the resident has 30 days to correct their behavior. If the behavior does not get corrected then the Authority moves to a notice to quit which means going to the judge. The issue with seeing the judge these days is that it takes almost 90 days to get a court date. This is the longest it has ever been and has gone upside down during COVID and it has not corrected itself yet. If residents have a complaint and they do not see it corrected right away, the resident must give the Authority a little time because it may take that long to get in front of the judge and get action. There is no reason the resident cannot follow up and call the Authority. The Authority may not be able to divulge what is being done to resolve the complaint, but the response may be that if it is an activity that is still happening the Authority is still working on the issue.

Mrs. Jones briefly reviewed a couple of the incidents that were complaints last month. In general, from last month's meeting, she has asked what is going on with the complaints and what the story is. Mrs. Jones in some instances has gone back again to get more clarification.

Commissioner Scott asked what the complaint process is and how it is generated. Ron Miller explained complaint forms can be requested by calling the office, in-person at the office or request by email/fax. Once the complaint form is completed and returned it goes to one of two people either the operations manager or the public housing manager. They in turn decide what the next course of action is or assign it to their staff. They are responsible to responding to the tenant. There is a tool that generates a letter that is uniform and consistent. This response is sent by USPS for guaranteed delivery to the tenant presenting the complaint. His understanding is that in the last 2 weeks the Authority has received about 2 complaints to our office and they have been responded to in 3 days or less. The Authority has also met with all the tenants at each property over the last 6 weeks. He attended the meetings along with the public housing manager and operations manager. These meetings were recorded and logged. Complaint requests forms were distributed and explained the process numerous times.

Mrs. Jones stated what is important about this process is that we know about the complaint. It is received, it is put in the system and someone is dispatched to work on it. If the Authority is not told about the complaint it cannot be fixed.

Mrs. Jones referred to the complaints from last month. She stated some of the complaints residents had appointments to come in and discuss it with staff and they did not show up. This was with a couple of the cases. New appointments were made, one person did come in, and the

other person did not. The Authority will continue to follow up. One resident that did come in regarding a transfer – the resident was placed on a transfer list and she did not understand this. She had another situation that is private. The Authority connected her with the Authority's social worker. Sometimes it is necessary to introduce a different person into the situation to possibly solve the problem. There has been an eviction since last month. It was a complaint that came in and it went to court. It has been resolved. There was a situation regarding infestation and treatment was refused. The treatment has been rescheduled. The complaint regarding a work order regarding a piece of an appliance that was missing. This piece was replaced, but this missing piece did not affect the functionality of the appliance.

Mrs. Jones was curious about the complaints being received and where they are coming from. She wanted to find out independently about the number of complaints and where they are coming from. The Authority has a compliance manager on staff and he is independent of the occupancy and maintenance staff. The compliance manager gathers the information and has no reason to not give Mrs. Jones facts. The top three complaints are smoking, unauthorized guests and unauthorized pets. Mrs. Jones has been in this business for 40 years and these are the same complaints over the years with the exception of the smoking complaints because back in the day smoking was permitted. All of these complaints, except for the pet issue, are a little tricky and will take some effort to investigate if they are smoking or not smoking in the apartment with evidence etc. This is when the conversations start and cease notices are issued. The Authority has gotten an eviction before on a smoking case but most of the time people will correct their behavior because they do not want to lose their housing. This is the point the Authority is here to house people not to evict people. The Authority wants to help people correct the behavior and maybe they do not know they are doing something wrong. Not everyone reads every piece of the lease. Once the Authority has a conversation with someone we hope that they realize they are doing something wrong and they are putting their housing in jeopardy. In regard to unauthorized guests, the Authority has to know who it is and their name in order to name them in the cease notice. This has become a bigger problem over the last few years because housing is hard to get and we know people do not want to refuse their kids, their sister or brother etc., but this is putting their housing in jeopardy if they are allowing people to live in their unit unauthorized. This creates a parking problem which is also on the list of complaints. The parking issue is understood. People abusing the handicap parking spots, etc. The Authority has asked the police to help with that but it is not a high priority for the police due to other things happening in town. Unfortunately, these are issues that happen when you live in a multiple dwelling building. Everyone has to figure out how to live together. In some cases there are some residents who do not interact well with one another. This becomes another problem. They are behavioral problems and common issues. Mrs. Jones wants the residents to understand the Authority hears them and we know it is an issue and we know there are problems.

Of the 38 complaints received in August, 13 were at Kidston Towers. They were mostly parking complaints and unauthorized people in the building. The complaints get tracked on another workbook; there is a minimum of a monthly lease enforcement meeting where every case is reviewed. These meetings sometimes take hours. Every action is tracked on this spreadsheet. This has been done for years. The complaints have increased over the years. The economy, the world and people have changed therefore all these complaints have increased. This is a world issue, not just in Vineland. Mrs. Jones hopes to put this information in the next few months on the statistics report for the Commissioners to see monthly. Cease notices are also tracked the same way as complaints. Some complaints may turn into a cease notice.

Commissioner Scott asked if there was some type of tenant handbook residents sign off on regarding rules and regulations. Mrs. Jones stated the House Rules were updated when properties were converted to RAD and residents were given this information.

Mrs. Jones stated the Authority will continue to do what it is doing and enforce the lease. Not everyone is happy with the Authority all the time and some people deny any wrongdoing. The Authority will gather the statistics and provide them to the board on a regular basis to track them better at this level.

Committee Report: Vice Chairperson Chapman reported there are a number of items on the resolutions tonight for awarding professional services contracts. The committee is recommending all that were point scored for these RFP's for Architectural & Engineer (2 responses) – award to Donovan Architects, Accounting (one response) – award to Linda Avena, Auditing (one response) – award to Bowman and Company, Consulting Services (two responses) – award to The Brooke Group, Legal Counsel – General Counsel (one response) – award to Brown and Connery and Legal Counsel – Labor Relations Counsel (two responses) – award to Brown and Connery.

Old Business: None.

New Business: None.

Resolution #2025-53
Resolution to Approve Monthly Expenses

Chairperson Ruiz-Mesa stated the bills have been reviewed and are recommended for payment in the sum of \$1,585,821.97. A motion was made by Commissioner Chapman; seconded by Commissioner Acosta-Jimenez. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes) – abstain on Brown & Connery invoices.
Commissioner Albert Porter	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Yes)

Resolution #2025-54
Authorizing JIF Membership Renewal

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-54. A motion was made by Commissioner Chapman; seconded by Commissioner Acosta-Jimenez. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Yes)

Resolution #2025-55
Awarding Fee Accounting Services Contract

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-55. A motion was made by Commissioner Porter; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Yes)

Resolution #2025-56
Awarding Auditing Services Contract

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-56. A motion was made by Commissioner Porter; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Abstain)

Resolution #2025-57
Awarding Architectural & Engineering Services Contract

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-57. A motion was made by Commissioner Porter; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Yes)

Resolution #2025-58
Awarding Legal Services Contract – General Counsel

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-58 A motion was made by Commissioner Porter; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Abstain)
Commissioner Albert Porter	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Yes)

Resolution #2025-59
Awarding Legal Services Contract – Labor Relations Counsel

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-59 A motion was made by Commissioner Porter; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Abstain)
Commissioner Albert Porter	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Yes)

Resolution #2025-60
Awarding Consulting Services Contract

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-60 A motion was made by Commissioner Porter; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Yes)

Resolution #2025-61
Dispose of Furniture & Equipment Utilizing the Disposition Policy

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-61. A motion was made by Commissioner Chapman; seconded by Commissioner Porter. Ron Miller provided explanation of resolution. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Yes)

Resolution #2025-62
Approving Change Order #9 for Construction Renovations at D'Orazio Terrace

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-62. A motion was made by Commissioner Chapman; seconded by Commissioner Acosta-Jimenez. Ron Miller provided explanation of resolution. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Yes)

Resolution #2025-63
Approving Transfer of Ownership of Authority Owned Vehicle to Cape May H.A.

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-63. A motion was made by Commissioner Chapman; seconded by Commissioner Acosta-Jimenez. Ron Miller provided explanation of resolution. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Yes)

There is no need for an Executive Session. Chairperson Ruiz-Mesa asked for comments from the press and/or public.

Salvatore Payan KT #10A – Expressed concerns on parking issues. Suggested color coded parking stickers between Kidston and Olivio Towers residents. Stated there are also handicap parking spot issues. He stated he had brought pictures to the Authority and never heard back. Mrs. Jones stated the Authority will work on this.

Becky Payan KT #10A – Ms. Payan would like the Commissioners to come to Kidston Towers to do a walk through from the 10th floor down. The halls are cracking and falling apart. The ceilings are also falling apart. She stated the elevators were out all weekend. On Thursday Ms. Payan stated she had to call the Fire Department because there was an alarm going off and she was not sure what alarm it was. She found out it was a medical alarm in one of the apartments. She stated if the lights were working, she would have known what the alarm was, but the light was not working. Elevator #1 is a major elevator that has to be up running at all times. The Medical Squad brought home a tenant from the hospital and had a hard time putting the stretcher on the smaller elevator #2. Ms. Payan stated every year she does Holiday Dinners. She has over 250 meals that come in and she serves Olivio, Kidston, Parkview and sometimes Asselta Acres. She also sends trays of food to the Vineland Polic Department. She has been doing this for 10 years. The issue she has is the kitchen has been made smaller, no counter space and they took the stove out which was unacceptable because the fire department advised her as long as she was not cooking that stove could have stayed there. She never cooked on that stove. She receives 120 turkey donated for tenants/families with children. Last year she collected over 100 brand new toys as well as \$200 worth of \$10 Wawa gift cards. She does not understand why housing never gave them to the children for Christmas but this she will not turn anything over to housing under no circumstances nor will they get her connections. If housing has an issue with her giving out food and collecting toys for the children, they can definitely give her a letter writing because she is sure the news and paper would love to read it. She stated she goes above and beyond for the tenants since the day she has moved in. She agreed she has a mouth and has Mrs. Jones stated some tenants do not get along. She stated she does not have to talk to a tenant if she does not want to, but if they come at her she will not stand there and take. She will come back at them. Ms. Payan said smoking is not an issue. The issue is drugs. She said there is so many drugs there and as long as her eyes are open she will not allow Kidston Towers to go down like the Atlantic City property. The parking issue should have been resolved a long time ago. Years ago there wasn't any issues when Dan was in tenant relations. Unauthorized vehicle were just be towed. The past 3 years the Kidston Towers has declined. Residents have no respect for housing or the workers. Mrs. Payan doesn't want to receive a letter from housing stating her complaint was received. She wants them to do something about the complaint. She expressed her concerns about security. There was no security labor day weekend. There is not enough security. She states the residents want 24/7 security with winter coming and she does not care how the Authority gets the money. They want to live a comfortable safe life.

Commissioner Porter asked who Dan was. Mrs. Jones explained Dan was in the lease enforcement position for the Authority. She stated no one was towed in that matter and that was not the process.

Magdalena Soto KT #3G – concerns regarding trash, unregistered vehicles and lighting needed.

Luis Santiago KT #6K – Rachel Mercado interpreted for Mr. Santiago. Mr. Santiago has lived there for 15 years. He has never taken anyone to his apartment. He has been taking care of his mother from the morning into the night for the past 6 years. He received a letter stating he has an unauthorized person living in his unit and he does not. He has reports from the police that he was robbed 8 times and nothing was done. They have stolen money and jewelry.

Angela Gould KT #4I – She received a certified letter stating she was smoking. She stated she does not smoke. She reported the elevators smell and they need to be cleaned.

Kendelyn Heath KT #9D – Every morning when he leaves for work he smell drugs. The elevators smell like urine constantly. Reported there are water leaks and cracks through the ceiling as well as trash all over the place. He stated there is not enough security. He has reported all his concerns to the Authority.

Manuel Castro KT #4B – Mr. Castro stated he has a video of the parking lot. He does not understand why he has to park in the back of the building. He has filed complaints and nothing has been done. He has also called about the elevators issues. Stated he has gotten stuck in the elevator. Commissioner Porter advised Mr. Castro when he calls the Authority it is important to take the name of the person he spoke to.

Sandra Shaver KT # 7G – She stated she has to put furniture against her unit door because of the drug people. She lives right by the stairwell. The drug people come out of the stairwell and go around to shake everyone's door. It is after 5 p.m. at night and it goes all weekend. She stated you can smell the chemicals of somebody cooking meth. She came from Salem to Vineland thinking she was going to have a good place to live. Her bathroom was flooded several times and her walls are cracked. Maintenance has come in and looked but no one has done anything. She is concerned about mold. Expressed concerns about parking issues and need for more security.

Commissioner Porter asked when was the last time she submitted a complaint. She stated 2 months ago. Commissioner Porter asked if she received a response. She stated she has never received a response for any complaint she has submitted.

Patricia D'Ambrosia OT #207 – Expressed issue with bugs. She stated a woman stole from her and she does not feel safe living in a building from a woman who stole from her. She has not filled out her paperwork and she does not know what to do about it. She was told to hold off and wait until court. She took the woman to court, but she still does not feel comfortable that this woman is still living in the building.

Rachel Mercado PV #2 -- Ms. Mercado stated the main issue at Parkview is the pets and parking issue. There is not enough signs regarding parking. Parking lines are needed as well as more handicap parking spots. Residents are not cleaning up after their pets.

Mrs. Jones stated she wanted to acknowledge the complaints and she believes the theme is unauthorized guests which are creating a parking problem. They may also be creating the drug issue. When she spoke about smoking she did not say cigarette smoking she believes there is a combination. She believes the tenants and knows they know what they are smelling. The Authority is aware. The Authority is working on how to find out where these smells are coming from. If the residents have any indication they should report it. The Authority does not use anyone's name when you report the problem. That will never be divulged. The Authority needs assistance to find out where the issues are coming from – what apartments. The Authority needs the residents' help to help the Authority improve their home. She understand the parking issues and it is overcrowded. The Authority does have a parking decal system. She has some thoughts and ideas regarding the parking issues. It will be discussed internally and there are ways to fix this issue. Mrs. Jones also hears the security concerns regarding the hours and the weekends. She asked for the residents to give the Authority some time to figure this out and she believes the Authority can produce some solutions. It was mentioned that within the last 3 years it has gotten bad. In the last 3 years at the high rise there were a lot of renovations going on and there were 20+ apartments empty plus apartments that became empty during COVID which were not filled. There were 30+ vacancies out of 103 units that were vacant, and therefore roughly 30% of residents have changed and it can become difficult. Residents that are housed into the properties are vetted. They do not have criminal records when they move in. Kidston Towers has a unique system on the locks. If you walk out of your apartment without your key, you are not getting back in. If you are getting back in with a screwdriver then you have broken the lock. If the resident thinks their lock is not safe, please call a work order in. Often times residents at Kidston Towers get locked out of their apartments because of the way the system is designed from a security perspective.

Commissioner Porter asked if security hours could be provided. Mrs. Jones stated the Authority cannot because the hours are varied. They are varied and they move around so they are not identifiable.

Mrs. Jones expressed to all, the Authority hears all the residents' concerns and asked for some time to address them. She requested if the residents could give the Authority some information on where the drug smells is coming from that this would be helpful. She stated a resident stated they received a cease notice for smoking and they indicated they do not smoke. Someone turned that in and may have reported the wrong apartment. The Authority is going by the information it is given. Mrs. Jones reiterated to please help the Authority with a little bit more of information if they have it. She stated their name and apartment would not be used. Mrs. Jones stated residents do not need to wait until next month's meeting to report issues. If the Authority doesn't know about an issue, the Authority cannot fix the issue.

Chairperson Ruiz-Mesa asked for additional comments from Administration and/or Board Members.

With no further business to discuss, Chairperson Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Chapman; seconded by Commissioner Acosta-Jimenez.

The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Absent)
Chairperson Mario Ruiz-Mesa	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Albert Porter	(No)
Commissioner Elizabeth Serrano	(Yes)
Commissioner Anthony Scott	(Yes)

The Regular Meeting of the Board of Commissioners was adjourned at 7:05 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF VINELAND
FINANCIAL REPORT FOR THE TWELVE MONTHS ENDED SEPTEMBER 30, 2025

	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU SEPT</u>	<u>ACTUAL THRU SEPT</u>	<u>FROM BUDGET (+OVER/-UNDER)</u>
<u>INCOME</u>				
TENANT RENT	678,010	678,010	714,801	36,791
OTHER INCOME MISC.	11,090	11,090	3,815	(7,275)
PHA OPERATING SUBSIDY	398,660	398,660	337,907	(60,753)
SECTION 8 ADMIN. FEE INCOME	1,320,000	1,320,000	1,285,503	(34,497)
CAPITAL FUNDS	655,000	655,000	453,958	(201,042)
FSS GRANT-PH	106,920	106,920	106,920	0
CSP-CONGREGATE SERVICES INCOME	50,820	50,820	28,921	(21,899)
INVESTMENT INCOME	17,830	17,830	34,459	16,629
CF MANAGEMENT FEE	60,000	60,000	60,360	360
MGMT FEE-PH	130,260	130,260	130,730	470
MGMT FEE-SEC 8	146,450	146,450	147,276	826
MGMT FEE-MELROSE	12,090	12,090	12,095	5
MGMT FEE-RAD	450,000	450,000	352,500	(97,500)
BOOKKEEPING FEE	12,130	12,130	11,865	(265)
BOOKKEEPING FEE-SEC 8	91,530	91,530	92,047	517
ASSET MGMT FEE	16,680	16,680	16,860	180
SHOP RENT	61,420	61,420	61,420	0
INCOME FROM OTHER AUTHORITIES	481,500	481,500	696,500	215,000
SERVICE INCOME FROM MELROSE	69,390	69,390	59,400	(9,990)
FRAUD RECOVERY	15,000	15,000	67,783	52,783
MISCELLANEOUS INCOME	1,200	1,200	34,036	32,836
TOTAL INCOME	4,785,980	4,785,980	4,709,156	(76,824)
<u>EXPENSES</u>				
ADMINISTRATION:				
ADMINISTRATIVE SALARIES	1,386,650	1,386,650	1,515,863	129,213
PAYROLL TAXES	124,800	124,800	118,951	(5,849)
HEALTH BENEFITS	520,780	520,780	318,434	(202,346)
CRIMINAL BACKGROUND CHECKS	6,500	6,500	8,123	1,623
TNT/EMPL SCREENING	22,490	22,490	47,083	24,593
LEGAL-GENERAL	24,510	24,510	10,463	(14,047)
LEGAL-OTHER	4,500	4,500	5,047	547
STAFF TRAINING	7,000	7,000	8,277	1,277
TRAVEL	3,000	3,000	3,145	145
ACCOUNTING	87,550	87,550	87,550	0
AUDITING	47,780	47,780	27,118	(20,662)
PORT OUT ADMIN FEES	2,400	2,400	6,390	3,990
MANAGEMENT FEES	273,150	273,150	278,006	4,856
BOOKKEEPING FEES	103,010	103,010	103,912	902
ASSET MGMT FEES	16,680	16,680	16,860	180
CF MANAGEMENT FEES	60,000	60,000	60,361	361
CONSULTANTS	7,100	7,100	22,205	15,105
IT CONSULTANTS	33,680	33,680	23,463	(10,217)

HOUSING AUTHORITY OF THE CITY OF VINELAND
FINANCIAL REPORT FOR THE TWELVE MONTHS ENDED SEPTEMBER 30, 2025

	ANNUAL BUDGET	BUDGET THRU SEPT	ACTUAL THRU SEPT	FROM BUDGET (+OVER/-UNDER)
CONSULTANTS-RAD	6,000	6,000	0	(6,000)
MEMBERSHIP DUES/FEES	4,900	4,900	3,684	(1,216)
PUBLICATIONS	1,300	1,300	0	(1,300)
ADVERTISING	4,800	4,800	2,051	(2,749)
OFFICE SUPPLIES	17,800	17,800	7,348	(10,452)
PAPER	4,000	4,000	2,353	(1,647)
COMPUTER & SOFTWARE EXPENSES	158,290	158,290	229,509	71,219
FUEL-ADMIN	2,200	2,200	0	(2,200)
TELEPHONE AND CELL	39,500	39,500	41,235	1,735
POSTAGE	24,500	24,500	11,397	(13,103)
COPIER SUPPLIES	8,400	8,400	5,841	(2,559)
INTERNET	7,000	7,000	4,538	(2,462)
GPS VEHICLE TRACKING	1,400	1,400	1,426	26
INSPECTION FEES	10,730	10,730	10,600	(130)
COFFEE SUPPLIES	1,500	1,500	834	(666)
MISCELLANEOUS EXPENSES	18,700	18,700	34,707	16,007
TOTAL ADMINISTRATION EXPENSES	<u>3,042,600</u>	<u>3,042,600</u>	<u>3,016,774</u>	<u>(25,826)</u>
TENANT SERVICES:				
SALARIES-CONGREGATE SERVICES	26,080	26,080	44,527	18,447
PAYROLL TAXES	2,350	2,350	3,494	1,144
TENANT CONTRACT SERVICES	9,500	9,500	11,969	2,469
OTHER	6,000	6,000	9,158	3,158
TOTAL TENANT SERVICES	<u>43,930</u>	<u>43,930</u>	<u>69,148</u>	<u>25,218</u>
UTILITIES:				
WATER	29,590	29,590	25,722	(3,868)
ELECTRIC	155,610	155,610	177,389	21,779
GAS	24,000	24,000	31,751	7,751
GARBAGAE/TRASH REMOVAL	10,900	10,900	10,794	(106)
SEWER	55,350	55,350	57,322	1,972
TOTAL UTILITIES EXPENSE	<u>275,450</u>	<u>275,450</u>	<u>302,978</u>	<u>27,529</u>
ORDINARY MAINTENANCE AND OPERATIONS:				
MAINTENANCE LABOR	386,610	386,610	206,617	(179,993)
PAYROLL TAXES	34,790	34,790	16,214	(18,576)
HEALTH BENEFITS	111,670	111,670	71,555	(40,115)
MAINTENANCE UNIFORMS	2,270	2,270	3,354	1,084
VEHICLE GAS, OIL, GREASE	19,740	19,740	20,289	549
MATERIALS	94,190	94,190	78,240	(15,950)
CONTRACT-COSTS	105,910	105,910	108,241	2,331
REPAIRS-VEHICLES	7,610	7,610	11,336	3,726
RENT EXPENSE	15,190	15,190	15,190	0
EXTERMINATION	6,460	6,460	8,721	2,261
TRASH REMOVAL	8,890	8,890	9,346	456

HOUSING AUTHORITY OF THE CITY OF VINELAND
FINANCIAL REPORT FOR THE TWELVE MONTHS ENDED SEPTEMBER 30, 2025

	ANNUAL BUDGET	BUDGET THRU SEPT	ACTUAL THRU SEPT	FROM BUDGET (+OVER/-UNDER)
TOTAL ORDINARY MAINT. & OPERATIONS EXP.	793,330	793,330	549,103	(244,227)
GENERAL EXPENSES:				
BAD DEBTS	5,980	5,980	5,980	0
COMPENSATED ABSENCES	14,000	14,000	14,000	0
FSS ESCROWS-SEC 8	72,000	72,000	45,837	(26,163)
INSURANCE	199,000	199,000	173,893	(25,107)
PAYMENTS IN LIEU OF TAXES	44,940	44,940	45,909	969
PENSION - ANNUAL PAYMENT	167,750	167,750	167,750	0
REPLACEMENT RESERVES	95,000	95,000	95,000	0
RETIREE HEALTH BENEFITS	97,260	97,260	66,149	(31,111)
TOTAL GENERAL EXPENSES	695,930	695,930	614,518	(81,412)
TOTAL OPERATING EXPENSES	4,851,240	4,851,240	4,552,521	(298,718)
PROFIT (LOSS) EXCLUDING HAP	(65,260)	(65,260)	156,635	221,894
HAP REVENUES	8,241,000	8,241,000	10,257,865	2,016,865
HAP EXPENSES	8,169,000	8,169,000	9,947,723	1,778,723
NET HAP (LOSS)	72,000	72,000	310,142 *	238,142
GRAND TOTAL PROFIT (LOSS)	6,740	6,740	466,777	460,036
UNRECONCILED HUD HELD RESERVES AT 09/30/25			104,883	
GRAND TOTAL PROFIT (LOSS) AFTER HUD HELD RESERVES			571,660	

Housing Authority of the City of Vineland

Administrative Report

DATE: October 8, 2025

TO: Board of Commissioners, Vineland Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for September 2025)

PERIOD: September 15, 2025, to October 8, 2025

Rental Assistance Demonstration (RAD) Conversions - Status

Below is a table with the RAD Conversion Status for each property. Tarkiln Asselta Acres, Parkview Apartments, Kidston Towers and Olivio Towers have been converted to RAD. These properties are no longer considered “Public Housing” and are now known as Project Based Section 8 properties.

Development	CHAP Award Date	RAD Closing Date	RAD Effective Date
Kidston/Olivio	02/13/2018	11/06/2020	12/01/2020
Tarkiln/Asselta	03/25/2015	11/16/2018	12/01/2018
Parkview	03/25/2015	11/16/2018	12/01/2018
Scattered Sites	7/24/2024	TBD	TBD
D’Orazio	12/07/2018 (Rescinded)	TBD	TBD

Renovation Projects

Scope of Work	Work Status	Comments
Tarkiln Acres – Roof Replacements	In Planning Stage	<i>September 2025 - A&E proposal received and under review.</i> August 2025 - A&E proposal received and under review. July 2025 - A&E proposal received and under review. June 2025 - A&E proposal received and under review. April 2025 - A&E proposal received and under review. March 2025 – Waiting on an A&E proposal for this project; Feb 2025 – project is currently in the planning stages with JW Pedersen Architect, a project kicking off meeting was held in January;

KT/OT – Elevator Refurbishment;	Bid opening on 5/17/22	
07/2023 – Olivio Towers elevators are planned for a complete modernization including controllers, machine replacement, and cab interiors. Kidston Towers elevators are planned for machine replacement. The contract has been awarded and a pre-construction meeting has been scheduled with the Contractor and Professional Team. 8/2023 – The elevator contract has been awarded. A pre-construction meeting has been scheduled with the Contractor and Professional Team. 9/2023 - Olivio Towers is planned for a complete modernization including controllers, machine replacement, and cab interiors. Kidston Towers is planned for machine replacement. Contract has been awarded and signed, a pre-construction meeting was held with the Contractor and Professional Team. The contractor assumed regular maintenance of the elevators at both buildings as of August 1, 2023, the remainder of the project is currently in the submittals phase. Currently, Olivio Towers elevator car #2 is out-of-service waiting on motor repairs to be completed. 10/2023 - The contractor assumed regular maintenance of the elevators at both buildings as of August 1, 2023, the remainder of the project is currently in the submittals phase. Olivio Towers elevator car #2 has been repaired and is in service. The project remains in the submittals stage. 11/2023 - The project continues in the submittals stage. One potential change order has been received and is under review by our professional team for reasonableness. 12/2023 - The project team is meeting to discuss the potential change order and overall project status on December 11, 2023, further updates may be available for discussion at the Board Meeting. 1/2024 – A change order is needed to replace the rear door to one elevator in Kidston Towers along with the sill plate; The equipment for the elevator modernization has not been received. 2/2024 – Equipment for the modernization is pending delivery from the manufacturer. 04/2024 – Equipment has been received but not yet delivered to the property. The subcontractor (OTIS) plans to begin with Olivio Towers – Car #2 within the next 2-3 weeks. The car is expected to be out-of-service for a period of 10-12 weeks. Once completed, work will begin on Car #1. Work at Kidston Towers has not yet been scheduled.	05/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers – Car #2. One elevator car remains in service and operational at both buildings. 6/2021 – No Update; 9/2021 – A&E proposals received and under review; 12/2023- Project is in the planning stages with the architects; 1/2024 –Architect is preparing a proposal for this project; The plan is to move forward in 2024; 2/2024 – A project kickoff meeting was held with the architects; Bid documents are in process; 9/2024 – No change in project status; 06/2024 – Modernization work on elevators in both Kidston & Olivio continues; One elevator remains in service at both buildings; 7/2024 – – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers. Kidston Towers – Car #2 has been completed and returned to service, once the newly completed car has run successfully for a couple weeks Car #1 will be taken out of service for modernization. Olivio Towers – Car #2 is planned to be completed the last week in July 2024. One elevator car remains in service and operational at both buildings. A further explanation at the Board meeting regarding Kidston Towers. 8/2024-Kidston Towers –Car #1 will be taken out of service for modernization starting mid-August. Olivio Towers – Car #2 is scheduled for completion and inspection at the end of August, once completed work will begin on elevator Car #1. One elevator car remains in service and operational at both buildings. 09/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers. Kidston Towers –Car #1 will be taken out of service for modernization once Car #2 is operational. Olivio Towers – Car #2 is delayed – the contractor is working to obtain fire alarm devices that are required for proper operation of the car. One elevator car remains in service and operational at both buildings. 10/2024 - – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers. Kidston Towers –Car #1 is out of service for modernization. Olivio Towers – Car #1 is out of service for modernization. One elevator car remains in service and operational at both buildings. A change order will be presented to request an extension in time to complete the project.	11/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers. Kidston Towers –Car #1 was placed back in-service. Olivio Towers – Car #1 is out of service for modernization. One elevator car remains in service and operational at Olivio Towers. Both elevator cars are operational at Kidston Towers. 12/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers. Kidston Towers –Car #1 was placed back in-service. Olivio Towers – Car #1 is out of service for modernization. One elevator car remains in service and operational at Olivio Towers. Both elevator cars are operational at Kidston Towers. 1/2025- All elevator cars are operational at Kidston Towers & Olivio Towers. This project is now in the punch-list phase, project closeout is anticipated to begin shortly. 2/2025 - All elevator cars are operational at Kidston Towers & Olivio Towers. This project is now in the punch-list phase, project closeout is anticipated to begin shortly. 4/2025 - All elevator cars are operational at Kidston Towers & Olivio Towers. This project is now in the punch-list phase, project closeout is anticipated to begin shortly. Update – punch-list work has been completed, waiting for confirmation from our professional team regarding the acceptance of the work. If accepted, we anticipate issuing substantial completion. 5/2025- No update from previous month. we anticipate issuing substantial completion and continuing project closeout. 6/2025 - Substantial completion has been issued; our team continues to pursue project closeout. 7/2025 - Substantial completion has been issued; our team continues to pursue project closeout. <i>8/2025 - All elevator cars are operational at Kidston Towers & Olivio Towers. This project is now in the punch-list phase, project closeout is anticipated to begin shortly. Update –Substantial completion has been issued; our team continues to pursue project closeout. Otis, Lerch Bates and the Housing Authority met onsite with an adjuster to review operations at Kidston Towers. All participants agreed the elevators need additional adjustment to improve ride quality. Lerch Bates and Otis have both escalated the issue within their respective offices and are working to coordinate a call with Elevator Controls Corporation to better understand the problem and work collaboratively on a repair plan. Further verbal update to follow.</i>

**KT/OT – Elevator
Refurbishment
Continued:**

9/2025 - Substantial completion has been issued; our team continues to pursue project closeout. Otis, Lerch Bates and the Housing Authority met onsite with an adjuster to review operations at Kidston Towers. All participants agreed the elevators need additional adjustment to improve ride quality. Lerch Bate and Otis have both escalated the issue within their respective offices and are working to coordinate a call with Elevator Controls Corporation to better understand the problem and work collaboratively on a repair plan. Further verbal update to follow.

10/2025

All parties involved understand the concerns at Kidston Towers; however additional work is needed to pinpoint the cause of the repeated issues. An on-site meeting is scheduled for October 15th to gather additional information on the likely failure point, Further verbal update to follow.

KT – Interior Plumbing Renovations (Replacement of plumbing stacks; domestic water filtration system; new fire-rated access panels; complete unit bathroom replacements; accessibility upgrades communal area restrooms; domestic water filtration system; domestic water pump; Accessibility upgrades to communal area restrooms;		04/2024 – Update: - Water filtration system – additional water testing has been received and reviewed; a flow test is being ordered to determine the best course of action; no further update is available. The Close-out process is currently in process, no further work is anticipated on this project. 05/2024 - Team met with a new vendor for the water filtration system; no further update is available until the vendor completes an on-site visit. 06/2024 – New vendor for water filtration system on schedule for an on-site visit; 7/2024 - Team met with a new vendor for the water filtration system; no further update is available until the vendor completes an on-site visit. <u>No update.</u> 9/2024 - Team met with a new vendor for the water filtration system; no further update is available until the vendor completes an on-site visit. 01/2025 – No update on this project. 2/2025 – Update: - Water filtration system – additional water testing has been received and reviewed; a flow test is being ordered to determine the best course of action; Update: Equipment was removed from the building by Gary F Gardner and sent out for configuration; once returned it will be re-installed and tested. 3/2025 – Update – The equipment is being reprogrammed and will be re-installed by South Jersey Water Conditioning when reprogramming is complete. 4/2025 – No update from last month. 5/2025 - <i>no update from previous month. Pumps have not been released by Grundfos</i> 6/2025 - Pumps have been released by Grundfos and are scheduled for re-installation. 7/2025 – Pumps were released by Grundfos and were re-installed but did not work properly. Grundfos is scheduling an on-site technician to troubleshoot. 8/2025 – Update: - Water filtration system – additional water testing has been received and reviewed; a flow test is being ordered to determine the best course of action; no further update is available. The Close-out process is currently in process, no further work is anticipated on this project. Update: Equipment was removed from the building by Gary F Gardner and sent out for configuration, once returned it will be re-installed and tested. Update – pumps were released by Grundfos and were re-installed but did not work correctly. Grundfos is scheduling an on-site technician to troubleshoot. Parts were received by South Jersey Water; however, the system remains out of service. 9/2025 – The system is in-service and operational. <i>10/2025 – Project close-out underway.</i>
9/2023 Update: - Water filtration system - Kidston – parts are backordered; Currently in final punch-list stage; Substantial Completion issued; Close-out process beginning. Final punch list work is in process and expected to be completed by the end of September. The team is evaluating the installation of the water treatment systems for both buildings and will be making the necessary changes, Kidston Towers water treatment system has not yet been installed. 10/2023 Update: - No update; 11/2023 Update: - Water filtration system – systems in both buildings are now installed; Currently in final punch-list stage; Substantial Completion issued; Close-out process beginning. Final punch list work is in process and expected to be completed by the end of October. The team is evaluating the installation of the water treatment systems to ensure it is functioning properly. 12/2023 Update – Close-out process in motion; The water treatment system installation has been delayed; the system must be configured by the manufacturer, but the system was shipped without being configured; the system is being sent back to the manufacturer for configuration; 02/2024 Update – Additional water testing has been ordered to compare the results of the test conducted in 2020 to conditions today; no further update is available. The Close-out process is currently in process, no further work is anticipated on this project.		

Kidston/Olivio Towers – Fire Pump Replacement

9/2023 - Fire Pump Replacement

Project was bid on two occasions –

Round #1 – No Bids Received on June 1, 2023

Round #2 – 1 bid received on June 21, 2023

Negotiated Contract – the project team met with the sole bidder in an attempt to negotiate a contract. A follow-up meeting with the contractor has been scheduled for the end of August to review their new proposed pricing structure along with any value engineering cost savings. Negotiations are ongoing, our team began collaborating with additional vendors to obtain more competitive pricing on this project.

10/2023 Update: Negotiated Contract – The project team negotiated with three (3) vendors and received best and final pricing; a recommendation for award is being presented on the Agenda for the October board meeting.

11/2023 Update: Negotiated Contract – Pending final contract completion.

12/2023 - Final contract has been received from the Contractor. The Team met to discuss the project, expectations were defined, and submittals are expected to be received for review. The Vineland Fire Department was made aware of the contract being awarded.

01/2024 - Final contract Underground utility infrastructure work is underway at the site. The construction team has been making regular site visits to inspect the work. The fire pump has been ordered but has not yet been shipped by the manufacturer.

03/2024 - Underground utility infrastructure work has been substantially completed. The tie-in at Kidston remains to be completed. The construction team has been making regular site visits to inspect the work. The fire pump has been shipped by the manufacturer, but not yet delivered to the site. Electrical, mechanical, and concrete work are being completed within the space to prepare for the pump delivery.

04/2024 - The fire pump has been installed in the building, the general contractor is working on piping and electrical work within the building.

05/2024 - Underground utility infrastructure work has been substantially completed. The tie-in at Kidston remains to be completed. The construction team has been making regular site visits to inspect the work. The fire pump has been installed in the building and the general contractor is working on piping and electrical work within the building. The fueling station for the pump has not yet been delivered to the property. Once received, the contractor will schedule an initial startup of the equipment and begin testing. Olivio is planned to be brought online first. Once the new system is activated in Olivio the construction team will focus their efforts on bringing Kidston up on the new system. Both buildings remain fully protected throughout the process.

06/2024 - The wrong fueling station for the pump was delivered to the property; a replacement has been ordered; The new diesel fired pump is now in service; The Vineland Fire Department, Water Department, Code Officials have been kept informed throughout the process. Electrical work related to the old fire pumps needs to be completed. Both buildings are fully protected throughout the project.

7/2024 - The new diesel fire pump is now in service. A change order is required to replace the jockey pump at Olivio Towers. Both buildings remain fully protected throughout the process. The project is currently substantially completed and in the closeout phase.

8/2024 - The wrong fueling station for the pump was delivered to the property, a replacement has been ordered. The new diesel fire pump is in service. The replacement jockey pump at Olivio Towers has been installed. Both buildings remain fully protected throughout the process. The project is currently substantially completed and in the closeout phase.

09/2024 – Pump testing and training was completed with the assistance of the Vineland Fire Department. The project is currently substantially completed and in the closeout phase.

10/2024 - The project is currently substantially completed and in the closeout phase. The fueling station for the pump remains incomplete, waiting for parts to finish the project.

11/2024 – The project is currently substantially completed and in the closeout phase. The fueling station for the pump remains incomplete, waiting for parts to finish the project. A change order will be presented, a further explanation will be provided at the Board Meeting.

12/2024 - The project is currently substantially completed and in the closeout phase. The fueling station for the pump remains incomplete, waiting for parts to finish the project. A change order will be presented, a further explanation will be provided at the Board Meeting.

02/2025 – No update on this project.

03/2025 – No update on this project.

04/2025 – No update on this project.

05/2025 - Update – Siemens provided an update on the fueling station – manufacturing has been delayed until July.

6/2025 - Update – Siemens provided an update on the fueling station – manufacturing has been delayed until August.

7/2025 – Siemens provided an update on the fueling station and manufacturing has been delayed until August.

8/2025 – The project is currently substantially completed and in the closeout phase. The fueling station for the pump remains incomplete, waiting for parts to finish the project. A change order will be presented, a further explanation will be provided at the Board Meeting. Update – Siemens received the fueling station, installation is underway. Our team is pursuing project closeout.

9/2025 – Project closeout is underway.

10/2025 – Project closeout is underway.

Scattered Site Disposition – Status

- The Scattered Site program was approved for disposition by HUD.
- Several homes have been listed for sale. The chart below summarizes the status of the 72 homes;
- Due to market conditions, many residents have been unable to obtain rental housing using their Housing Choice Voucher; this is due to the low or no availability of rental housing.
- The board was presented with a concept at the September 2022 meeting of the Authority retaining approximately 35 of the 72 homes. The 35 homes could be converted to the Rental Assistance Demonstration (RAD) program while receiving a higher fair market rent. The Authority staff and consultant are working on a presentation for the board to consider, which will change the status of 35 homes from “disposition” to RAD conversion;
- A conference call was held in November 2022 with the HUD Special Applications Center (SAC) staff to discuss the concept of converting some of the Scattered Site homes to a RAD project. The SAC staff gave an initial “ok” to move forward with the plan; Some additional work on the project is needed prior to presenting the plan to the board for approval;
- The Authority staff and consultant are working on a plan to move residents from the houses that are to be sold into houses that are being kept; The financial plan for the program as well as the steps needed to complete this program are being formulated and will be presented to the board at the February meeting;
- Staff continues to work with residents to move them from houses that are going to be sold to homes that are not going to be sold;
- *Staff continue to work with residents to move them from houses that are going to be sold to homes that are not going to be sold; homes are in the process of being vacated and appraised. Listings are active on several units. Please see the chart below for status details;*
- Listings are active on several units. Please see the below chart for status details;
- The Authority has requested quotes for the completion of a RAD Physical Conditions Assessment, RFQ’s are due to the Authority in early December. Individual assessments are required due to the nature and uniqueness of each scattered site home. – Update: explanation will be provided with resolution.
- A kick-off meeting with the project team has been scheduled for the RAD Physical Conditions Assessment process.
- Work continues on the Scattered Sites to move this to a RAD closing. A closing in 2025 is unlikely.
- All 33 houses have been sold; the physical needs assessment is the next step to move toward a RAD closing for this project; kick-off meeting with the project team was held, administrative background work is underway for this project. On-site work is scheduled to begin in May 2025.
- AEI Consultants have completed the RAD Physical Needs Assessments on the homes; AEI is in the process of preparing draft reports for by the team.
- *10/2025 - AEI Consultants completed the RAD etool report, our team is reviewing the documents for next steps.*

SCATTERED SITE HOMES – STATUS SUMMARY			
<i>Date</i>	<i>Addresses</i>	<i>Status</i>	<i>Total Homes</i>
			39 Keeping
			33 Selling
2022 Activity	4209 Marilyn Avenue	SOLD – 5/4/22	
	1441 Nylund Drive	SOLD – 05/10/22	
	612 Oxford Street	SOLD – 5/16/22	
	1137 East Elmer Rd	SOLD – 6/28/22	
	864 Columbia Avenue	SOLD – 9/30/22	
	1409 Brown Road	SOLD – 9/8/22	
	1745 Jackson Drive	SOLD – 11/10/22	
	4331 Robert Drive	SOLD – 2/12/22	8 Sold in 2022
2023 Activity	760 N. Mill Rd	SOLD – 12/1/23	
	1091 N. Mill Rd	SOLD – 10/31/23	
	1290 Old Lake Rd	SOLD – 12/29/23	
	930 Charles St	SOLD – 1/11/2024	
	30 Avon Place	SOLD – 1/31/2024	
	5578 High Ridge Rd	SOLD – 1/31/2024	
	1479 Brown Rd	SOLD – 2/21/2024	
	2174 Sunset Ave	SOLD – 4/04/2024	
	5599 Lodge Place	SOLD – 7/01/2024	9 Sold in 2023
2024 Activity	3188 Hance Bridge Rd	SOLD 4/22/2024	
	5633 High Ridge Rd	SOLD – 5/2024	
	721 S. Valley Ave	SOLD – 5/30/2024	
	2961 Athens Way	SOLD – 6/19/2024	
	4630 Bernard Rd	SOLD – 7/02/2024	
	1659 Venus Drive	SOLD – 6/20/2024	
	4509 Noel Drive	SOLD – 5/28/2024	
	38 Victory Lane	SOLD 7/17/24	
	4511 Robin Road	SOLD 8/30/24	
	1460 Neptune Terr	SOLD 9/20/24	
	2935 Athens Way	SOLD 9/16/24	
	1306 Brown Rd	SOLD – 9/30/24	
	1017 Alexander Dr	SOLD – 12/19/24	
	4486 Robin Road	SOLD 12/13/24	14 Sold in 2024
	2149 Berkley Dr	SOLD 2/28/25	
	5691 High Ridge Rd	SOLD 4/10/25	2 Sold in 2025
		33 Houses being sold;	33 Houses Sold - End

D'Orazio Terrace – Redevelopment

The board discussion regarding the D'Orazio Terrace will continue. The Scattered Site homes must be sold prior to the redevelopment of D'Orazio Terrace; the proceeds from the sale of the Scattered Site homes will be used in the D'Orazio Terrace redevelopment, but the sales must occur prior to redevelopment, or the Authority must return the Scattered Site sales proceeds to HUD.

Update: The Contract to enter into a Housing Assistance Payment (CHAP) the Authority currently has with HUD may need to be rescinded as the funds from the scattered site sales are needed to move forward with this project as stipulated above. A new CHAP may be permitted to be issued in the future. Waiting for confirmation from HUD before moving forward.

September 2022 Update: The CHAP for D'Orazio Terrace has been withdrawn by the Authority as more time is needed to develop the required financial plan;

September 2023 Update: Staff continue to work with the JIF assigned insurance adjuster and contractor to finalize a scope of work (SOW) for the fire that occurred in Building #1 in January of 2023. The tenants in Building #1 have been relocated to other VHA properties due to the extensive nature of work needed in their units. Due to time constraints, a new architect is being utilized, Pederson Architects of Vineland will be assisting with this project. Limited demolition of affected areas has begun, the professional team will be evaluating and making recommendations on the repairs needed. We continue to work with our partners to obtain pricing on a complete rehab of building #1. We anticipate presenting options for Board consideration.

October 2023 Update: Board approved work on ten (10) units per Resolution. Limited demolition of the affected area has been completed. A scheduled of values is being finalized with All-Risk and the project Team met on site with the insurance company on October 11, 2023. Design documents remain in progress and under review.

November 2023 Update: Board approved work on ten (10) units per Resolution. Limited demolition of the affected area has been completed. We continue to work with our partners to obtain pricing on a complete rehab of building #1, we anticipate presenting options for Board consideration. Work has started at the building; a final scope is being developed in conjunction with the adjuster for presentation at the December JIF meeting.

December 2023 Update: Additional scope of work is required to rehab building #1; Additional investigation into perc rates and water tables are in process to determine best solutions; A verbal update will be given at the board meeting;

February 2024 Update: Additional scope of work is required to rehab building #1; Additional investigation into perc rates and water tables are in process to determine best solutions; A verbal update will be given at the board meeting;

March 2024 - Work continues within the Architects office to develop a comprehensive set of construction plans to make improvements to the building. Floor plans have been approved and interior framing, plumbing/electrical rough ins are underway. Repairs to the roof are expected to begin within the next few weeks, weather dependent. A limited Survey and Geotech study are being completed to better determine the correct course of action to prevent future water infiltration into the crawl spaces of the building. A further explanation of this project will be provided at the Board meeting.

April 2024 – Project status to be reviewed at board meeting;

May 2024 - Work continues within the Architects office to develop a comprehensive set of construction plans to make improvements to the building. Floor plans have been approved and interior framing, plumbing/electrical rough ins are underway. Repairs to the roof are underway. A limited Survey and Geotech

D'Orazio Terrace – Redevelopment - continued

study is being completed to better determine the correct course of action to prevent future water infiltration into the crawl spaces of the building. A further explanation of this project will be provided at the Board meeting.

June 2024 - Work continues within the Architects office to develop a comprehensive set of construction plans to make improvements to the building. Floor plans have been approved and interior framing, plumbing\electrical rough ins are underway. The survey for the project is being finalized along with the Geotech report. Change orders will be presented to discuss at the Board meeting.

July 2024 - Construction is fully engaged at the building, drywall, paint, and casework are all simultaneously underway throughout the building. Final plans are currently under review for drainage around the building and in the courtyard. A more detailed update will be provided at the Board meeting.

August 2024 - Construction is fully engaged at the building, drywall, paint, and casework are all simultaneously underway throughout the building. Final plans are currently under review for drainage around the building and in the courtyard. A more detailed update will be provided at the Board meeting.

September 2024 – Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. A more detailed update will be provided at the Board meeting.

October 2024 - Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. A more detailed update will be provided at the Board meeting.

November 2024 – Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. Site work is scheduled to begin. A more detailed update will be provided at the Board meeting.

December 2024 – Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. Site work is scheduled to begin.

January 2025 – Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. Site work is underway. A more detailed update will be provided at the Board meeting. Occupancy of the building is scheduled for February; however, weather conditions may affect the completion of the site work.

February 2025 – Occupancy of the building is slated for March\April; however, weather conditions may affect the completion of the site work.

March 2025 - Occupancy of the building is slated for March; the remainder of the site work can be completed with the building occupied and as the weather improves.

April 2025 - Occupancy of the building has been completed; the property is 100% occupied; the remainder of the site work can be completed with the building occupied.

May 2025 - Site work is wrapping up; final punch list of the exterior will be scheduled; project closeout is underway.

July 2025 - Final punch list of the exterior will be scheduled; project closeout is underway.

August 2025 - Project is closed out. Remaining work includes parking line striping and signage; both are being undertaken by VHA maintenance.

October 2025 – The rehab of Building #1 is complete.

D'Orazio Terrace – Community Room

January 2025 - Update – Project is currently in the planning stages with JW Pedersen Architect, a project kicking off meeting is anticipated to take place in January.

February 2025 - Update –A project kicking off meeting was held with our Architect.

March 2025 – Update - A&E proposal received and under review.

April 2025 – Update - A&E proposal continues to be under review.

May 2025 – Update - A&E proposal continues to be under review.

June 2025 – Update - A&E proposal continues to be under review.

July 2025 – Update - A&E proposal continues to be under review.

August 2025 – Update - A&E proposal continues to be under review.

September 2025 - A&E proposal continues to be under review.

October 2025 - A&E proposal continues to be under review.

D'Orazio Terrace – Tree Damage – Buildings 2 & 4

May - A final a scope of work (SOW) for the damage caused by a tree falling on buildings #2 and 4 has been completed. Emergency protective measures to secure the property and ensure that no additional damage is caused continues. Both tenants involved were relocated to other VHA properties. Repairs are underway to restore the building.

July 2025 – The roofs are being installed on both buildings #2 & #4. Once completed, the interior repairs will begin.

8/2025 -The roofs have been installed on both buildings #2 & 4, one change order will be presented and recommended for approval to replace the gutters on Building #2.

9/2025 – Project nearing close-out; Verbal update to be provided at the meeting;

10/2025 – Project completed.

Asselta Acres – Building 3

February 2025 – This project involves the conversion of two (2) six (6) bedroom units into four (4) units. This project is currently in the space planning stage with JW Pedersen Architect. A project kicking off meeting was held with the Architect in January.

March 2025 - Update – A&E proposal received and under review.

April 2025 – Update - A&E proposal continues to be under review.

May 2025 - A&E proposal continues to be under review.

June 2025 - A&E proposal continues to be under review.

July 2025 - A&E proposal continues to be under review.

August 2025 - A&E proposal continues to be under review.

September 2025 - A&E proposal continues to be under review.

October 2025 - A&E proposal continues to be under review.

Melrose Court

The property is 100% occupied. The property is financially sound.

Community Outreach

On December 23, 2024, the staff hosted a toy giveaway for the family sites and scattered sites. During the event, pizza, sodas, cookies, and chips were provided to the families who participated.

The initiative was well received, and we believe it was a huge success. Looking ahead, we are confident that next year's event will benefit from even more positive feedback and increased participation from tenants. The families who joined in truly enjoyed the time spent together during the activity.

No community outreach events were held in the month of January. We look forward to future events in the months ahead.

March 2025 – Update - The Authority in conjunction with Outlaws Burger held an event on February 8th, we had a great turnout. Tenants participated by accepting donated clothing, books, and shoes. They also enjoyed the burgers from Outlaws, and VHA staff had the opportunity to provide beverages and to engage with the tenants in-person at the property. Overall, it was a very nice event—cold, but still very enjoyable! We look forward to future events in the months ahead.

April 2025 – Update - The Authority held community gatherings with the staff at Tarklin Acres and D'Orazio on March 25th and 28th respectively, we provided coffee and donuts. We listened to residents' concerns and will be addressing areas within our reach. Overall, the meetings went well, and we got great feedback.

May 2025 - This month, the Authority held a Spring Activity event for the family sites—Asselta, Parkview, Melrose, and the Scattered Sites. our team felt the event was a great success. Attendance was up compared to our past events. The Authority provided food, played outdoor games with the children, held a fun egg hunt, and raffled off Wawa gift cards. Everyone seemed to have a great time, especially the kids, and even the adults really enjoyed the day. We handed out food bags to all tenants who attended, and we also delivered bags directly to the doors of residents from Asselta, Parkview, and Melrose who couldn't make it. It was a fun event that helped bring the community and our staff come together.

June 2025 - The VHA team was able to continue supporting the tenants through the distributing dry food goods at both Tarklin and D'Orazio.

July 2025 - Outreach was limited this past month by staff availability. Update to be provided at the meeting regarding July outreach event.

Community Outreach (continued)

August 2025 -Outreach was conducted at several properties this past month.

The VHA management team held resident meetings at Kidston, Olivio, Tarkiln, and D'Orazio to meet with residents, explain our processes, understand tenant concerns, and answer their questions. The meetings were a great mix of presentation material, interactive dialog, and questions; all content was presented in both English and Spanish. Areas discussed included:

1. Brief overview of the building

1. Who can live there

1.Buildings are not designated as “Elderly”, the property is governed by 24 CFR Part 945 which allows for an elderly, disabled, and handicapped population regardless of age.

2. How lease enforcement works

1.The Authority employs full-time lease enforcement personnel who diligently follow through on lease infractions. The Authority frequently is in landlord-tenant court with residents who are in violation of the terms and conditions of their lease.

3. Securing the building

1.The outside doors at Kidston Towers are secure with electro-magnetic locks; these doors cannot be simply pulled open. The outside doors by design at Olivio Towers are access controlled; there are limited options to further secure an automatic sliding door.

2.Reminder: Do not allow people into the building

2. How to:

1. Complaints

1.How to submit a complaint/request

1. Complaint should be submitted in writing to the Vineland Housing Authority on the complaint form. The only way to guarantee a response to a resident complaint is to give it to us.

2. Complaint forms are available at our office, by fax, or by e-mail

3. The Authority cannot address complaints not directly received by residents; Complaints submitted to a 3rd party, any person or agency that is not directly employed by the Authority, may not be received by the Authority; The importance of the Housing Authority receiving the complaint directly was repeated. The VHA cannot resolve issues or complaints that it does not know about.

2.Response from the VHA

1. The Housing Authority will mail written responses to tenants who submit a complaint/request form.

3.Reminder that we cannot respond to complaints that we do not have. If tenants provide complaint requests to anyone outside of the Vineland Housing Authority we cannot guarantee the complaints will be addressed.

Community Outreach (continued)

- 2. Maintenance**
 - 1. Work Orders**
 - 1. Call the office (856) 691-4099**
 - 1. Proven track record and process to address work orders.**
 - 2. Office hours are 8:30 – 4:30 – M-F. There are two (2) live receptionists who answer the phones and will log resident work orders requests.**
- 3. Security**
 - 1. Security is under contract and active at both Kidston & Olivio Towers.**
- 4. Remote On-Site Office**
 - 1. Open Office hours have been posted at Kidston & Olivio Towers.**
 - 1. Signs have been posted with the hours**
 - 2. Both Kidston & Olivio Towers residents have access to the office space at Kidston Towers.**
- 5. Notices**
 - 1. Maintenance Reminders**
 - 1. Notice was mailed to all Vineland Housing Authority residents at all properties reminding the tenants how to enter a work order request for maintenance.**
 - 1. Notice Included Contact information for (phone\e-mail):**
 - 1. Public Housing\RAD Property Manager**
 - 2. Operations Manager**
 - 2. A second notice and magnet was mailed to all Vineland Housing Authority residents at all properties reminding the tenants how to enter a work order request for maintenance and providing a convenient refrigerator magnet with our phone number for work order requests.**
 - 3. Social Services will be distributing notification with information on how the food program works, including contacts, dates, times, and locations.**
- 6. Property Management**
 - 1. Both lease enforcement and the property manager are walking the properties on a more frequent basis.**
 - 2. The Authority Operations Manager is working to prioritize maintenance requests along with addressing tenant concerns.**
- 7. Inspections**
 - 1. Verbal update will be provided.**

The actions referenced above are intended to support and strengthen the processes already in place at the Vineland Housing Authority. Our staff are dedicated professionals who work diligently to maintain high standards throughout the year. At times, external factors can delay progress on capital projects and place additional demands on our team. Despite these challenges, we remain committed to engaging with residents and working together to identify and resolve issues promptly and effectively, while upholding the integrity of the Vineland Housing Authority.

Community Outreach (continued)

Our community outreach group held a back-to-school event for the families at Asselta Acres, Parkview Apartments, and the Scattered Sites. The event represents our staff commitment to giving back to the community; food, fun, and giveaways were all part of the event. Backpacks, clothes, school supplies, and food were all supplied to residents. Our team sought and received donations from vendors to fund the event, this was a very successful back-to-school event, we look forward to expanding the event in the future.

September 2025 -Outreach was conducted this past month and focused on resident meetings.

October 2025 - Outreach was conducted this past month continues to be focused on direct resident engagement at the properties.

Board of Commissioners NJ Local Housing Authority Training Program Status

Commissioner	Training Program Status
Brian Asselta	Completed with Certificate
Chris Chapman	Completed with Certificate
Mario Ruiz-Mesa	Completed with Certificate
Albert D. Porter	Completed with Certificate
Iris Acosta-Jimenez	Completed with Certificate
Elizabeth Serrano	In Training: Must be completed by: September 25, 2026 ☐ Ethics – 12/10/25 ☐ Financial – 11/12/25 X PHAS/SEMAP X Skills ☐ Elective – 11/19/25
Anthony Scott	In Training: Must be completed by: March 9, 2027 ☐ Ethics ☐ Financial ☐ PHAS/SEMAP 11/8/2025 ☐ Skills ☐ Elective

Commissioner Classes through Rutgers

- **The Current Schedule for the NJ Local Housing Authority and Redevelopment Training Program classes can be found here:**
<https://cgs.rutgers.edu/programs/public-housing-and-municipal-redevelopment>
-
- **Please contact Gloria Pomales, Executive Assistant, to register for these classes – gpomales@vha.org or 856-691-4099 Ext 5901. All classes are at the expense of the Authority.**
-



Center for Government Services

Housing Authority Commissioners

Housing authority commissioners must complete five courses within 18 months of appointment. Commissioners for housing authorities that also are redevelopment agencies must complete a sixth course, Principles of Redevelopment.

One Course can be an elective with the five (5) required courses listed below:

Required Courses:

- **Ethics**
- **Financial Issues and Procedures**
- **Public Housing Assessment System and Section 8 Management Assessment Program (PHAS and SEMAP)**
- **Skills for Commissioners**
- **One Elective**

Program Statistics Report

10/2024 - 10/2025

Sep2025

Aug2025

Jul2025

Tenant Accounts Receivable			
Number of "non-payment of rent" cases referred to the solicitor	0	10	4
Unit Inspections			
Total number of units to be inspected in fiscal year	600	600	600
Number of inspections actually completed this month - all sites	10	4	13
Total number of units inspected year-to-date - all sites	815	743	739
City Inspections	62	0	103
Occupancy			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Leasup Time)	32	48	49
Annual Unit Turnaround Time (For Fiscal Year)	32	32	31
Monthly - Number of Vacancies (at start of month)	12	12	13
Monthly - Number of Vacancies Filled (this month)	2	6	4
Monthly - Average unit turnaround time in days for Lease Up	8	6	6
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	20	23	29
Monthly - Annual Average Number of Vacancies (at start of month)	8	7	7
PIC Score	100.00	100.00	100.00
Occupancy Rate	98.97%	98.97%	98.45%
Public Housing & RAD Waiting List Applicants all lists closed.			
Families - With Local Preference	103	103	110
Families - Without Local Preference	354	355	358
Elderly (Seniors - 62+)/Disabled - With Local preference	75	80	107
Elderly (Seniors - 62+)/Disabled - Without Local preference	348	349	350
0/1 Bedroom	423	429	457
2 Bedroom	153	153	154
3 Bedroom	63	63	65
4 Bedroom	184	184	185
5 Bedroom	50	51	57
6 Bedroom	7	7	7
Success Rate	25%	25%	25%
Average work order turnaround time in days - Tenant Generated	0.11	0.10	0.13
Number of routine work orders written this month	619	577	901
Number of outstanding work orders from previous month	1,207	1,236	1,489
Total number of work orders to be addressed this month	1,826	1,813	2,390
Total number of work orders completed this month	467	606	1,154
Total number of work orders left outstanding	1,359	1,207	1,236
Number of emergency work orders written this month	2	5	5
Total number of work orders written year-to-date	7,033	6,414	5,837
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	4	1	1
Section 8			
Level of leased units of previous month was:	1018	1018	1020
Level of leased units this month is:	1016	1018	1018
Number of increased leased-units over last month	0	0	0
Total number of units inspected this month	76	19	24
Programs (Voucher):			
ABA Utilization %	98.06%	98.31%	99.47%
Repayment Agreements	56	56	53
Total repayments due YTD	\$180,076	\$181,182	\$164,533
Total repayments received YTD	\$21,432	\$20,326	\$19,576
PIC Score (Oakview added 10/13)	101.29%	100.99%	100.99%
Section 8 Housing Choice Voucher Waiting List Applicants - With Local Preference - CLOSED	632	631	630
Section 8 Housing Choice Voucher Waiting List Applicants - Without Local Preference - CLOSED	1218	1215	1216
Section 8 Project Based Waiting List Applicants- Oakview - CLOSED	758	779	780
Section 8 Project Based Waiting List Applicants- With Local Preference - Buena HA - CLOSED	25	25	25
Section 8 Project Based Waiting List Applicants- Without Local Preference - Buena HA - CLOSED	215	219	220
Section 8 - Percentage Housed Based on Income Limit - ELI vs VLI/LI	77%/23%	76%/24%	76%/24%
Section 8 - Choice Mobiltiy List	118	118	115
Department of Social Services - FSS			
Family Self-Sufficiency - Public Housing and Section 8 Voucher Combined			
The number of residents that received "outreach" information about FSS	8	15	15
The number of residents signed on to the program. (FSS Contracts).	1	27	27

Program Statistics Report

10/2024 - 10/2025

Sep2025

Aug2025

Jul2025

The number of FSS Participants with established escrow accounts.	15	16	16
Number of residents in need of employment skills (GED, DL, Job Training.)	2	5	5
The number of meetings, workshops and case management services	3	15	15
<u>Congregate Services</u>			
Number of clients on the Congregate Program	27	29	29
Number of clients on Meal Program	0	0	0
Number of clients on Housekeeping Program	12	12	12
Number of clients on Laundry Services	24	21	21
Number of clients on Shopping Services	7	6	6
<u>Registered Nurse</u>			
Number of clients served this month	93	82	82
Blood Pressure Clinics (clinics) # of residents attending	0	0	0
Health Assessments/re-assessments	5	5	5
Meds Supervision	15	25	25
<u>VHA - (FAMILY SW)</u>			
Number of Residents on ROSS (Family)	10	25	25
Number of residents that received case management services	5	15	15
Number of Meetings	0	1	1
Number of residents enrolled in academic/employment workshops (FSS)	0	5	5
<u>VHA - (MEDICAL)</u>			
Number of residents received health assessment	5	5	5
Number of residents health activities of daily living assessments.	11	8	8
Resident's medicine monitoring/supervision for month	15	25	25
Self-sufficiency - improved living conditions.	5	4	4
<u>Community Development Block Grant Program</u>			
<u>Clients Served</u>			
Number of new clients served	1	1	1
Number of ongoing clients	64	64	64
Total clients currently being served this month	65	65	65
<u>Income</u>			
Median Family Income (MFI)			
Moderate 80%-51% (MFI)	15	16	16
Low 50%-31% (MFI)	19	18	18
Very Low 30%-0% (MFI)	31	31	31
Total	65	65	65
<u>Client Demographics</u>			
White	10	9	9
Black	7	7	7
American Indian	0	0	0
Asian	0	0	0
Other	0	0	0
Hispanic	48	48	48
Non-Hispanic	17	17	17

Housing Authority of the City of Vineland
County of Cumberland
State of New Jersey

RESOLUTION #2025-64

A Resolution Approving Regular Monthly Expenses

WHEREAS, the Housing Authority of the City of Vineland incurred various financial obligations since the last meeting; and it is the desire of the Commissioners of said Authority to have their obligations kept current; and,

WHEREAS, prior to the Board meeting, a member of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment of the expenses on the Check List in the amount of \$1,743,000.55.

NOW, THEREFORE, BE IT RESOLVED that the Secretary-Treasurer be and is hereby authorized to pay the monthly bills that are presented to the Board of Commissioners for consideration on this date.

ADOPTED: October 16, 2025

MOVED/SECONDED:

Resolution moved by Commissioner Asselta

Resolution seconded by Commissioner Chapman

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	✓			
Brian Asselta	✓			
Mario Ruiz-Mesa – Chairperson	✓			
Iris Acosta-Jimenez	✓			
Albert Porter			✓	
Elizabeth Serrano	✓			
Anthony Scott			✓	

VINELAND HOUSING AUTHORITY

Mario Ruiz-Mesa
BY: Mario Ruiz-Mesa, Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on October 16, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: Jacqueline S. Jones
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF VINELAND
BOARD MEETING
LIST OF CHECKS
10/16/25

<u>CHECK NO.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
5183 - 5231	SECTION 8 HAP PROGRAM LANDLORD/TENANT CHECKS AND OTHER	\$ 827,019.00 \$28,993.00
25059 - 25249	DIRECT DEPOSITS-LANDLORDS HAPS	\$798,026.00
812-815; 20252480301, 20252620267	SECTION 8 ADM FEE ACCOUNT COMPUTER CHECKS- Ocean First	\$ 33,265.15 \$33,265.15
	COMPUTER CHECKS- Truist	\$0.00
	SECTION 8 NEW HOMEOWNERSHIP COMPUTER CHECKS	\$ 0.00 \$0.00
138	NEW HOMEOWNERSHIP INVESTMENTS COMPUTER CHECKS- Ocean First COMPUTER CHECKS- Truist	\$ 328,630.80 \$0.00 \$328,630.80
	OCEAN FIRST BANK PH SECURITY DEPOSIT COMPUTER CHECKS	\$ 0.00
234	OCEAN FIRST BANK FSS ESCROW COMPUTER CHECKS	\$ 524.00
2675 - 2678, 5461217605, 20252480300, 20252620266, 20252880534, 20252880536	CAPITAL BANK GEN/FUND PH COMPUTER CHECKS	\$ 40,810.17
14510 - 14580, 484415, 1012025, 1468063, 1470573, 9192025, 10012025, 27960997, 20252880526 -530, 20252880539, 710209232025	COCC CASH ACCOUNT COMPUTER CHECKS	\$ 441,709.52
	COCC EXPENDITURES PAYROLL	09/19/25 - 10/03/25 \$ 164,814.78
	PAYROLL TAX LIABILITY	09/19/25 - 10/03/25 \$ 33,989.98
	TOTAL	\$ 1,743,000.55

Payment Summary

Bank=sec8hap AND mm/yy=09/2025-10/2025 AND Check Date=09/19/2025-10/16/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total
			Date	Month	Amount
sec8hap - Section 8 HAP	5183	0apabar - BARCLAY APARTMENTS VENTURES LP	10/2/2025	10-2025	1,388.00
sec8hap - Section 8 HAP	5184	0betalp - ALPHA BETA CAMDEN LLC	10/2/2025	10-2025	1,425.00
sec8hap - Section 8 HAP	5185	0cbrenta - C & B RENTALS	10/2/2025	10-2025	1,847.00
sec8hap - Section 8 HAP	5186	0coryol - CORTES	10/2/2025	10-2025	2,312.00
sec8hap - Section 8 HAP	5187	0invfai - INVESTMENT GROUP LLC	10/2/2025	10-2025	1,890.00
sec8hap - Section 8 HAP	5188	t0000066 - CORTES	10/2/2025	10-2025	64.00
sec8hap - Section 8 HAP	5189	t0003894 - HANDY	10/2/2025	10-2025	32.00
sec8hap - Section 8 HAP	5190	t0004557 - RAMOS	10/2/2025	10-2025	68.00
sec8hap - Section 8 HAP	5191	t0004672 - CRUZ	10/2/2025	10-2025	41.00
sec8hap - Section 8 HAP	5192	t0004893 - BALL	10/2/2025	10-2025	57.00
sec8hap - Section 8 HAP	5193	t0005231 - REDFERN	10/2/2025	10-2025	65.00
sec8hap - Section 8 HAP	5194	t0005562 - GASKINS	10/2/2025	10-2025	170.00
sec8hap - Section 8 HAP	5195	t0006338 - SAEZ	10/2/2025	10-2025	246.00
sec8hap - Section 8 HAP	5196	t0006492 - MOORE	10/2/2025	10-2025	50.00
sec8hap - Section 8 HAP	5197	t0007021 - SHIELDS	10/2/2025	10-2025	12.00
sec8hap - Section 8 HAP	5198	t0008077 - PEREZ	10/2/2025	10-2025	104.00
sec8hap - Section 8 HAP	5199	t0008506 - HARRIS	10/2/2025	10-2025	87.00
sec8hap - Section 8 HAP	5200	t0008553 - CARLO	10/2/2025	10-2025	81.00
sec8hap - Section 8 HAP	5201	t0011380 - MENDEZ	10/2/2025	10-2025	130.00
sec8hap - Section 8 HAP	5202	t0012269 - PEYTON	10/2/2025	10-2025	17.00
sec8hap - Section 8 HAP	5203	t0012296 - TYSHCHENKO	10/2/2025	10-2025	3.00
sec8hap - Section 8 HAP	5204	t0013692 - RODRIGUEZ	10/2/2025	10-2025	138.00
sec8hap - Section 8 HAP	5205	t0013742 - Thomas	10/2/2025	10-2025	33.00
sec8hap - Section 8 HAP	5206	t0013765 - Samuel	10/2/2025	10-2025	83.00
sec8hap - Section 8 HAP	5207	t0013888 - SCARBROUGH	10/2/2025	10-2025	49.00
sec8hap - Section 8 HAP	5208	t0013995 - VIERA	10/2/2025	10-2025	90.00
sec8hap - Section 8 HAP	5209	t0014175 - Chavez	10/2/2025	10-2025	15.00
sec8hap - Section 8 HAP	5210	t0014378 - HAND	10/2/2025	10-2025	52.00
sec8hap - Section 8 HAP	5211	t0014727 - Rodriguez	10/2/2025	10-2025	140.00
sec8hap - Section 8 HAP	5212	t0014784 - ARNOLD	10/2/2025	10-2025	159.00
sec8hap - Section 8 HAP	5213	t0014786 - RIVERA VIRUET	10/2/2025	10-2025	96.00
sec8hap - Section 8 HAP	5214	t0015043 - POWELL	10/2/2025	10-2025	154.00
sec8hap - Section 8 HAP	5215	t0015081 - PADILLA	10/2/2025	10-2025	47.00
sec8hap - Section 8 HAP	5216	t0015601 - LLOYD	10/2/2025	10-2025	13.00
sec8hap - Section 8 HAP	5217	t0015625 - MACIN	10/2/2025	10-2025	103.00
sec8hap - Section 8 HAP	5218	t0015634 - DICKS	10/2/2025	10-2025	52.00
sec8hap - Section 8 HAP	5219	t0015636 - WILSON	10/2/2025	10-2025	53.00
sec8hap - Section 8 HAP	5220	t0015921 - VARGAS	10/2/2025	10-2025	29.00
sec8hap - Section 8 HAP	5221	t0015929 - ALICEA	10/2/2025	10-2025	121.00
sec8hap - Section 8 HAP	5222	t0016087 - BROWNLOW	10/2/2025	10-2025	34.00
sec8hap - Section 8 HAP	5223	t0016665 - KAVADAS	10/2/2025	10-2025	11.00
sec8hap - Section 8 HAP	5224	t0017041 - MANSON	10/2/2025	10-2025	192.00
sec8hap - Section 8 HAP	5225	t0018082 - JORDAN	10/2/2025	10-2025	7.00
sec8hap - Section 8 HAP	5226	t0018174 - TURNER	10/2/2025	10-2025	27.00
sec8hap - Section 8 HAP	5227	vfl006 - HOUSING AUTHORITY OF BARTOW	10/2/2025	10-2025	2,207.00
sec8hap - Section 8 HAP	5228	vfl093 - ORANGE COUNTY HOUSING & C D	10/2/2025	10-2025	1,931.00
sec8hap - Section 8 HAP	5229	vnj058 - SALEM HOUSING AUTHORITY	10/2/2025	10-2025	2,048.00
sec8hap - Section 8 HAP	5230	vnj912 - NJDCA HOUSING ASSISTANCE PROGRAM	10/2/2025	10-2025	7,507.00
sec8hap - Section 8 HAP	5231	Ohousin - VINELAND HOUSING AUTHORITY	10/8/2025	10-2025	3,513.00
sec8hap - Section 8 HAP	25059	0537grap - 529-537 GRAPE STREET, LLC	10/3/2025	10-2025	2,281.00
sec8hap - Section 8 HAP	25060	0abobab - BABATUNDE O ABORISADE	10/3/2025	10-2025	1,847.00

Payment Summary

Bank=sec8hap AND mm/yy=09/2025-10/2025 AND Check Date=09/19/2025-10/16/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
sec8hap - Section 8 HAP	25061	0abrawi - ABRAHAN HEREDIA	10/3/2025	10-2025	990.00	
sec8hap - Section 8 HAP	25062	0acojol - ACOSTA III	10/3/2025	10-2025	832.00	
sec8hap - Section 8 HAP	25063	0acojor - ACOSTA	10/3/2025	10-2025	2,912.00	
sec8hap - Section 8 HAP	25064	0ahcpv - AFFORDABLE HOUSING CORPORATION	10/3/2025	10-2025	15,368.00	
sec8hap - Section 8 HAP	25065	0ahctaaa - AFFORDABLE HOUSING CORPORATION	10/3/2025	10-2025	100,805.00	
sec8hap - Section 8 HAP	25066	0ahcvktot - AFFORDABLE HOUSING CORP OF VINELAND	10/3/2025	10-2025	88,493.00	
sec8hap - Section 8 HAP	25067	0aljess - ALJESS LLC	10/3/2025	10-2025	690.00	
sec8hap - Section 8 HAP	25068	0andron - RONALD ANDRO	10/3/2025	10-2025	356.00	
sec8hap - Section 8 HAP	25069	0aparab - AB APARTMENTS LLC	10/3/2025	10-2025	3,805.00	
sec8hap - Section 8 HAP	25070	0apgava - VALLEY GARDEN APARTMENTS LLC	10/3/2025	10-2025	361.00	
sec8hap - Section 8 HAP	25071	0apsnew - NEWCOMB SENIOR APARTMENTS PH 2	10/3/2025	10-2025	181.00	
sec8hap - Section 8 HAP	25072	0arbors - ROSEMAR PROPERTIES III LLC/THE ARBORS	10/3/2025	10-2025	7,720.00	
sec8hap - Section 8 HAP	25073	0assind - INDEPENDENCE ASSOCIATES LLC	10/3/2025	10-2025	992.00	
sec8hap - Section 8 HAP	25074	0asslop - LOPEZ & ASSOCIATES LLC	10/3/2025	10-2025	1,701.00	
sec8hap - Section 8 HAP	25075	0augdav - DAVID AUGUSTINE	10/3/2025	10-2025	1,888.00	
sec8hap - Section 8 HAP	25076	0behant - ANTHONY BEHRENS	10/3/2025	10-2025	742.00	
sec8hap - Section 8 HAP	25077	0beredw - EDWIN C & SAVALYN BERGAMO	10/3/2025	10-2025	322.00	
sec8hap - Section 8 HAP	25078	0berksh - ROSEMAR PROPERTIES IV LLC / CAMELOT AP	10/3/2025	10-2025	4,330.00	
sec8hap - Section 8 HAP	25079	0biaent - BIA ENTERPRISES LLC	10/3/2025	10-2025	606.00	
sec8hap - Section 8 HAP	25080	0borsac - BORRERO	10/3/2025	10-2025	1,934.00	
sec8hap - Section 8 HAP	25081	0bretow - BRENTWOOD TOWERS HOLDINGS, LLC	10/3/2025	10-2025	1,031.00	
sec8hap - Section 8 HAP	25082	0brewst - BREWSTER GARDEN APARTMENTS LLC	10/3/2025	10-2025	1,061.00	
sec8hap - Section 8 HAP	25083	0buebor - BOROUGH OF BUENA HOUSING AUTHORITY	10/3/2025	10-2025	20,555.00	
sec8hap - Section 8 HAP	25084	0bususa - USA BUSY BEE INC	10/3/2025	10-2025	937.00	
sec8hap - Section 8 HAP	25085	0camnil - NILZA R CAMACHO	10/3/2025	10-2025	1,057.00	
sec8hap - Section 8 HAP	25086	0capauc - AUCTION CAPITAL INC	10/3/2025	10-2025	1,816.00	
sec8hap - Section 8 HAP	25087	0carjos - CARVALHO	10/3/2025	10-2025	811.00	
sec8hap - Section 8 HAP	25088	0carmar - SIMOES	10/3/2025	10-2025	773.00	
sec8hap - Section 8 HAP	25089	0casros - CASTILLO	10/3/2025	10-2025	710.00	
sec8hap - Section 8 HAP	25090	0cdgard - CD GARDENS INC.	10/3/2025	10-2025	3,754.00	
sec8hap - Section 8 HAP	25091	0cheshol - CHESTNUT SQUARE HOLDINGS LLC	10/3/2025	10-2025	4,161.00	
sec8hap - Section 8 HAP	25092	0chuoks - OKSANA CHUMAK	10/3/2025	10-2025	1,485.00	
sec8hap - Section 8 HAP	25093	0clafir - FIRST CLASS RENTAL PROPERTIES LLC	10/3/2025	10-2025	1,651.00	
sec8hap - Section 8 HAP	25094	0comfar - ESTATE	10/3/2025	10-2025	519.00	
sec8hap - Section 8 HAP	25095	0conpat - PATRIOT CONSTRUCTION SERVICES LLC	10/3/2025	10-2025	1,887.00	
sec8hap - Section 8 HAP	25096	0damjos - DAMATO	10/3/2025	10-2025	874.00	
sec8hap - Section 8 HAP	25097	0decant - ANTHONY P DECESERO	10/3/2025	10-2025	577.00	
sec8hap - Section 8 HAP	25098	0dejyes - YESENIA DEJESUS	10/3/2025	10-2025	1,850.00	
sec8hap - Section 8 HAP	25099	0delwil - WILSON ZUNUN DE LEON	10/3/2025	10-2025	673.00	
sec8hap - Section 8 HAP	25100	0dowter - DOWER	10/3/2025	10-2025	1,850.00	
sec8hap - Section 8 HAP	25101	0eas307 - 307 N EAST AVE LLC	10/3/2025	10-2025	704.00	
sec8hap - Section 8 HAP	25102	0edwdip - EDWARD DIPALMA	10/3/2025	10-2025	1,047.00	
sec8hap - Section 8 HAP	25103	0egbmar - MARY J EGBEH	10/3/2025	10-2025	1,627.00	
sec8hap - Section 8 HAP	25104	0einmar - MARTIN JAY EINSTEIN	10/3/2025	10-2025	710.00	
sec8hap - Section 8 HAP	25105	0ellsam - SAMUEL ELLIS	10/3/2025	10-2025	790.00	
sec8hap - Section 8 HAP	25106	0equacc - ACCUMULATING EQUITY PARTNERS LLC	10/3/2025	10-2025	8,876.00	
sec8hap - Section 8 HAP	25107	0equisul - SULLIVAN EQUITIES LLC	10/3/2025	10-2025	1,041.00	
sec8hap - Section 8 HAP	25108	0estjip - J.I.P ESTATES LLC	10/3/2025	10-2025	1,573.00	
sec8hap - Section 8 HAP	25109	0estros - ESTATE OF LUIS A ROSADO-TORRES	10/3/2025	10-2025	468.00	
sec8hap - Section 8 HAP	25110	0famfai - Faiola Family LP	10/3/2025	10-2025	225.00	
sec8hap - Section 8 HAP	25111	0famip - FAIOLA FAMILY LP	10/3/2025	10-2025	1,224.00	

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Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
sec8hap - Section 8 HAP	25112	Ofiodor - FLOWERS	10/3/2025	10-2025	1,038.00	
sec8hap - Section 8 HAP	25113	Oforraf - RAFAEL EDUARDO DILONE FORTUNA	10/3/2025	10-2025	1,326.00	
sec8hap - Section 8 HAP	25114	Og.b.ltd - G B LTD OPER CO INC	10/3/2025	10-2025	1,047.00	
sec8hap - Section 8 HAP	25115	Ogarabn - ABNER GARCIA	10/3/2025	10-2025	436.00	
sec8hap - Section 8 HAP	25116	Ogarsal - GARCIA	10/3/2025	10-2025	2,916.00	
sec8hap - Section 8 HAP	25117	Ogarspr - SPRING GARDENS VINELAND LLC	10/3/2025	10-2025	7,743.00	
sec8hap - Section 8 HAP	25118	Ogarvin - VINELAND GARDENS LLC	10/3/2025	10-2025	875.00	
sec8hap - Section 8 HAP	25119	Ogibjam - GRIBBLE JR	10/3/2025	10-2025	913.00	
sec8hap - Section 8 HAP	25120	Ogolrob - ROBERT D GALBIATTI	10/3/2025	10-2025	1,227.00	
sec8hap - Section 8 HAP	25121	Ogonabr - GONZALEZ JR	10/3/2025	10-2025	1,011.00	
sec8hap - Section 8 HAP	25122	Ogonlil - GONZALEZ	10/3/2025	10-2025	1,740.00	
sec8hap - Section 8 HAP	25123	Ogroche - CHERRY GROUP LLC	10/3/2025	10-2025	936.00	
sec8hap - Section 8 HAP	25124	Ogromad - MADHU GROUP LLC	10/3/2025	10-2025	2,308.00	
sec8hap - Section 8 HAP	25125	Ogromic - MICHAEL D RUPPERT JR	10/3/2025	10-2025	1,062.00	
sec8hap - Section 8 HAP	25126	Ogruedi - EDISON GRULLON	10/3/2025	10-2025	1,829.00	
sec8hap - Section 8 HAP	25127	Ohagdan - DANIEL HAGEMAN JR	10/3/2025	10-2025	1,098.00	
sec8hap - Section 8 HAP	25128	Ohentom - BTW 4 LLC	10/3/2025	10-2025	1,040.00	
sec8hap - Section 8 HAP	25129	Ohenreu - HENDLER	10/3/2025	10-2025	2,000.00	
sec8hap - Section 8 HAP	25130	Oheneri - 123 SOUTH 4TH STREET LLC	10/3/2025	10-2025	2,880.00	
sec8hap - Section 8 HAP	25131	Ohersof - SOFIA HEREDIA-TORRES AND RUBEN TORRE	10/3/2025	10-2025	3,665.00	
sec8hap - Section 8 HAP	25132	Ohfprop - HF PROPERTY MANAGEMENT	10/3/2025	10-2025	1,645.00	
sec8hap - Section 8 HAP	25133	Oholasm - ASM HOLDINGS LLC	10/3/2025	10-2025	774.00	
sec8hap - Section 8 HAP	25134	Oholgle - GLEN PARK OWNER LLC	10/3/2025	10-2025	2,047.00	
sec8hap - Section 8 HAP	25135	Oholvin - VINELAND 18 HOLDINGS LLC	10/3/2025	10-2025	1,561.00	
sec8hap - Section 8 HAP	25136	Ohomhec - HECS HOMES LLC	10/3/2025	10-2025	807.00	
sec8hap - Section 8 HAP	25137	Ohomsky - SKYLO HOMES LLC	10/3/2025	10-2025	772.00	
sec8hap - Section 8 HAP	25138	Ohomtar - TARKILN HOMES LLC	10/3/2025	10-2025	6,044.00	
sec8hap - Section 8 HAP	25139	Ohopape - APEX HOPEWELL NJ LLC	10/3/2025	10-2025	632.00	
sec8hap - Section 8 HAP	25140	Ohougol - GOLD HOUSING PROVIDERS LLC	10/3/2025	10-2025	1,479.00	
sec8hap - Section 8 HAP	25141	Ohouriv - RIVERGROVE HOUSING PARTNERS LLC	10/3/2025	10-2025	342.00	
sec8hap - Section 8 HAP	25142	Oinvbot - BOTA INVESTMENTS LLC	10/3/2025	10-2025	4,008.00	
sec8hap - Section 8 HAP	25143	Oinvveg - E. G. H. R. E. INVESTMENTS LLC	10/3/2025	10-2025	4,859.00	
sec8hap - Section 8 HAP	25144	Oinvens - EMSIG INVESTMENTS LLC	10/3/2025	10-2025	951.00	
sec8hap - Section 8 HAP	25145	Oinvtra - T-RAY INVESTMENTS LLC	10/3/2025	10-2025	2,220.00	
sec8hap - Section 8 HAP	25146	Oinvweb - WEBER INVESTMENT GROUP LLC	10/3/2025	10-2025	2,090.00	
sec8hap - Section 8 HAP	25147	Oinvweb2 - WEBER INVESTMENT GROUP 2 LLC	10/3/2025	10-2025	6,449.00	
sec8hap - Section 8 HAP	25148	Ojerpri - PRIME JERSEY ESTATES	10/3/2025	10-2025	9,200.00	
sec8hap - Section 8 HAP	25149	Ojrljrr - JJR JR LLC	10/3/2025	10-2025	926.00	
sec8hap - Section 8 HAP	25150	Okatjay - JAY-KAT INVESTMENTS, LLC	10/3/2025	10-2025	589.00	
sec8hap - Section 8 HAP	25151	Oklc1llc - KLC1 LLC	10/3/2025	10-2025	1,211.00	
sec8hap - Section 8 HAP	25152	Okorcou - COURTER-KORFF LLC	10/3/2025	10-2025	715.00	
sec8hap - Section 8 HAP	25153	Olabfel - LABOY	10/3/2025	10-2025	1,740.00	
sec8hap - Section 8 HAP	25154	Olandic - LANDICINI 566 LLC	10/3/2025	10-2025	639.00	
sec8hap - Section 8 HAP	25155	Olanedw - EDWARD J LANG	10/3/2025	10-2025	1,114.00	
sec8hap - Section 8 HAP	25156	Olebzai - LEBRON	10/3/2025	10-2025	2,150.00	
sec8hap - Section 8 HAP	25157	Olhrent - L & H RENTALS	10/3/2025	10-2025	788.00	
sec8hap - Section 8 HAP	25158	Olinkar - KAREN LINDNER	10/3/2025	10-2025	449.00	
sec8hap - Section 8 HAP	25159	Ollckoo - KOONER LLC	10/3/2025	10-2025	1,681.00	
sec8hap - Section 8 HAP	25160	Ollcsn2 - SN 22 LLC	10/3/2025	10-2025	2,041.00	
sec8hap - Section 8 HAP	25161	Olodoc - LOCATION LOCATION & TIMING LLC	10/3/2025	10-2025	1,068.00	
sec8hap - Section 8 HAP	25162	Olondav - DAVID LONGINI	10/3/2025	10-2025	459.00	

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			Date	Month	Amount Date Reconciled
sec8hap - Section 8 HAP	25163	Olopyad - YADIRA LOPEZ	10/3/2025	10-2025	702.00
sec8hap - Section 8 HAP	25164	Olospiro - LOST PROPERTIES LLC	10/3/2025	10-2025	1,975.00
sec8hap - Section 8 HAP	25165	Omalaug - MIKLAVCIC JR	10/3/2025	10-2025	1,038.00
sec8hap - Section 8 HAP	25166	Omanarc - MANAGEMENT LLC	10/3/2025	10-2025	378.00
sec8hap - Section 8 HAP	25167	Omanrub - RUBY MANAGEMENT	10/3/2025	10-2025	2,350.00
sec8hap - Section 8 HAP	25168	Omapgre - GREENWOOD MAPLE JAY LLC	10/3/2025	10-2025	1,533.00
sec8hap - Section 8 HAP	25169	Omelrose - MELROSE COURT LP	10/3/2025	10-2025	17,978.00
sec8hap - Section 8 HAP	25170	Omenbre - MENDEZ	10/3/2025	10-2025	706.00
sec8hap - Section 8 HAP	25171	Omillvil - MILLVILLE REALTY CORPORATION	10/3/2025	10-2025	2,300.00
sec8hap - Section 8 HAP	25172	Omiryar - MIRANDA	10/3/2025	10-2025	1,951.00
sec8hap - Section 8 HAP	25173	Omonbry - BRYAN P MONTEMURRO	10/3/2025	10-2025	616.00
sec8hap - Section 8 HAP	25174	Omrang - RIVERA	10/3/2025	10-2025	846.00
sec8hap - Section 8 HAP	25175	Omulqua - QUALITY MULTI BR RENTALS LLC	10/3/2025	10-2025	1,135.00
sec8hap - Section 8 HAP	25176	Oneddav - NEDER	10/3/2025	10-2025	1,170.00
sec8hap - Section 8 HAP	25177	Oneeshr - SHREE NEEL LLC	10/3/2025	10-2025	1,700.00
sec8hap - Section 8 HAP	25178	Onegcar - CARLOS NEGRON JR	10/3/2025	10-2025	766.00
sec8hap - Section 8 HAP	25179	Onotop - TOP NOTCH REAL ESTATE LLC	10/3/2025	10-2025	1,304.00
sec8hap - Section 8 HAP	25180	Oochabvsp - OCEAN CITY HSING AUTH- BVM/SPEITEL	10/3/2025	10-2025	33,120.00
sec8hap - Section 8 HAP	25181	Opaeast - EAST PARK APARTMENTS	10/3/2025	10-2025	5,799.00
sec8hap - Section 8 HAP	25182	Opanpar - PARESH PANCHAL	10/3/2025	10-2025	1,940.00
sec8hap - Section 8 HAP	25183	Oparest - PARVIN ESTATES LLC	10/3/2025	10-2025	21.00
sec8hap - Section 8 HAP	25184	Opasmar - PASTORE	10/3/2025	10-2025	1,304.00
sec8hap - Section 8 HAP	25185	Ophabri - BRIDGETON PHASE IV ASSOCIATES LLC	10/3/2025	10-2025	4,095.00
sec8hap - Section 8 HAP	25186	Oplacam - PHILLIP BLACK & KATHLEEN BLACK IRA	10/3/2025	10-2025	3,948.00
sec8hap - Section 8 HAP	25187	Opoisil - SILVER POINT MANAGEMENT LLC	10/3/2025	10-2025	1,085.00
sec8hap - Section 8 HAP	25188	Oproall - ALL PRO GROUP LLC	10/3/2025	10-2025	2,155.00
sec8hap - Section 8 HAP	25189	Oproexc - EXCEL PROPERTY MANAGEMENT LLC	10/3/2025	10-2025	523.00
sec8hap - Section 8 HAP	25190	Oprolha - LHA PROPERTIES LLC	10/3/2025	10-2025	2,090.00
sec8hap - Section 8 HAP	25191	Opropar - PARTNERS PROPERTY MANAGEMENT LLC	10/3/2025	10-2025	718.00
sec8hap - Section 8 HAP	25192	Oproter - TERRAVESTRA PROPERTY MANAGEMENT LLC	10/3/2025	10-2025	15,426.00
sec8hap - Section 8 HAP	25193	Oprotim - TIMARIA PROPERTIES LLC	10/3/2025	10-2025	1,576.00
sec8hap - Section 8 HAP	25194	Oquilou - QUILES	10/3/2025	10-2025	336.00
sec8hap - Section 8 HAP	25195	Oradoak - RADIANT OAKVIEW APARTMENTS LLC	10/3/2025	10-2025	166,022.00
sec8hap - Section 8 HAP	25196	Oramnic - NICHOLAS P RAMBONE	10/3/2025	10-2025	516.00
sec8hap - Section 8 HAP	25197	Oreabrt - BRT REAL ESTATE LLC	10/3/2025	10-2025	984.00
sec8hap - Section 8 HAP	25198	Oreadcb - Realty LLC	10/3/2025	10-2025	1,174.00
sec8hap - Section 8 HAP	25199	Orealbf - B & F REAL ESTATE HOLDINGS LLC	10/3/2025	10-2025	2,000.00
sec8hap - Section 8 HAP	25200	Orealsa - S & A REALTY ENTERPRISES LLC	10/3/2025	10-2025	629.00
sec8hap - Section 8 HAP	25201	Oreamat - MATURO REALTY INC	10/3/2025	10-2025	1,595.00
sec8hap - Section 8 HAP	25202	Oreamil - MILLVILLE REALTY CORP	10/3/2025	10-2025	1,068.00
sec8hap - Section 8 HAP	25203	Oregche - REGENCY CHESTNUT COURT	10/3/2025	10-2025	12,350.00
sec8hap - Section 8 HAP	25204	Oregas - REGENCY EAST LLC	10/3/2025	10-2025	3,222.00
sec8hap - Section 8 HAP	25205	Orenaco - ACOSTA RENTAL LLC	10/3/2025	10-2025	1,965.00
sec8hap - Section 8 HAP	25206	Orensup - SUPERIOR RENTALS LLC	10/3/2025	10-2025	1,062.00
sec8hap - Section 8 HAP	25207	Orivdie - RIVERA	10/3/2025	10-2025	2,399.00
sec8hap - Section 8 HAP	25208	Oriviri - RIVERA	10/3/2025	10-2025	1,289.00
sec8hap - Section 8 HAP	25209	Orodhen - HENRY RODRIGUEZ	10/3/2025	10-2025	886.00
sec8hap - Section 8 HAP	25210	Orogluc - ROGERS	10/3/2025	10-2025	795.00
sec8hap - Section 8 HAP	25211	Orogsal - SALVATORE W ROGGIO	10/3/2025	10-2025	1,082.00
sec8hap - Section 8 HAP	25212	Orpjpro - RPJ PROPERTIES LLC	10/3/2025	10-2025	11,852.00
sec8hap - Section 8 HAP	25213	Orunind - INDIAN RUN APARTMENTS LP	10/3/2025	10-2025	1,108.00

Payment Summary

Bank=sec8hap AND mm/yy=09/2025-10/2025 AND Check Date=09/19/2025-10/16/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
sec8hap - Section 8 HAP	25214	Oruppab - RUPERTO	10/3/2025	10-2025	1,233.00	
sec8hap - Section 8 HAP	25215	Osaiger - GERALD M SAINOT JR	10/3/2025	10-2025	807.00	
sec8hap - Section 8 HAP	25216	Osalasda - DAMIAN & ELAINE SALAS	10/3/2025	10-2025	2,067.00	
sec8hap - Section 8 HAP	25217	Osauaud - SAUNDERS	10/3/2025	10-2025	1,800.00	
sec8hap - Section 8 HAP	25218	Osaumar - SOUDERS	10/3/2025	10-2025	652.00	
sec8hap - Section 8 HAP	25219	Oschdan - SCHWARTZ	10/3/2025	10-2025	1,832.00	
sec8hap - Section 8 HAP	25220	Oseaves - VESTA-SEABROOK URBAN RENEWAL III LLC	10/3/2025	10-2025	736.00	
sec8hap - Section 8 HAP	25221	Osenbri - HOUSING PARTNERS LLC	10/3/2025	10-2025	2,307.00	
sec8hap - Section 8 HAP	25222	Osennew - NEWCOMB SENIOR APARTMENTS URBAN RE	10/3/2025	10-2025	157.00	
sec8hap - Section 8 HAP	25223	Oshabru - BRUCE D SHAW	10/3/2025	10-2025	1,420.00	
sec8hap - Section 8 HAP	25224	Oslinco - 1890 S LINCOLN ASSOCIATES LLC	10/3/2025	10-2025	1,847.00	
sec8hap - Section 8 HAP	25225	Osolfn - FINANCIAL SOLUTIONS INVESTMENT GROUP I	10/3/2025	10-2025	1,064.00	
sec8hap - Section 8 HAP	25226	Osolmay - MAY SOLUTIONS LLC	10/3/2025	10-2025	862.00	
sec8hap - Section 8 HAP	25227	Osolpro - ASSURED PROPERTY SOLUTIONS LLC	10/3/2025	10-2025	3,130.00	
sec8hap - Section 8 HAP	25228	Ototalb - ALBERTO SOTO	10/3/2025	10-2025	1,090.00	
sec8hap - Section 8 HAP	25229	Osquian - LANDIS SR URBAN RENEWAL PARTNERS LLC	10/3/2025	10-2025	2,161.00	
sec8hap - Section 8 HAP	25230	Ostrassoc - STREAMWOOD ASSOCIATES/VINELAND LLC	10/3/2025	10-2025	1,371.00	
sec8hap - Section 8 HAP	25231	Ostrdoc - DOCK STREET APARTMENTS LLC	10/3/2025	10-2025	886.00	
sec8hap - Section 8 HAP	25232	Oswaway - WAYNE SWANSON	10/3/2025	10-2025	1,222.00	
sec8hap - Section 8 HAP	25233	Oswe101 - 101 S WEST LLC	10/3/2025	10-2025	1,872.00	
sec8hap - Section 8 HAP	25234	Otayver - TAYLOR	10/3/2025	10-2025	998.00	
sec8hap - Section 8 HAP	25235	Othapau - LETITIA D SYNDER	10/3/2025	10-2025	1,341.00	
sec8hap - Section 8 HAP	25236	Otorism - TORRES	10/3/2025	10-2025	1,533.00	
sec8hap - Section 8 HAP	25237	Otowpar - PARK TOWNE APARTMENTS LLC	10/3/2025	10-2025	13,164.00	
sec8hap - Section 8 HAP	25238	Ovasdap - DAPHNE VASSALOTTI	10/3/2025	10-2025	973.00	
sec8hap - Section 8 HAP	25239	Ovashen - VASQUEZ	10/3/2025	10-2025	979.00	
sec8hap - Section 8 HAP	25240	Ovhosri - SRI VHOMES LLC	10/3/2025	10-2025	1,650.00	
sec8hap - Section 8 HAP	25241	Ovinlan - VINELAND VILLAGE APTS	10/3/2025	10-2025	3,951.00	
sec8hap - Section 8 HAP	25242	Ovirulou - LOUIS A VIRUET	10/3/2025	10-2025	1,056.00	
sec8hap - Section 8 HAP	25243	Owalnut - WALNUT REALTY ASSOCIATES LLC	10/3/2025	10-2025	8,074.00	
sec8hap - Section 8 HAP	25244	Owassey - SEYMOUR WASSERSTRUM	10/3/2025	10-2025	1,200.00	
sec8hap - Section 8 HAP	25245	Owhihen - WHITE III	10/3/2025	10-2025	914.00	
sec8hap - Section 8 HAP	25246	Owmainl - 100 W MAIN LLC	10/3/2025	10-2025	1,022.00	
sec8hap - Section 8 HAP	25247	Owrialf - WRIGHT	10/3/2025	10-2025	1,570.00	
sec8hap - Section 8 HAP	25248	Oyasmia - YASMIA 3 LLC	10/3/2025	10-2025	1,503.00	
sec8hap - Section 8 HAP	25249	Ozitro - ZITRO PROPERTIES LLC	10/3/2025	10-2025	987.00	
					827,019.00	

Payment Summary

Bank=sec8admn AND mm/yy=09/2025-10/2025 AND Check Date=09/19/2025-10/16/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
sec8admn - Section 8 Admi	812	vfi006 - HOUSING AUTHORITY OF BARTOW	10/2/2025	10-2025	69.74	
sec8admn - Section 8 Admi	813	vfi093 - ORANGE COUNTY HOUSING & C D	10/2/2025	10-2025	70.60	
sec8admn - Section 8 Admi	814	vrnj058 - SALEM HOUSING AUTHORITY	10/2/2025	10-2025	149.04	
sec8admn - Section 8 Admi	815	vrnj912 - NJDCA HOUSING ASSISTANCE PROGRAM	10/2/2025	10-2025	282.40	
sec8admn - Section 8 Admi	20252480301	vha - HOUSING AUTHORITY CITY OF VINELAND	9/30/2025	09-2025	42.47	
sec8admn - Section 8 Admi	20252620267	vha - HOUSING AUTHORITY CITY OF VINELAND	9/19/2025	09-2025	32,650.90	
					33,265.15	

Payment Summary

Bank=sec8hap AND mm/yy=09/2025-10/2025 AND Check Date=09/19/2025-10/16/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
nhopbtt - New HOP Inv - B	138	allris - All Risk Inc	9/30/2025	09-2025	328,630.80	
					328,630.80	

Payment Summary

Bank=capfsses AND mm/yy=09/2025-10/2025 AND Check Date=09/19/2025-10/16/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
capfsses - VHA FSS Escrow	234	Ohousin - VINELAND HOUSING AUTHORITY	9/30/2025	09-2025	524.00	
					524.00	

Payment Summary

Bank=capgenfd AND mm/yy=09/2025-10/2025 AND Check Date=09/19/2025-10/16/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
capgenfd - Public Housing C	2675	t0010479 - PORRECA	9/23/2025	09-2025	418.00	
capgenfd - Public Housing C	2676	t0012529 - IRIZARRY	9/23/2025	09-2025	432.00	
capgenfd - Public Housing C	2677	t0012529 - IRIZARRY	10/1/2025	10-2025	72.00	
capgenfd - Public Housing C	2678	t0010479 - PORRECA	10/1/2025	10-2025	61.00	
capgenfd - Public Housing C	5461217605	sjgas - South Jersey Gas Company	9/29/2025	09-2025	1,247.33	
capgenfd - Public Housing C	20252480300	vha - HOUSING AUTHORITY CITY OF VINELAND	9/30/2025	09-2025	1,603.75	
capgenfd - Public Housing C	20252620266	vha - HOUSING AUTHORITY CITY OF VINELAND	9/19/2025	09-2025	18,933.85	
capgenfd - Public Housing C	20252880534	vha - HOUSING AUTHORITY CITY OF VINELAND	10/15/2025	10-2025	1,172.00	
capgenfd - Public Housing C	20252880536	vha - HOUSING AUTHORITY CITY OF VINELAND	10/15/2025	10-2025	16,870.24	
					40,810.17	

Payment Summary

Bank=cocc AND mm/yy=09/2025-10/2025 AND Check Date=09/19/2025-10/16/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
cocc - Central Office Cost	14510	cwa - Communications Workers of America	10/1/2025	10-2025	315.46	
cocc - Central Office Cost	14511	soucoareg - Southern Coastal Regional Employee Benefi	10/1/2025	10-2025	85,318.00	
cocc - Central Office Cost	14512	nielsen - Nielsen Chrysler Dodge Jeep Ram	9/30/2025	09-2025	83,986.28	
cocc - Central Office Cost	14513	adccss - Advanced Cabinetry & Storage Systems LLC	10/3/2025	10-2025	1,306.50	
cocc - Central Office Cost	14514	barret - Barretta Plumbing Heating Cooling	10/3/2025	10-2025	2,013.08	
cocc - Central Office Cost	14515	brooke - The Brooke Group LLC	10/3/2025	10-2025	8,110.25	
cocc - Central Office Cost	14516	ccia - Cumberland Co Improvement Auth	10/3/2025	10-2025	58.90	
cocc - Central Office Cost	14517	cintas - Cintas Corporation #100	10/3/2025	10-2025	174.06	
cocc - Central Office Cost	14518	eldpes - ELDER PEST CONTROL, INC.	10/3/2025	10-2025	3,150.00	
cocc - Central Office Cost	14519	fedex - Federal Express	10/3/2025	10-2025	42.82	
cocc - Central Office Cost	14520	jccupa - JC'S Custom Painting	10/3/2025	10-2025	540.00	
cocc - Central Office Cost	14521	joskel - JOSEPH KELLY	10/3/2025	10-2025	60.00	
cocc - Central Office Cost	14522	ringcen - RingCentral Inc	10/3/2025	10-2025	884.92	
cocc - Central Office Cost	14523	semper - Semper Secure , LLC	10/3/2025	10-2025	2,674.43	
cocc - Central Office Cost	14524	shred - STERICYCLE, INC.	10/3/2025	10-2025	79.68	
cocc - Central Office Cost	14525	broste - Stefan Browne	10/9/2025	10-2025	82.00	
cocc - Central Office Cost	14526	aei - AEI Consultants	9/30/2025	09-2025	17,681.25	
cocc - Central Office Cost	14527	brooke - The Brooke Group LLC	9/30/2025	09-2025	34,450.25	
cocc - Central Office Cost	14528	acupri - Acu Print Corporation	10/16/2025	10-2025	41.04	
cocc - Central Office Cost	14529	adccss - Advanced Cabinetry & Storage Systems LLC	10/16/2025	10-2025	1,208.25	
cocc - Central Office Cost	14530	ambcom - Ambient Comfort	10/16/2025	10-2025	125.00	

Payment Summary

Bank=sec8hap AND mm/yy=09/2025-10/2025 AND Check Date=09/19/2025-10/16/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
cocc - Central Office Cost	14531	aprsup - APR SUPPLY CO	10/16/2025	10-2025	326.82	
cocc - Central Office Cost	14532	avena - Linda M Avena CPA	10/16/2025	10-2025	7,295.87	
cocc - Central Office Cost	14533	blocklsi - TELESYSTEM	10/16/2025	10-2025	1,846.54	
cocc - Central Office Cost	14534	bobaut - BOB'S AUTO SUPPLY, INC	10/16/2025	10-2025	670.46	
cocc - Central Office Cost	14535	bolste - Bolster Hardware II LLC	10/16/2025	10-2025	167.33	
cocc - Central Office Cost	14536	brownc - Brown & Connery LLP	10/16/2025	10-2025	2,782.91	
cocc - Central Office Cost	14537	browni - Browns Integrated Pest Management	10/16/2025	10-2025	200.00	
cocc - Central Office Cost	14538	callexp - Call Experts New Jersey	10/16/2025	10-2025	421.89	
cocc - Central Office Cost	14539	canbus2 - CANON U.S.A., INC.	10/16/2025	10-2025	631.74	
cocc - Central Office Cost	14540	carahsoft - Carahsoft Technology Corporation	10/16/2025	10-2025	14.99	
cocc - Central Office Cost	14541	ccia - Cumberland Co Improvement Auth	10/16/2025	10-2025	3,367.05	
cocc - Central Office Cost	14542	centur - Century Water Conditioning & Purification Inc	10/16/2025	10-2025	283.00	
cocc - Central Office Cost	14543	cintas - Cintas Corporation #100	10/16/2025	10-2025	350.60	
cocc - Central Office Cost	14544	coloni - Colonial Electric Supply Co., Inc.	10/16/2025	10-2025	607.37	
cocc - Central Office Cost	14545	culligan2 - Culligan of South Jersey	10/16/2025	10-2025	107.50	
cocc - Central Office Cost	14546	djpaint - DJ's Painting	10/16/2025	10-2025	2,195.00	
cocc - Central Office Cost	14547	eldpes - ELDER PEST CONTROL, INC.	10/16/2025	10-2025	1,606.00	
cocc - Central Office Cost	14548	gogogen - GOGO Generator LLC	10/16/2025	10-2025	920.00	
cocc - Central Office Cost	14549	gonzpl - Gonzalez Plastics Supplies 1 LLC	10/16/2025	10-2025	280.00	
cocc - Central Office Cost	14550	graing - Grainger	10/16/2025	10-2025	2,522.09	
cocc - Central Office Cost	14551	hdsupp - HD Supply Facilities Maintenance LTD	10/16/2025	10-2025	501.04	
cocc - Central Office Cost	14552	homest - HP Homestead Plumbing and Heating Inc	10/16/2025	10-2025	1,850.86	
cocc - Central Office Cost	14553	hompro - HD SUPPLY formerly Home Depot Pro	10/16/2025	10-2025	3,546.82	
cocc - Central Office Cost	14554	hughes - Wendy Hughes	10/16/2025	10-2025	2,097.00	
cocc - Central Office Cost	14555	jccupa - JC'S Custom Painting	10/16/2025	10-2025	1,040.00	
cocc - Central Office Cost	14556	joflum - Joffe Lumber & Supply Co., Inc.	10/16/2025	10-2025	1,485.24	
cocc - Central Office Cost	14557	krysta - Krystal Clear LLC	10/16/2025	10-2025	1,450.00	
cocc - Central Office Cost	14558	mason - W B Mason Co Inc	10/16/2025	10-2025	116.36	
cocc - Central Office Cost	14559	medeli - ELIZABETH MEDINA	10/16/2025	10-2025	60.00	
cocc - Central Office Cost	14560	miles - Miles IT	10/16/2025	10-2025	3,200.00	
cocc - Central Office Cost	14561	mjroof - M & J ROOFING LLC	10/16/2025	10-2025	2,400.00	
cocc - Central Office Cost	14562	nahipr - National Highway Products, Inc.	10/16/2025	10-2025	172.14	
cocc - Central Office Cost	14563	pbrese - Reserve Account	10/16/2025	10-2025	2,000.00	
cocc - Central Office Cost	14564	pdq - PDQ Supply Inc	10/16/2025	10-2025	1,125.86	
cocc - Central Office Cost	14565	peders - J W Pedersen, Architect P.C	10/16/2025	10-2025	875.00	
cocc - Central Office Cost	14566	peters - Peterson Service Co Inc	10/16/2025	10-2025	1,620.00	
cocc - Central Office Cost	14567	pitneq - Pitney Bowes Global Financial Services, LLC.	10/16/2025	10-2025	574.26	
cocc - Central Office Cost	14568	prinsol - Print Solutions Plus Inc	10/16/2025	10-2025	444.75	
cocc - Central Office Cost	14569	quapri - Quality Printing	10/16/2025	10-2025	138.00	
cocc - Central Office Cost	14570	rengro - Rentgrow, Inc.	10/16/2025	10-2025	3,168.00	
cocc - Central Office Cost	14571	riggin - Riggins Inc	10/16/2025	10-2025	310.45	
cocc - Central Office Cost	14572	robrob - Robinson & Robinson LLC	10/16/2025	10-2025	4,478.00	
cocc - Central Office Cost	14573	rpmlan - RPM Landscape Contractor LLC	10/16/2025	10-2025	1,999.00	
cocc - Central Office Cost	14574	semper - Semper Secure , LLC	10/16/2025	10-2025	2,016.20	
cocc - Central Office Cost	14575	sherwi - Sherwin Williams Company	10/16/2025	10-2025	349.97	
cocc - Central Office Cost	14576	sjglas - South Jersey Glass & Door Company	10/16/2025	10-2025	106.25	
cocc - Central Office Cost	14577	vercon - Verizon Connect Fleet USA LLC	10/16/2025	10-2025	435.07	
cocc - Central Office Cost	14578	veriw - Verizon Wireless	10/16/2025	10-2025	1,167.75	
cocc - Central Office Cost	14579	vidins - City of Vineland, Division of Code Enforcement	10/16/2025	10-2025	8,625.00	
cocc - Central Office Cost	14580	yardi - Yardi Systems Inc	10/16/2025	10-2025	35.00	
cocc - Central Office Cost	484415	vmu - Vineland Municipal Utilities	9/22/2025	09-2025	2,917.55	

Payment Summary

Bank=sec8hap AND mm/yy=09/2025-10/2025 AND Check Date=09/19/2025-10/16/2025 AND All Checks=Yes AND Include Voids=All Checks

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			Date	Month	Amount	Reconciled
cocc - Central Office Cost	1012025	deltacare - Delta Dental Insurance Company	10/1/2025	10-2025	156.54	
cocc - Central Office Cost	1468063	axaequ - Equitable	9/19/2025	09-2025	2,085.00	
cocc - Central Office Cost	1470573	axaequ - Equitable	10/3/2025	10-2025	2,085.00	
cocc - Central Office Cost	9192025	paychex - Paychex of New York LLC	9/19/2025	09-2025	364.14	
cocc - Central Office Cost	10012025	aflac - AFLAC	10/1/2025	10-2025	156.00	
cocc - Central Office Cost	10012025	paychex - Paychex of New York LLC	10/1/2025	10-2025	362.73	
cocc - Central Office Cost	27960997	pers - Public Employees Retirement System	10/7/2025	10-2025	20,662.76	
cocc - Central Office Cost	20252880526	ahcvtaaa - AFFORDABLE HOUSING CORP OF VINELAND	10/15/2025	10-2025	20,203.09	
cocc - Central Office Cost	20252880527	ahcvktot - AFFORDABLE HOUSING CORPORATION	10/15/2025	10-2025	12,395.21	
cocc - Central Office Cost	20252880528	ahcvpv - AFFORDABLE HOUSING CORP OF VINELAND	10/15/2025	10-2025	2,639.31	
cocc - Central Office Cost	20252880529	vha - HOUSING AUTHORITY CITY OF VINELAND	10/15/2025	10-2025	37,577.63	
cocc - Central Office Cost	20252880530	0housin - VINELAND HOUSING AUTHORITY	10/15/2025	10-2025	21,349.34	
cocc - Central Office Cost	20252880539	vha - HOUSING AUTHORITY CITY OF VINELAND	10/15/2025	10-2025	99.00	
cocc - Central Office Cost	710209232025	wex - WEX Bank	9/23/2025	09-2025	2,368.87	
					441,709.52	

Housing Authority of the City of Vineland
County of Cumberland
State of New Jersey

RESOLUTION #2025-65

A RESOLUTION APPROVING THE ADOPTION OF THE HOUSING AUTHORITY OF THE CITY OF VINELAND’S PERSONNEL POLICY AND EMPLOYEE MANUAL

WHEREAS, the Housing Authority of the City of Vineland (the “Authority”) has promulgated Personnel Policies and an Employee Manual, with codified policies and procedures applicable to its employees, volunteers, and appointed officials (the “Personnel Policies”);

WHEREAS, the Authority is a member of the New Jersey Municipal Excess Liability Joint Insurance Fund (“NJ MEL”);

WHEREAS, the Authority has implemented the NJ MEL’s model employment practices risk control program (“Risk Control Program”);

WHEREAS, the NJ MEL’s Risk Control Program requires the Authority to make certain updates to its Personnel Policies, every two years;

WHEREAS, the NJ MEL has provided required and recommended policies for New Jersey municipalities and authorities, which contains the most recent updates to the Risk Control Program, in accordance with recent developments and enactments under New Jersey and federal law; and

WHEREAS, the Authority’s Board of Commissioners has determined that updated Personnel Policies should be adopted so that the Authority can implement and promulgate the NJ MEL’s most recent updates and suggestions regarding the Risk Control Program; and

WHEREAS, the members of the Authority’s Board of Commissioners have been provided with a copy of the updated Personnel Policies.

NOW, THEREFORE BE IT ADOPTED by the Board of Commissioners of the Housing Authority of the City of Vineland that the Authority shall adopt and distribute to all employees, volunteers, and appointed officials, the aforementioned updated Personnel Policies and Employee Manual;

BE IT FURTHER ADOPTED that the Authority and its Executive Director, in consultation with the Authority Labor and Employment Attorney, shall be authorized to make additional and non-material revisions to the Personnel Policies and Employee Manual, prior to the Personnel Policies being issued to Authority employees, volunteers, and appointed officials.

BE IT FURTHER ADOPTED that the final version of the Authority’s Personnel Policies and Employee Manual shall be distributed to Authority employees, volunteers, and appointed officials on or by November 1, 2025.

This Resolution shall become effective October 16, 2025.

ADOPTED: October 16, 2025

MOVED/SECONDED:

Resolution moved by Commissioner Chapman
Resolution seconded by Commissioner Asselta

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	✓			
Brian Asselta	✓			
Mario Ruiz-Mesa – Chairperson	✓			
Iris Acosta-Jimenez	✓			
Albert Porter			✓	
Elizabeth Serrano	✓			
Anthony Scott		✓		

VINELAND HOUSING AUTHORITY


BY: Mario Ruiz-Mesa, Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on October 16, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: 
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**Vineland Housing Authority
191 W. Chestnut Avenue
Vineland, New Jersey 08360**

PERSONNEL POLICY & EMPLOYEE MANUAL

**Revision Date: October 16, 2025
Resolution: #2025-65**

There is no promise, agreement, or contract of any kind contained in this Personnel Policy & Employee Manual ("the Manual"). Regardless of what the Manual says or provides, the Authority promises nothing and remains free to change wages and all other working conditions without having to consult anyone or with anyone's agreement. The Authority continues to have the power to terminate anyone with or without good cause subject to this Manual and Civil Service. Any omissions or errors in this Manual do not change the intent of the Manual.

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INTRODUCTION

EMPLOYEE PERSONNEL POLICY & EMPLOYEE MANUAL PROCEDURE:

Copies of the Personnel Policy & Employee Manual will be distributed and employees will be required to sign an acknowledgment of receipt that will be placed in the official personnel file. The Personnel Policy & Employee Manual will be revised and re-distributed whenever there is a significant change in personnel practice every three years.

At the time of employment, each employee is given access to the VHA Portal which contains the following items:

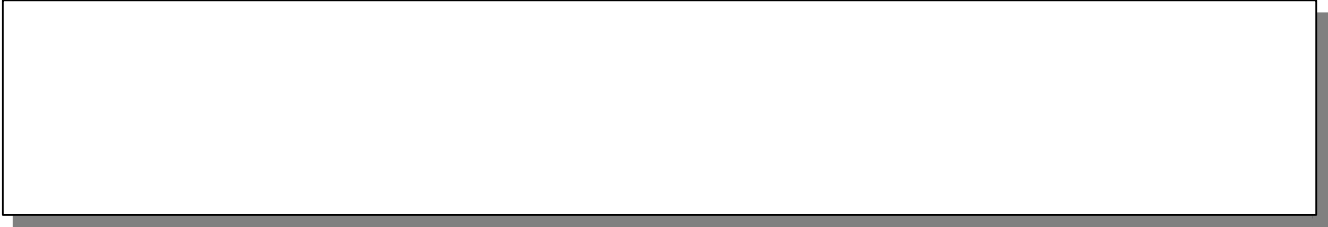
- A copy of the Personnel Manual
- A copy Table of Organization of the Authority
- A sample copy of the Incident Report
- A sample copy of the Employee's Evaluation Forms
- A sample copy of the Behavioral Standards
- A sample copy of the Employee Disciplinary form
- A sample employee Grievance form
- A sample copy of the Drug-Free Workplace Statement
- A sample copy of the Authority's Travel Policy

The employee is responsible to:

Review the employee Personnel Policy & Employee Manual and other policy revisions at least annually on the VHA portal. HR Report icon will be indicated in red if review is required. Employees must certify policies have been reviewed on the portal.

HOUSING AUTHORITY OF THE CITY OF VINELAND
191 W. Chestnut Avenue
Vineland, NJ 08360

BE IT RESOLVED that the following shall be titled, "PERSONNEL POLICY of the Housing Authority of the City of Vineland (hereinafter may be referred to the Housing Authority, the Authority, or the "Agency"), and that the same is hereby adopted as follows:



The Personnel Policy shall become effective immediately upon adoption by the governing body of the Housing Authority of the City of Vineland, in the County of Cumberland, State of New Jersey.

The provisions of the Personnel Policy as hereinafter set forth shall remain in effect until such time as it may be rescinded, modified, or altered, in whole or in part, by resolution of the governing body of the Housing Authority of the City of Vineland, in the County of Cumberland, State of New Jersey.

At its inception, the Vineland Housing Authority was a NJ Civil Service participant. However, on December 19, 2002, the Housing Authority passed Board Resolution #2002-56 and terminated its NJ Civil Service participation.

As a result of terminating its participation in the NJ Civil Service, the Authority has two distinct categories of employees i.e. those employees that were covered under NJ Civil Service at the time the Authority discontinued its participation, and those who remain covered under NJ Administrative Code: TITLE 4A. Certain Federal laws and regulations as they pertain to housing authorities may also cover the relationship between Housing Authority employees and the Authority.

Any employee who remains covered under the NJ Administrative Code: TITLE 4A who has a specific question(s) related to employment or regarding any action taken by the Housing Authority is requested to contact the State of New Jersey Department of Personnel (Civil Service).

Should an area of the Policy not indicate a reference to TITLE 4A, the reader should not assume, in any way, the area is not addressed in TITLE 4A.

Regardless of the category of employment, it is the intent of the Housing Authority of the City of Vineland to treat all employees and prospective employees in a manner consistent with all applicable employment laws and regulations as they apply to both State and Federal regulations under which his/her employment is covered.

VINELAND HOUSING AUTHORITY

191 W. Chestnut Avenue

Vineland, NJ 08360

**EMPLOYER – EMPLOYEE
DISCLAIMER**

EMPLOYER’S STATEMENT

The Personnel Policy of the Housing Authority of the City of Vineland was written for the purpose of setting forth guidelines and procedures through which the Housing Authority operates, as an entity, under Federal Rules & Regulations of the Department of Housing and Urban Development (HUD) and all applicable state and local laws.

The Housing Authority of the City of Vineland wishes to make the following statement regarding its Personnel Policy. Within this Policy:

There is no promise, agreement, or contract of any kind contained in this Manual. Regardless of what the Manual says or provides, the Authority promises nothing and remains free to change wages and all other working conditions without having to consult anyone or with anyone's agreement. The Authority continues to have the power to terminate anyone with or without good cause subject to this Manual and Civil Service. Any omissions or errors in this Manual do not change the intent of the Manual.

The Housing Authority of the City of Vineland reserves the right to change, delete, suspend, or discontinue any part or parts of this Manual at any time, without prior notice, and any such action shall apply to existing as well as future employees. Employees should be aware that these benefits and guidelines may be changed at any time, and that depending upon the circumstances of a given situation, the Employer’s actions may vary from the provisions of this Manual. As such, the contents of the Manual DO NOT CONSTITUTE THE TERMS OF A CONTRACT OF EMPLOYMENT. Nothing contained in this Manual should be construed as a guarantee of continued employment; but rather, EMPLOYMENT WITH THE EMPLOYER IS ON AN AT-WILL BASIS. This means that either the employee or the Employer, with or without cause, may terminate the employment relationship at any time with or without notice, for any reason not expressly prohibited by law. Any exception must be expressly authorized and signed by the Housing Authority of the City of Vineland.

By signing this form, the employee states and confirms that he or she fully understands, acknowledges, and accepts the statement above.

(Employee's Signature)

(Date)

(Print Name)

HOUSING AUTHORITY MISSION:

The Mission of the Housing Authority of the City of Vineland is to serve our residents by providing a clean, safe and sanitary living environment with opportunities for self-sufficiency. To this end, the Agency shall implement fair and effective personnel policies and shall require all employees to support the organization's best interest.

GENERAL PERSONNEL POLICY:

It is policy of the Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the Authority shall apply to all employees, volunteer, appointed officials and independent contractors. In the event there is a conflict between these rules and any personnel services contract, or Federal or State law and the New Jersey Civil Service Act, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

The Executive Director and all managerial/supervisory personnel are authorized and responsible for personnel policies and procedures. The Executive Director shall have access to the Employment Attorney appointed by the Board of Commissioners for guidance in personnel matters.

As a general principle, the Housing Authority has a “no tolerance” policy towards workplace wrongdoing. Authority officials, employees, and independent contractors are to report anything perceived to be improper. The Authority believes strongly in an “Open Door Policy” and encourages employees to talk with their supervisor, Human Resources Director, Department Head, Executive Director, or the Employment Attorney concerning any problem.

The employee is required to follow the procedures in this Manual for reporting such problems.

The Personnel Policies and Manual adopted by the Board of Commissioners is intended to provide guidelines covering public service by the Vineland Housing Authority and is not a contract. This Manual contains many, but not necessarily all the rules, regulations, and conditions of employment for Housing Authority personnel. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Vineland Housing Authority.

The Agency is also committed to providing established working hours based upon organizational need; to provide compensation and benefits commensurate with the work performed; to monitor and comply with all applicable laws regarding employee safety; to provide supervision with instruction and to provide training opportunities for those whose talents and/or needs justify such training.

The Authority is also committed to being receptive to constructive suggestions regarding an employee's job objectives, job tasking, and performance standards that will improve or ensure the quality of work produced.

The Housing Authority, in return requires all employees to make every effort to create and maintain a cooperative atmosphere and to meet his/her annual employee objectives as defined in the Authority's Employee Job Evaluation and Employee Performance Review. The Agency also expects the employee to interact with its resident population in a professional manner; to perform assigned tasks efficiently; to practice punctuality, and to follow the policies adopted, by the Board of Commissioners.

The Housing Authority of the City of Vineland retains the sole discretion to exercise all of its managerial functions, including its right to: promote, assign, supervise, discipline and dismiss employees within the legal framework of applicable laws related to the Agency.

The Authority also retains the sole discretion to define working hours, shifts, and employee transfers. Inherent in this right is the right to determine and change both the size and qualifications of its workforce and its methods of operation for the convenience or necessity of conducting its business.

To the maximum extent permitted by law, the employment practices of the Housing Authority shall operate under the legal doctrine known, as “employment at will.” Within Federal and State law, (including the New Jersey Civil Service Act), the Housing Authority shall have the right to terminate an employee at any time and for any reason, with or without notice, except the Housing Authority shall comply with all Federal and State legal requirements and those contained in this Manual requiring notice and an opportunity to be heard in the event of discipline or dismissal.



Housing Authority of the City of Vineland

EMPLOYEE MEMO

TO: All Vineland Housing Authority Employees
SUBJECT: Personnel Policy Manual

Established agencies operate with a personnel policy. A personnel policy formalizes the working relationship between the agency and its employees. Personnel policies are normally set forth in written form. This written form is generally referred to as a Personnel Policy Manual. In its effort to move into the future, the Housing Authority has updated its present Personnel Policy and created a comprehensive policy titled, Personnel Policy Manual. The Personnel Policy Manual has been reviewed by the Personnel Committee, the Board as a whole and approved by Board Resolution.

The Housing Authority has a definitive Mission. The Mission of the Vineland Housing Authority is to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination. The Housing Authority shall service the housing and social needs of lower income, elderly, handicapped, and family households living and working in its jurisdiction. This Mission can only be accomplished through the efforts of all its employees working together, as a team.

In order for our organization to continue to provide the best services possible, it is necessary for all levels of employees to understand and accept the basic structure in managing the operation of the Authority, but on different levels. It is also essential for all employees to know how policies help the Agency limit its legal exposure.

The governing Board and all levels of management are responsible for the implementation of the policies within their immediate area of supervision. All supervisory personnel must be able to understand, and translate these policies into action. The supervised employee must also understand the importance of the policies and assist management in implementing the policies to the best of their ability. When these policies and principles are implemented properly they enable the Authority to successfully implement its various programs to understand the purpose and value of such employment policies and it is the responsibility for supervisors to teach their value.

As an employee of the Authority, you are requested to familiarize yourself with the contents of the Personnel Policy Manual. Working together we can implement the numerous working-practices fairly, effectively, and for the improvement of the Vineland Housing Authority and its residents.

AUTHORITY, BOARD OF COMMISSIONERS, AND COMMITTEES

POLICY STATEMENT

The Housing Authority of the City of Vineland (Authority) is a Public Housing Authority. It was created January 4, 1964. On February 9, 1965, the Authority entered into a cooperative agreement with the City of Vineland. The Housing Authority Board of Commissioners is comprised of seven members. The City of Vineland appoints six Commissioners and the Governor of the State of New Jersey appoints the seventh member. Each Commissioner serves a five-year term.

The Authority is federally funded by the Department of Housing and Urban Development (HUD), in Washington, DC.

The Mission of the Vineland Housing Authority is to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination. The Housing Authority shall service the housing and social needs of lower income, elderly, handicapped, and family households living and working in its jurisdiction. As an Agency of the Federal Government, the Authority must operate under all applicable laws. As an entity, the Authority must operate by a specific set of by-laws and administrative guidelines in order to operate properly, efficiently, and legally.

The specific line of "vested authority" is defined specifically in the Authority's by-laws, which require a formal board of officers.

The by-laws clarify the duties of the officers, the appointment or election of Commissioners, all matters related to meetings, the order of business, and the manner of voting.

THE TABLE OF ORGANIZATION

- A. All positions shall be established in accordance with the Table of Organization, which shall set forth areas of responsibility and lines of authority.
- B. The Executive Director shall maintain the Table of Organization. The Executive Director shall be responsible to review and update the Table of Organization, annually.
- C. The Table of Organization shall be supported with clear written job descriptions. Each employee shall have written Job Objectives, Tasking Elements (relating to the objectives) of the position and Performance Standards on which job performance will be measured.
- D. Pictorial Diagram of the Table of Organization (See Exhibit A).

SECTION 1: COMPOSITION OF BOARD OF COMMISSIONERS

- A. Shall be comprised of seven (7) members and a Secretary-Treasurer.
- B. There shall be three (3) officers: Chairman, Vice Chairman, and the Secretary-Treasurer.
- C. The Board chooses the Secretary-Treasurer; usually it is the Executive Director

- D. Commissioners are appointed by the local government or appointed by the Governor of the State. Commissioners are appointed for a five (5) year term.
- E. All Board members must obtain a certificate of recognition through the NJ Local Housing & Redevelopment Agency Training Program within 18 months of appointment for Commissioners and within 12 months of appointment for the Executive Director.

SECTION 2: RESPONSIBILITY OF THE BOARD OF COMMISSIONERS

As a governing body, the Board Members are responsible:

- A. For the whole organization and all that happens to the organization.
- B. For being a Policy-Making body, enacted by Board Resolution.
- C. For outlining the Board's parameters that sets the course, the direction, and the action the Authority takes to accomplish the Mission of the Authority.
- D. For developing long-range plans, for the Agency.
- E. For acting as a guide and support system to the administration.
- F. For acting as a whole body charged with hiring, and dismissing the Executive Director.
- G. For delegating authority to the Executive Director to operate and manage the Authority, as an entity.

On behalf of the whole Board, the Chairman has the privilege of creating Special Board Committees. The Chairman may appoint (3) Commissioners to each Special Board Committee.

Special Committees shall be charged with the sole purpose of studying various issues.

SECTION 3: BOARD COMMITTEES

- A. Board Committees meet informally, as needed.
- B. Board Committees shall have no authority, but to study issues and report to the full Board, at formal meetings.
- C. Each Board Committee shall be comprised of three (3) Commissioners.
- D. One of the three Commissioners shall act as Chairman to provide a report to the full Board.
- E. Each Board Committee shall have at least two (2) administrative staff as members who shall provide information.
- F. Board Committees may be disbanded.
- G. Members selected for the individual Committees may be changed when the Board and the administration deem beneficial.

SECTION 4: NAMES OF BOARD COMMITTEES

- A. COMMISSIONERS - PERSONNEL COMMITTEE
- B. COMMISSIONERS - BUDGET COMMITTEE
- C. COMMISSIONERS - INSURANCE COMMITTEE
- D. COMMISSIONERS - HOUSING COMMITTEE
- E. COMMISSIONERS - PROCUREMENT/EXPENDITURES/CONTRACT COMMITTEE
- F. COMMISSIONERS - RESIDENT INITIATIVES

SECTION 5: DELEGATION: INVESTMENT OF AUTHORITY

THE EXECUTIVE DIRECTOR

The responsibility for the day-to-day operation of the Authority is vested in the Executive Director. The Executive Director acts as the Secretary of the Board of Commissioners. The position of the Executive Director is a position of trust and cooperation, of the highest level.

The Executive Director is the authority in matters of routine management. The Executive Director is responsible for, but shall not be limited to the following areas:

- a) Implementation of policies
- b) Negotiations, public relations and public events on behalf of the Authority
- c) Oversees the assets of the organization
- d) Hires, directs, evaluates, and disciplines all line staff
- e) Providing the information to the Board of Commissioners regarding current changes in rules and regulations as they apply to the Authority
- f) Reports results of Board actions
- g) Remaining knowledgeable and current on federal and state laws
- h) Providing accurate and appropriate reports

The Executive Director has the exclusive authority to appoint, promote, or transfer personnel.

In the event an employee is transferred, demoted, suspended, or terminated due to disciplinary action, the final decision to affect employment or termination shall be vested in the Executive Director.

SECTION 6: EVALUATION OF EXECUTIVE DIRECTOR

The Executive Director is the single employee under contract of Performance Agreement to the Board of Commissioners. The Executive Director's Job Description is part of the Performance Agreement.

The Personnel Committee, comprised of members from the Board of Commissioners, is responsible for performing a written Annual Employee Evaluation & Job Performance Review on the Executive Director.

The goals and objectives developed by the Executive Director and the Board of Commissioners, which the Executive Director is expected to meet, change from time to time and year to year. As a result of these

natural changes in the nature of public housing, the Performance Planning Record and Defined Goals are not specifically outlined, herein.

SECTION 7: EMPLOYEE SUPERVISION.

Employee supervision is important to the employee as it is to administration. Supervisory personnel are important because they assist management in the disbursement of information and assist the agency by enhancing the flow and coordination of work to be accomplished. By working together, employees and their supervisors provide the hands-on personnel that make it possible for the Agency to accomplish its Mission.

SECTION 8: DEPARTMENT SUPERVISORS.

1. The work of all employees shall be assigned, directed, and reviewed by supervisory personnel.
2. Normally employees will have only one supervisor, to whom they report.
3. Supervisory personnel are expected to clearly communicate the goals and policies of management to the employees, under his/her direction.
4. Supervisory personnel will be responsible for informing each employee under their supervision the following, but shall not be limited to the following job-related information:
 - a) The employee's job-objectives
 - b) The tasks required to meet the employee's objectives
 - c) The performance standards expected of him/her
 - d) The behavioral standards expected while at the workplace

EMPLOYEE RIGHTS AND OBLIGATIONS

SECTION 1: ANTI-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY.

The Authority is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD) as amended by the New Jersey Pregnant Worker's Fairness Act. Under no circumstances will the Authority discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, familial status, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical conditions), childbirth, breastfeeding, liability for service in the United States Armed Forces, gender identity or expression, and/or any other characteristic protected by law. The Authority will not discriminate with regard to any term, condition or privilege of employment, including compensation.

Decisions regarding the hiring, promotion, transfer, demotion, or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer to their Executive Director or the Human Resources Director. Any employees with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of management through the complaint procedure set forth in the Anti-Harassment Policy set forth in this Manual.

SECTION 2: ANTI-HARASSMENT POLICY.

It is the Authority's policy to prohibit harassment of an employee by another employee, resident, management representative, supplier, volunteer, or business invitee, on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical conditions), childbirth, breastfeeding liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Harassment includes, but is not limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings, or images, and other similar verbal, written, printed, or physical conduct and engaging in threatening, intimidating, or hostile acts, in the workplace, based on a protected group status

If an employee is witness to or believes to have experienced harassment, immediate notification of the supervisor or other appropriate person should take place.

Harassment of any employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to his/her supervisor, or the Human Resources Director. Appropriate action will be taken against any non-employee.

A hostile work environment can arise not only from conduct at the workplace, but can also arise from conduct occurring in a work-related context outside of the workplace (such as virtually or off-site) and conduct occurring in a non-work related context (such as through private phones, computers, or social media accounts) when that conduct impacts the workplace.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the Authority generally. The Authority cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

Violation of this harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

SECTION 3: ANTI-SEXUAL HARASSMENT POLICY.

It is the Authority's policy to prohibit sexual harassment of an employee by another employee, resident, management representative, supplier, volunteer, or business invitee. The Authority prohibits sexual harassment from occurring in the workplace or at any other location at which an Authority sponsored activity takes place. Sexual harassment of non-employees by Authority employees is also prohibited.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, gestures or communications, expressed or implied, of a sexual nature when:

- Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision affecting the individual; or
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

As to non-employees, unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
- Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Prohibited Conduct. No supervisory employee shall threaten or insinuate either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment. Similarly, no supervisory employee shall promise or suggest either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment for the employee.

Other sexually harassing conduct in the workplace, whether committed by supervisory or non-supervisory personnel is also prohibited. This includes, but shall not be limited to:

- Sexual flirtations, advances, propositions, subtle pressure for sexual activity, flirtatious whistling, discussing sexual activities;

- Verbal abuse of a sexual nature including sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, and foul or obscene language or gestures;
- The display of sexually graphic pictures or pictures of an offensive nature, or objects in the workplace, including sexually suggestive written material such as letters, notes, facsimiles, text messages and e-mails;
- Any unwelcome sexually motivated touching, including, for example, patting, pinching, hugging, cornering, blocking or impeding movement and repeated brushing against another employee’s body

Sexual harassment also occurs when one person harasses another solely because of the victim’s gender. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. For example, this would include gender stereotyping such as comments about the lesser abilities, capacities, or the “proper role” of females. It also includes subjecting a woman or a man to non-sexual harassment solely because of his or her gender. Sexual harassment is prohibited whether the harasser is male or female, and whether the harassment is opposite sex or same-sex harassment.

If an employee is a witness to or believes that the employee has experienced sexual harassment, he or she must immediately notify his/her supervisor or other appropriate person in accordance with the Employee Complaint Policy.

Harassment of Authority employees by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to his/her supervisor. Appropriate action will be taken against any non-employee.

Notification by employees to appropriate personnel of any harassment problem is essential to the success of this policy and the Authority generally. The Authority cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps may be taken to correct them.

Violation of this sexual harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

SECTION 4: WHISTLE BLOWER POLICY.

Employees have the right under the “Conscientious Employee Protection Act (CEPA)” to report any activity, policy or practice that the employee reasonably believes is in violation of a law, rule, or regulation promulgated pursuant to law. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgement that the employee received this letter will be included in the employee’s official personnel file. The annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. All complaints will be taken seriously and promptly investigated.

The Authority shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, Executive Director, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J. S.A. 34:19 et seq.) an activity, policy or practice that the employee

reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;

- Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is compatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the statute, the employee must bring the violation to the attention of the Authority. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is an emergency in nature. Employees are encouraged to report violations in writing using the Incident Report Form, but may report a violation verbally at their discretion. Under the law, the employee must give the Authority a reasonable opportunity to correct the activity, policy or practice.

SECTION 5: EMPLOYEE COMPLAINT PROCEDURE AND POLICY.

Employees who wish to complain of harassment, sexual harassment, discrimination, or any other workplace wrongdoing are requested to immediately report the matter to their supervisor, or, if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact the Executive Director, or the Employment Attorney. Reporting of such incidents is encouraged both, when an employee feels that he or she is subject to such incidents, or observes such incidents in reference to other employees. Employees are encouraged to complain in writing using the Employee Complaint form, attached hereto as Exhibit B, but may make a verbal complaint at their discretion. The Authority will immediately address and investigate all complaints, whether verbal or in writing.

If the employee has any questions about what constitutes harassment, sexual harassment, discrimination, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a good-faith complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action, up to and including dismissal, will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The employee will be notified of a decision or of the status of the investigation within a reasonable time from the date of the report an incident.

SECTION 6: AMERICANS WITH DISABILITIES ACT POLICY/ NEW JERSEY PREGNANT WORKERS FAIRNESS ACT.

In compliance with the Americans with Disabilities Act, the New Jersey Law Against Discrimination, the federal Pregnant Workers Fairness Act (PWFA), and the New Jersey Pregnant Workers Fairness Act, the Authority does not discriminate based on disability, pregnancy, pregnancy related medical conditions, or childbirth, or breastfeeding. The Authority will endeavor to make every work environment handicap accessible and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Authority to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act, the New Jersey Law Against Discrimination, and the New Jersey Pregnant Workers Fairness Act. The Authority will not discriminate against any qualified employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth or pregnancy related medical condition provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose under hardship on the Authority.

The Pregnancy Workers Fairness Act (PWFA) defines “pregnancy and childbirth” as meaning the pregnancy or childbirth of the specific employee in question and includes, but is not limited to, current pregnancy; past pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth.
he use of contraception); labor; and childbirth.

In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

Submitting Requests for Accommodation(s). Qualified employees or prospective employees with disabilities and/or qualifying medical conditions may request accommodations that will allow the employee to perform the essential functions of their job or gain access to the hiring process. Employees or prospective employees should direct their written request to the Authority’s Executive Director. In the written request, the employee or prospective employee should identify the nature of the disability or medical condition and identify the requested accommodation(s). Requests should be made to the following:

Jacqueline Jones, Executive Director
Vineland Housing Authority
191 W. Chestnut Avenue
Vineland, NJ 08360
jjones@vha.org

Review of Requests for Accommodations. The Authority will promptly review all requests for accommodations, and will determine whether the accommodation will allow the employee or applicant to safely perform the essential functions of the job. A request may be denied if the proposed accommodation will not allow the employee to perform the essential functions of the job, or if the accommodation would otherwise impose an undue hardship or financial burden on the Authority.

During the Authority’s review of a request for an accommodation, the Executive Director or her designee may request additional information or clarification from the employee’s or applicant’s treating physician. The Authority may require the employee or applicant to provide adequate medical or other appropriate documentation of the disability and the need for the desired accommodation. When the Authority is unable to grant a request for an accommodation, the Executive Director or her designee shall engage in an interactive dialogue with the employee or applicant to identify and determine whether any alternative accommodations are available.

Light Duty and Other Accommodations. All decisions with regard to reasonable accommodations shall be made by the Executive Director. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Authority to offer permanent “light duty”, relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc. In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting the Authority’s facilities. Any questions concerning proper assistance should be directed to the Executive Director.

Any person who believes their rights under the ADA/NJLAD have been violated may contact the New Jersey Division on Civil Rights at 1-833-NJDCR4U (833-653-2748) or online at www.NJCivilRights.gov, and may file a complaint with the Division within 180 days of the incident.

SECTION 7: WORKPLACE VIOLENCE POLICY.

The Authority will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on Authority property, at Authority events or under the circumstances that may negatively affect the Authority’s ability to conduct business.

Prohibited conduct includes:

- A. Causing physical injury to another person
- B. Making threatening remarks
- C. Aggressive hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- D. Intentionally damaging employer property or property of another employee
- E. Possession of a weapon while on Authority property or while on Authority
- F. Committing acts motivated by, or related to, sexual harassment or domestic violence

Any potentially dangerous situations must be immediately reported.

SECTION 8: NEPOTISM AND CONFLICT OF INTEREST.

The employment of persons directly or through contract of the Authority shall be consistent with the ANNUAL CONTRIBUTION CONTRACT (ACC), PART II (Form HUD-533012A, 7/95).

- A. In addition to any other applicable conflict of interest requirements, neither the Housing Authority, nor any of its contractors or subcontractors, may enter into any contract, subcontract, or arrangement in connection with a project under this ACC in which any of the following classes of people has an interest (direct or indirect) during his/her tenure and for one (1) year thereafter.

- (1) Any present or former member of the governing body of the Housing Authority, or any member of the officer's immediate family.

Exception: There shall be exempted from this prohibition:

Any present or former tenant commissioner who does not serve on a resident corporation, and who otherwise does not occupy a policy making position with the Resident corporation, the Authority, or a business entity.

- (2) Any employee of the Housing Authority who formulates policy or who influences decisions with respect to the project(s), or any member of the employee's immediate family, or the employee's partner.
- (3) Any public official, member of the local governing body, or state or local legislature, any member of such individual's immediate family, who exercises functions or responsibilities with respect to the project(s) or the Housing Authority.

Any member of these classes of persons must disclose the member's interest or prospective interest to the Housing Authority or HUD.

The provisions of this subsection shall not apply to the General Depository Agreement entered into with an institution regulated by a Federal agency, or to utility service for which the rates are fixed or controlled by a State or local agency.

Nothing in this section shall prohibit a tenant of the Authority from serving on the governing body of the Authority.

- B. The Authority may not hire an employee in connection with a project under this ACC if the prospective employee is an immediate family member of person belonging to one of the following classes:

- (1) Any present or former officer of the governing body of the Authority. There shall be exempted from this prohibition any former tenant Commissioner who does not serve on the governing body of a resident Corporation, and who otherwise does not occupy a policy making position with the Housing Authority.
- (2) Any employee of the Housing Authority who formulates policy or who influences decisions with respect to the project(s).
- (3) Any public official, member of the local governing body, or State, or local legislature, who exercises functions or responsibilities with respect to the project(s) or the Housing Authority.
- (4) The prohibition referred to in Section B - Nondiscrimination subsection (1) shall remain in effect throughout the class member's tenure and for one (1) year thereafter.

The class member shall disclose to the Housing Authority and HUD the member's familial relationship to the prospective employee.

The Housing Authority Board of Commissioners may waive the requirements of this subsection B(1) for good cause, provided that State and local law permit such waiver.

For purposes of this section, the term "immediate family member" means the spouse, mother, father, brother, sister, or child of a covered class member (whether) related as a full blood relative, or as a "half" or "step" relative, e.g. a half-brother or stepchild.

SECTION 9: POLITICAL ACTIVITY POLICY.

Employees have the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using Authority time, supplies, or equipment in any political activity. Additionally, State law precludes employees from directly or indirectly using their position to control or affect the political action of another person. In accordance with the Hatch Act and Federal regulations, an employee whose principal employment is with a program financed in whole or in part by Federal funds or loans shall not:

- be a candidate for public office in a partisan election. (This provision does not apply to the elected head of an executive department or an individual holding elective office, where that office is the sole employment connection to federally funded programs.)
- use his/her official authority to influence, to interfere with or affect election results or nominations for office.
- directly or indirectly coerce contributions from any employee to support a political party or candidate. See The Hatch Act, 5 U.S.C. § 1501 et seq.

Any violation of the policy must be reported to the Executive Director, or the Employee Attorney.

SECTION 10: DRIVER'S LICENSE POLICY.

Any employee whose work requires the operation of Authority vehicles must hold a valid New Jersey State Driver's License.

All new employees who will be assigned work entailing the operating of an Authority vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment. Applicants driving status must also be in good standing.

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by the Authority. Any employee who does not possess a valid driver's license will not be allowed to operate an Authority vehicle until such time a valid license is obtained.

Any employee performing work which requires the operation of an Authority vehicle must notify the immediate supervisor in those cases where a license is expired, suspended or revoked. An employee that fails to report such an instance is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate an Authority vehicle shall be subject to possible termination.

Any information obtained by the Authority in accordance with this section shall be used by the Authority only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C S 2721 et seq.).

VEHICLE MAINTENANCE & OPERATION POLICY

The Operations/Maintenance Department will maintain the Authority's vehicles by verifying the GPS tracking device reporting, reducing the risk of injury to employees and the traveling public, improving utilization efficiencies, and minimizing the loss resulting from property damage claims.

Employees are only permitted to operate and/or ride in Authority-owned or rented vehicles for official business. Use of such vehicles for personal business is strictly prohibited.

Employees are not permitted to use a wireless telecommunications device while operating an Authority-owned or rented vehicle, unless such vehicle is lawfully parked. “Use” of a wireless telecommunications device includes: writing, sending or reading a text-based message or e-mail; reading or posting to social media; taking photographs or video recordings; and engaging in a call (on hand-held devices). Law enforcement may charge an employee’s texting or e-mailing while driving as a moving violation. Such violations are reportable offenses.

Employees who operate an Authority-owned or rented vehicle are personally responsible for traffic and parking ticket fines, except those due to the vehicle’s condition. Employees are also responsible for removing all trash and personal belongings from such vehicles. Employees are responsible for having the vehicle cleaned and washed at the Authority’s expense.

Employees who operate an Authority-owned or rented vehicle are responsible for maintaining at least one-fourth (1/4) tank of gas at all times. After an employee uses a vehicle, the employee must ensure that the vehicle has at least one-fourth (1/4) tank of gas. Employees must also return vehicle keys and fuel cards to their designated locations immediately after use.

Employees must document all vehicle maintenance issues and report such issues to the Operations or Maintenance Supervisor. If an employee’s Authority-owned or rented vehicle breaks down and/or needs emergency repairs, the employee must immediately notify the Operations or Maintenance Supervisor.

Authority-owned or rented vehicles must remain locked and parked in the Authority’s designated parking areas. While operating Authority-owned or rented vehicles, Employees should utilize the most efficient routes possible, in order to minimize loss in productivity.

Authority-owned vehicles are equipped with a Global Positioning System (GPS) that monitors the vehicles’ operations, including, but not limited to speed, location, idle times, and routes. Monitoring such usage permits the Authority to identify means by which to reduce fuel costs, increase driver safety, improve utilization efficiencies, and identify vehicle misuse. Because vehicle usage is monitored, employees have no expectation of privacy while operating or riding as a passenger in an Authority-owned vehicle. Excessive idling time is impermissible and is a violation of NJ law.

Employees are hereby informed that a “zero tolerance” approach will be taken, and termination will be the recommended penalty for any identified attempt to remove, disable or otherwise tamper with a GPS device installed on an Authority-owned vehicle.

SECTION 11: DRUGS AND ALCOHOL POLICY.

The Authority recognizes that the use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor to be intoxicated or under the influence of alcohol or drugs, including marijuana, during working hours or is under the reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor will immediately report any reasonable suspicions to the Executive Director.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee’s work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

As it relates to cannabis, an employee will be subject to adverse action if there is both a positive drug test, confirmed by a licensed laboratory, and a determination of reasonable suspicion based

on documentation of physical signs or other evidence of impairment during the employee's work hours. When the New Jersey Cannabis Regulatory Commission issues standards for certification of a Workplace Impairment Recognition Expert ("WIRE"), an employee will be subject to adverse action if there is both a positive drug test and a physical evaluation by a WIRE.

Applicants for non-CDL positions will not be denied employment based solely on a positive pre-employment drug test for cannabis, except for law enforcement officers assigned to a federal task force, holding a federally regulated license requiring testing, or applying to an agency that is specifically required to test for cannabis by the terms of a federal contract or federal grant.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs, including marijuana, on Authority premises or during work hours by employees are strictly prohibited.

Employees must notify their supervisor within five (5) days of conviction for a drug violation in the workplace.

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the federal government.

Employees using prescription drugs that may affect job performance or safety must notify their supervisor who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. Authority personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy (a program to assist employees who may have a drug/alcohol problem is provided through the Authority's Employee Assistance Program).

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Authority property or while performing Authority business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

SECTION 12: WORK SAFETY AND FIRST AID POLICY.

The Authority will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Authority is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action.

Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the Safety Officer, Executive Director, or Human Resources Director. Any on-the-job accident or accident involving Authority facilities, equipment or motor vehicles must also be immediately reported to the supervisor and to the Human Resources Director. The Authority has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. Employees are encouraged to discuss safety concerns with their Safety Committee Representative.

A. Administrative Duties.

Risk Management, is responsible for establishing and implementing the written First Aid Program. This person has full authority to make necessary decisions to

ensure the success of this program. Copies of this written program may be obtained from Risk Management in the VHA Administration building. If after reading this program, you find that improvements can be made, please contact Risk Management. We encourage all suggestions because we are committed to the success of this written program.

B. First Aid Personnel.

The VHA nurse is readily available for advice and consultation on matters of health. The National EMS Education and Practice Blueprint lists the following first aid designations:

- First aid provider: Occupationally required to be trained in first aid even though they may not be specifically obligated by law to perform first aid. Responds as a "Good Samaritan." Uses a limited amount of equipment to perform initial assessment and provide immediate life support and care while awaiting arrival of emergency medical services (EMS).
- First responder: Uses a limited amount of equipment to perform initial assessment and intervention and is trained to assist other EMS.
- Emergency Medical Technician (EMT)-Basic: The 2nd level of professional emergency medical care provider. Qualified to function as the minimum staff for an ambulance.
- EMT-Intermediate: The 3rd level of professional emergency medical care provider. Can perform essential advanced techniques and administer a limited number of medications.
- Paramedic: The 4th level of professional emergency medical care provider. Can administer additional interventions and medications.

The following person(s) are trained to render first aid at The Housing Authority of the City of Vineland:

Name/Title and first aid designation: Department and telephone #:

Donna Pflaumer/Nurse

856-691-4099 x: 110

The nearest hospital, clinic, or infirmary, South Jersey Healthcare, is located at 1505 W Sherman Avenue, Vineland, NJ 08360. That means that South Jersey Healthcare is considered in near proximity because it is within three to four minutes away.

C. First Aid Supplies and Equipment.

The Authority provides basic First Aid supplies located in the Administrative Offices, Maintenance Shop, D'Orazio Maintenance Shop, Olivio Towers Maintenance Shop. The VHA nurse checks the first aid supplies once quarterly. Supplies are replaced promptly when expended.

Because we have injurious corrosive materials, the Authority provides drenching and flushing facilities that meet the specifications of ANSI Z358.1, Emergency Eyewash and Shower Equipment.

Because it is reasonably anticipated that employees listed above will be exposed to blood or other potentially infectious materials while rendering first aid, we

provide the following personal protective equipment: non-latex gloves, masks, safety glasses

D. Training/ First Aid Procedures.

Training is the heart of our First Aid Program. Employees should NOT attempt to rescue or treat an injured or ill employee unless they are qualified to do so. Employees should NOT touch or move any injured person unless they are in imminent danger. Instead, they should contact someone who is qualified. This includes rendering assistance to residents or visitors on VHA properties. If you do not have the proper credentials you should NOT attempt to rescue or treat an injured or ill person. Rather, you should stay with the person and contact a qualified resource such as Vineland EMS.

Employees who are qualified to render first aid have completed a national recognized course as a first responder.

E. Accident Reporting.

After the immediate needs of an injury or illness emergency have been met, we require our employees to report the event to their supervisor. Employee must complete an Incident Report form in its entirety on the day of incident. Extremely minor injuries, like a small bruise, do not need to be reported. However, those injuries and illnesses involving professional treatment, time away from work, or a near miss of a more serious accident, must be reported to an employee's supervisor. Even injuries that do not become apparent until after the cause must be reported. For example, back pain that develops over a period of time must be reported. All injuries should be reported to Human Resources as quickly as possible.

F. Recordkeeping.

Human Resources and/or Risk Management is responsible for maintaining records and documentation relating to first aid, injuries, illnesses, and accidents.

SECTION 13: CONTAGIOUS DISEASE POLICY.

It shall be unlawful employment practice for the Housing Authority of the City of Vineland, any employee, or supervisor to do or attempt to do any of the following as a result of the fact, in whole or in part, that a person has AIDS, associated conditions or other contagious diseases:

- Fail to refuse to hire, or to discharge any person, or otherwise to discriminate against any person with respect to compensation, terms, conditions, or privileges of employment;
- Limit, segregate or classify employees or applicants for employment in any manner, which would deprive or tend to deprive any person of employment opportunities, or adversely affect his or her employment status;
- Fail or refuse to refer for employment any person, or otherwise to discriminate against any person;

- Fail or refuse to include in its membership or to otherwise discriminate against any person; or to limit, segregate or classify its membership; or to classify or fail or refuse to refer for employment any person in any way which would deprive or tend to deprive such person of employment opportunities, or otherwise adversely affect his or her status as an employee or as an applicant for employment;
- Discriminate against any person in admission to, or employment in, any program established to provide apprenticeship or other training or retraining, including any on-the-job training program.

SECTION 14: LEGAL REPRESENTATION POLICY.

Whenever an employee of the Authority is a defendant in any action or legal proceeding arising out of and directly related to and in the furtherance of his official duties:

- A. The Authority will provide said employee with the necessary means for the defense of such actions or proceeding.
- B. But, not for his defense in a disciplinary proceeding that is:
 - 1) Instituted against him by the Authority, or
 - 2) In a criminal proceeding instituted as a result of a complaint on behalf of the Authority or
 - 3) Any other official body, including but not limited to, the State of New Jersey and/or a municipality
 - 4) In no event will the Authority be responsible for any fines, penalties, and/or costs in a conviction for said offenses.

SECTION 15: FALL PROTECTION POLICY.

These written fall protection procedures establish uniform requirements designed to ensure that fall protection training, operation, and practices are communicated to and understood by the affected employees. These requirements are also designed to ensure that procedures are in place to safeguard the health and safety of all employees.

It is the policy of the Authority to permit only employees trained in fall protection procedures to work in areas where fall hazards occur, to reduce likelihood of fall accidents and to help ensure a safe workplace.

- Administrative Duties.

Risk Management is responsible for developing and maintaining this written Fall Protection Plan. This person is solely responsible for all facets of the plan and has full authority to make necessary decisions to ensure the success of this plan. Risk Management is also qualified, by appropriate training and experience that is commensurate with the complexity of the plan, to administer and oversee our fall protection plan and conduct the required evaluations of plan effectiveness.

If, after reading this plan, you find that improvements can be made, please contact Risk Management. We encourage all suggestions because we are committed to

creating a safe workplace for all our employees, and a safe and effective fall protection program is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the company.

- List of Affected Areas.

The following table lists all areas with fall hazards, the type of fall hazard in the area, and the employees who are affected by the fall hazard:

Area/Department	Type of Fall Hazard (ladders, stairs, etc.)	Employees Affected (by name or by position)
Kidston Towers	Stairs	All Staff
Olivio Towers	Stairs	All Staff
Administrative Office	Stairs	All Staff
Parkview	Stairs	All Staff
Asselta Acres	Stairs	All Staff
All Sites	Ladders	Maintenance

- Pre-Work Check.

Prior to beginning work in any area or on any device where fall hazards exist, a pre-work check must be completed that includes the following items:

Stairs

- Ø All required covers or guardrails must be in place.
- Ø All handrails or guardrails are in place on stairways.
- Ø All treads and risers on stairs are in good repair.
- Ø Non-slip surfaces are in place on stairs.
- Ø All stairs meet PEOSHA and ANSI specifications for design and safety.

Ladders

- Ø Gripping safety feet in place and secure on ladders.
- Ø Wooden ladders are coated with suitable protective material.
- Ø All parts and fittings on ladders are secure.
- Ø Non-slip surfaces are in place on ladder rungs.
- Ø When setting ladder up, footing of ladder is secure on a firm, level, and non-skid surface and top of ladder is placed against a solid, stationary object.
- Ø All ladders meet PEOSHA specifications for design and safety.
- Ø When using an extension ladder 2 employees must be present, one to climb the other to spot the ladder.

Floor & Wall Openings

- All floor and wall openings are safely covered or blocked from access.
- If not safely covered and blocked from access, the opening has someone assigned for constant attendance to it.
- Work Procedures.

If any one of the conditions described in Pre-Work Check is not met for the area or piece of equipment posing a potential fall hazard, then employees may not perform that work until the condition is met. If the condition cannot be remedied immediately, a supervisor or Risk Management must be notified of the problem.

If the situation calls for use of fall protection devices, such as harnesses, or positioning or restraining devices, such as belts, then the employee must don such protective equipment before beginning the work and use it as intended throughout the duration of the work.

Only employees trained in such work are expected to perform it.

To prevent slipping, tripping, and falling, all places of employment, passageways, storerooms, and service rooms must be kept clean and orderly and in a sanitary condition. The floor of every workroom will be maintained in a clean and, so far as possible, dry condition. Where wet processes are used, drainage will be maintained and false floors, platforms, mats, or other dry standing places are provided where practicable.

To facilitate cleaning, every floor, working place, and passageway will be kept free from protruding nails, splinters, holes, or loose boards.

- Training Program.

Under no circumstances will an employee work in areas of high fall hazards, do work requiring fall protection devices, or use fall protection devices until he/she has successfully completed this company's fall protection program. This includes all new employees, regardless of claimed previous experience.

The training program includes classroom instruction and operational training on each specific area of fall hazard involved in the work of the employee. Risk Management is responsible for conducting the training.

Individuals in the following departments receive training: Maintenance

Risk Management will arrange for all new maintenance employees to schedule required instruction.

Classroom training consists of:

- Review of these written procedures by employee.

Operational training consists of:

- Pre-operational check.
- Review of ladders in use by the Housing Authority and how to set them up

- Recordkeeping.

Risk Management maintains training records which include the following information:

- the date the training was provided,
- the specific area of fall hazard involved in the work of the employee, and
- a certification signed by the employee receiving the training.

These training records are kept by HR.

- Disciplinary Procedures.

Constant awareness of and respect for fall protection procedures and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Safety and Personnel Department reserve the right to issue disciplinary warnings in accordance with the VHA disciplinary policy to employees, up to and including termination, for failure to follow the guidelines of this program.

SECTION 16: PERSONAL PROTECTIVE EQUIPMENT POLICY.

The Housing Authority of the City of Vineland has developed a written Personal Protective Equipment program (PPE program) to document and specify all information relative to our PPE needs.

The risk manager is the program coordinator, acting as the representative of the Executive Director, who has overall responsibility for the program. The Risk Manager will designate appropriate supervisors to assist in training employees and monitoring their use of PPE. The Risk Manager will review and update the program as necessary.

Any employee encountering hazardous conditions must be protected against the potential hazards. The purpose of protective clothing and equipment is to shield or isolate individuals from chemical, physical, biological, or other hazards that may be present in the workplace.

The purpose of this PPE Program is to document the hazard assessment, protective measures in place, and PPE in use at the Authority. PPE devices are not to be relied on as the only means to provide protection against hazards, but are used in conjunction with guards, engineering controls, and sound manufacturing practices. If possible, hazards will be abated first through engineering controls, with PPE to provide protection against hazards that cannot reasonably be abated otherwise.

- Hazard Assessment.

In order to assess the need for PPE the following steps are taken:

1. The Risk Manager, along with the maintenance supervisor, identifies job classifications where exposures occur or could occur. The Risk Manager or designee examines the following records to identify and rank jobs according to exposure hazards:
 - I. Injury/illness records
 - II. First aid logs

2. The Risk Manager conducts a walk through survey of workplace areas where hazards exist or may exist to identify sources of hazards to employees. They consider these basic hazard categories:

- Ø Impact
- Ø Heat or extreme cold
- Ø Penetration
- Ø Harmful dust
- Ø Compression (roll over)
- Ø Light (optical) radiation
- Ø Chemical
- Ø Electrical

During the walk through survey the Risk Manager observes and records the following hazards along with PPE currently in use (type and purpose):

- Ø Sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects: use of tractors and vehicles
- Ø Sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc., are Boiler Systems Furnaces, Welding equipment
- Ø Sources of harmful dust are woodworking
- Ø Sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc. are: welding
- Ø Sources of falling objects or potential for dropping objects: working on ladders or roofs
- Ø Sources of sharp objects that might pierce the feet or cut the hands: saws, knives
- Ø Sources of rolling or pinching objects that could crush the feet: tractors, dollies, vehicles
- Ø Certain electrical hazards such as electric shock or burns from electric arcs, blasts, or heat.

3. Following the walk through survey, the Risk Manager organizes the data and information for use in the assessment of hazards to analyze the hazards and enable proper selection of protective equipment.
4. An estimate of the potential for injuries is now made. Each of the basic hazards is reviewed and a determination made as to the frequency, type, level of risk, and seriousness of potential injury from each of the hazards found. The existence of any situations where multiple exposures occur or could occur is considered.
5. The Risk Manager documents the hazard assessment via a written certification that identifies the workplace evaluated, the person certifying that the evaluation has been performed, the date(s) of the hazard assessment, and that the document is a certification of hazard assessment.

- Selection Guidelines.

Once any hazards have been identified and evaluated through hazard assessment, the general procedure for selecting protective equipment is to:

1. Become familiar with the potential hazards and the type of protective equipment (PPE) that are available, and what they can do.
2. Compare types of equipment to the hazards associated with the environment.
3. Select the PPE that meets selection requirements found in the PEOSHA regulations and ensures a level of protection greater than the minimum required to protect employees from the hazards.
4. Fit the user with proper, comfortable, well-fitting protection and instruct employees on care and use of the PPE. It is very important that the users are aware of all warning labels for and limitations of their PPE. (See the Employee Training guidelines outlined in the next section of this program for a more detailed description of training procedures.)

It is the responsibility of the Risk Manager to reassess the workplace hazard situation as necessary, to identify and evaluate new equipment and processes, to review accident records, and reevaluate the suitability of previously selected PPE. This reassessment will take place as needed, but at least annually.

Elements that should be considered in the reassessment include:

- Adequacy of PPE program
- Accidents and illness experience
- Levels of exposure (this implies appropriate exposure monitoring)
- Adequacy of equipment selection
- Number of person hours that workers wear various protective ensembles
- Adequacy of training/fitting of PPE
- Program costs
- The adequacy of program records
- Recommendation for program improvement and modification
- Coordination with overall safety and health program

- Employee Training.

The Risk Manager/supervisor provides training for each employee who is required to use personal protective equipment. Training includes:

- Ø When PPE is necessary
- Ø What PPE is necessary
- Ø How to wear assigned PPE
- Ø Limitations of PPE

Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment. Employees are prohibited from performing work without donning appropriate PPE to protect them from the hazards they will encounter in the course of that work.

If the Risk Manager has reason to believe an employee does not have the understanding or skill required, the employer must refrain from putting the employee in such an environment where PPE would be required. Since an employee's supervisor is in the best position to observe any problems with PPE use by individual employees, the Risk Manager will seek this person's input when making this determination. Circumstances where retraining may be required include changes in the workplace or changes in the types of PPE to be used, which would render previous training obsolete. Also, inadequacies in an affected employee's knowledge or use of the assigned PPE, which indicates that the employee has not retained the necessary understanding or skills, would require retraining.

Because failure to comply with company policy concerning PPE can result in PEOSHA citations and fines as well as employee injury, an employee who does not comply with this program will be disciplined for noncompliance according to the VHA discipline policy.

- **Cleaning and Maintenance.**

It is important that all PPE be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE is to be inspected, cleaned, and maintained by employees at regular intervals as part of their normal job duties so that the PPE provides the requisite protection. Supervisors are responsible for ensuring compliance with cleaning responsibilities by employees. If PPE is for general use, the Risk Manager has responsibility for cleaning and maintenance. If a piece of PPE is in need of repair or replacement it is the responsibility of the employee to bring it to the immediate attention of his/her supervisor or the Safety Manager. It is against work rules to use PPE that is in disrepair or not able to perform its intended function. Contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

- **PPE Specific Information.**

Eye and face protection -- Goggles and face shields

It is the policy of the company that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear ANSI approved goggles/face shields to help prevent eye and face injuries, including those resulting from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation, for example. Employees in the following designated work areas are required to wear goggles/face shields:

Work Area

Any VHA site where an employee is performing a function as an employee

Work Area Hazard

When using power tools, powered landscaping equipment, or welding equipment
Type of goggles/face shield

Safety glasses

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.

All employees who work in designated work areas and/or job assignments are responsible for wearing company provided goggles/face shields to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge. All employees required to wear goggles/face shields must routinely inspect and properly care for their goggles/face shields.

Hearing Protection

It is the policy of the company that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to use hearing protection to help prevent hearing injuries, for example.

Employees in the following designated work areas are required to wear hearing protection:

Work area

Any outdoor VHA site where an employee is performing a loud work duty as an employee

Hazard

Use of lawn tractors, jack hammer, trimmers, or blowers

Type of hearing protection

Ear muffs

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy. All employees who work in designated work areas and/or job assignments are responsible for wearing company provided hearing protection to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge. All employees required to wear protective hearing protection must routinely inspect and properly care for their hearing protection.

Bodily Protection

It is the policy of the company that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to use safety vests to help prevent bodily injuries, for example. Employees in the following designated work areas are required to wear hearing protection:

Work area

Any outdoor VHA site where an employee is performing a work in the street or while using landscaping equipment as an employee

Hazard

Use of lawn tractors, street sweeping, trimmers, blowers, snow blowers, storm grate cleaning

Type of vest

ANSI Class 2

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy. All employees who work in designated work areas and/or job assignments are responsible for wearing company provided body protection to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge. All employees required to wear protective body protection must routinely inspect and properly care for body protection.

SECTION 17: SNOW REMOVAL POLICY.

- § The snow removal operation will be under direct authority of the Maintenance Supervisor.
- § If it becomes necessary to be called out early for snow removal the Maintenance Supervisor or his designee will authorize it.
- § All VHA plow trucks shall have amber warning lights, these warning lights must be used when plowing and/or salting roads or parking areas.
- § Walk behind snow blowers will be used whenever possible; it is at the discretion of the Maintenance Supervisor to assign employees to use such equipment.
- § Any and all accidents that occur from snow removal operations shall be reported to the Maintenance Supervisor, Assistant Maintenance Supervisor and/or the Executive Director. Employee must complete an Incident Report form in its entirety on the day of incident.
- § Any accident involving other vehicle(s) or injury coming from a snow plow truck shall have a police report.
- § Any snow removal device owned and operated by a VHA employee that directly damages personal property will be reported and the owner notified as soon as possible.
- § The Maintenance Supervisor has the authority to purchase and supply the VHA roads\parking areas with the required materials such as sand and salt, etc. from the VHA budget.
- § The VHA personnel are on call 24 hours per day for snow/ice removal.
- § VHA employees may NOT use the VHA's snow removal equipment for removing snow/ice at their place of residence.
- § All snow/ice shall be removed in an orderly manner.

§ Snow plow truck operators shall not exceed 25 mph while plowing snow. Drivers shall receive instruction on the safe and correct operation of the equipment on the vehicle they are using.

DISCIPLINE, CHANGES IN EMPLOYMENT STATUS, AND REMOVAL

SECTION 1. POSSIBLE REASONS FOR CHANGE IN EMPLOYMENT STATUS.

A. PROMOTION

Vacated or newly established positions shall be filled to the fullest extent possible, consistent with efficient operations, by the promotion of qualified employees.

B. TRANSFERS

- a) Employees shall be transferred within the organization as far as practicable to positions where their highest skills will be utilized.
- b) When transfers of personnel are necessitated by organizational changes, every effort shall be made to place the affected employees in positions, which will permit them to retain their salaries.
- c) In making transfers within the organization, due consideration shall be given to the desires of the employees involved.

C. REDUCTION IN WORK FORCE

Reduction of work force may cause the Authority to lay off staff for economy, reduction in HUD annual funding, efficiency or other related reasons.

SECTION 2: WORK FORCE REDUCTION POLICY.

A. Authority employees under Civil Service:

Pursuant to N.J.S.C. 4A: 8-1.1 the Authority may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives.

Seniority will be considered. However, due to the Authority opting out of the NJ Civil Service Programs as of December 19, 2002, any employee who takes another position will be considered a non-Civil Service employee.

B. Authority employees not under Civil Service:

The Authority may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. (Seniority, lateral or other re-employment rights for employees will be determined by the Executive Director.

SECTION 3: WORK FORCE REDUCTION PROCEDURE.

If it is necessary to reduce personnel, temporary employees shall be separated before permanent employees, and employees serving on probation before employees who have completed their probation. Within each of these three groups, the selection of employees to be retained shall be based primarily on their relative

efficiency. It shall be clearly indicated on all papers prepared in connection with such dismissal the transaction in no way reflects on the employee's performance. The Executive Director shall implement the Reduction in Force.

At least two (2) days prior notice of dismissal shall be given an employee, except for persons employed for a specific period (sunset date).

A forty-five (45) day layoff notice of dismissal shall be given to any full-time employee scheduled for lay off.

The above time requirements regarding layoffs only apply to Civil Service employees. Non-Civil Service employees will receive a two (2) week layoff notice.

Employees may be dismissed by the Executive Director without a resolution of the governing body of the Authority. However, each temporary employee so dismissed under honorable circumstances and not on the basis of inefficiency or incompetence, shall be entitled to a letter signed by the Executive Director of the agency stating their term of employment has been satisfactory and dismissal was accomplished without prejudice.

SECTION 4: EMPLOYEE DISCIPLINE POLICY.

All employees (Civil Service and Non-Civil Service) are expected to meet the Authority's work performance standards. Changes in employment may depend upon disciplinary action. An employee may be subject to discipline for any the following reasons:

- A. Falsification of public records, including time sheet and other personnel records.
- B. Failure to report absence.
- C. Harassment of co-workers and/or volunteers and visitors.
- D. Theft or attempted theft of property belonging to the Authority, fellow employees, volunteers or visitors.
- E. Failure to report to work day or days prior to or following a vacation, holiday and/or leave without the proper documentation excusing such absence, and/or any other unauthorized day of absence.
- F. Fighting on Authority property at any time.
- G. Being under the influence of intoxicants (e.g. liquor) or illegal drugs, (i.e., cocaine) or marijuana on Authority property and at any time during work hours.
- H. Possession, sale, transfer or use of intoxicants or illegal drugs on Authority property and at any time during work hours.
- I. Insubordination.
- J. Entering the building without permission during non-scheduled work hours.
- K. Soliciting on Authority premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious social or political organization, and/or sales of Avon, Amway, Girl Scout cookies, etc.
- L. Careless waste of materials or abuse of tools, equipment, or supplies.
- M. Deliberate destruction or damage to Authority or supplier's property.
- N. Sleeping on the job.
- O. Carrying weapons of any kind on Authority premises and/or during work hours, unless carrying a weapon is a function of your job duties.
- P. Violation of established safety and fire regulations.

- Q. Unscheduled absence and chronic or excessive absence.
- R. Chronic tardiness.
- S. Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
- T. Defacing walls, bulletin boards or any other Authority or supplier property.
- U. Failure to perform duties, inefficiency or substandard performance.
- V. Gambling on Authority premises.
- W. Horseplay, disorderly conduct and use of abusive and/or obscene language on Authority premises.
- X. Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Y. Failure to report arrest/conviction of a crime.
- Z. Violating any Authority rules or policies.
- AA. Conduct unbecoming a public employee
- BB. Violation of Authority policies, procedures, and regulations.
- CC. Violation of Federal, State, or Authority regulations concerning drug and alcohol use and possession.
- DD. Misuse of public property, including motor vehicles.
- EE. Other sufficient cause.

Major disciplinary action includes termination, demotion or suspension exceeding five (5) working days. Minor discipline includes a formal, written reprimand or a suspension of five (5) working days or less. Employees who object to the terms or conditions of the discipline are entitled to a hearing under the applicable grievance procedure (and if applicable the Civil Service procedure).

In cases of employee misconduct, the Authority believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; Executive Director review; written reprimand; suspension; and dismissal. At the discretion of the Authority, action may begin at any step, and/or certain steps may be repeated or by-passed, depending on the severity and nature of the infraction and the employee's work/disciplinary record.

Neither this manual nor any other Authority guidelines, policies, or practices create an employment contract. Employment with the Authority may be terminated at any time with or without cause or reason by the employee or the Authority.

SECTION 5: CHANGES IN EMPLOYMENT DUE TO DISCIPLINARY ACTION.

A. SEPARATION

Employees of the Agency may be dismissed by the Executive Director without a Resolution from the governing body of the Agency. However, the Executive Director shall provide notice to members of the Personnel Committee and the Chairman and the Vice Chairman should each not be a member of the Personnel Committee.

B. DEMOTION

An employee shall be subject to demotion under the following conditions:

- 1) If he/she has been found unsuited for his/her position, but may be expected to give satisfactory service in a lower paying position.
- 2) If his/her position has been either abolished or reallocated to a lower paying class and he/she cannot be transferred to a position of equal pay, it shall be clearly indicated on all papers that the transition in no way reflects on the employee's performance or ability.

C. SUSPENSION/DISMISSAL

An employee may be suspended from duty without pay for a period not to exceed thirty (30) days.

- 1) For disciplinary reasons; or,
- 2) Pending the investigation of charges, which if substantiated, will result in dismissal, provided that, if such investigation does not bear out the charges and the employee is retained, he/she will be paid for the period of suspension.

D. CAUSES FOR SUSPENSION & DISMISSAL

Immediate suspension or suspension with intent to terminate either with or without pay at the discretion of the Executive Director shall be had on the following grounds:

- 1) Unauthorized Absence. If any employee fails to report to work without proper authorization said employee shall not be paid for the period of absence. Absence without proper authorization may be considered sufficient cause for suspension or dismissal.
- 2) Insubordination. Insubordination shall be deemed to be a direct refusal to accomplish such work, as normal to his/her position, as an employee may be ordered to do by his rightful supervisors.
- 3) Lateness. Employees are expected to report to work at their scheduled starting time. Lateness will subject an employee to discipline. For purposes of docking wages, an employee's lateness will be rounded to the nearest quarter-hour. Penalties for lateness will be relaxed to accommodate circumstances beyond the employee's control, such as weather delays.
- 4) Inefficiency. The Executive Director of the Agency shall determine inefficiency. The term inefficiency shall mean the inability to properly complete such duties as are normal to the position for which the employee has been trained.
- 5) Dishonesty. The term dishonest means: including, but not limited to burglary, larceny, extortion, misrepresentation, misrepresentation, and misappropriation arising out of and in the course of employment.
- 6) Breach of Confidentiality. The term breach of confidentiality means: the failure to protect the confidentiality of tenant and or records of the Housing Authority of the City of Vineland.
- 7) Failure to report arrest/conviction. Failure to report arrest/conviction of a crime. For example, the employee fails to report an arrest/convicted offense other than minor traffic offenses not involving suspension of driving privileges. In addition, the employee fails to report an arrest/conviction of involvement with controlled dangerous substance.

- 8) Violence. Violence means: the act of physical abuse or threat thereof.
- 9) Sexual Harassment. Any violation of the Authority's Anti-Sexual Harassment Policy.
- Any other reason pertaining to Law, at the discretion of the Executive Director up to and including an arrest for any violent criminal act and/or drug related offenses.
- Conduct referenced in the employee discipline policy and/or in this Personnel Policy & Employee Manual.

SECTION 6: EMPLOYEE DISCIPLINARY ACTION PROCEDURE.

When a behavioral issue with an employee develops based upon reasons for discipline, the following steps shall be taken. Based on the severity of the behavioral issue immediate suspension or suspension with intent to terminate may occur at the discretion at the Executive Director.

STEP 1. INFORMAL DISCUSSION. Initially, the employee shall have an informal meeting with his/her immediate supervisor to discuss the behavioral issue, the reason for the behavioral issue, and a possible solution. The supervisor shall complete the form entitled, "Employee Discussion"

STEP 2. VERBAL WARNING. Should the behavioral issue continue, another discussion shall be had with the employee and his/her immediate supervisor. This meeting shall be documented using the "Disciplinary Action Notice."

STEP 3. WRITTEN WARNING. Should the behavioral issue with the employee continue, a meeting shall be documented using the "Disciplinary Action Notice." A copy of the warning shall be placed in the employee's personnel file and a copy shall be given to the employee.

STEP 4. FORMAL HEARING.

After attempts to correct employee behavioral issues are not effective and an employee is suspended with the intent to dismiss, a hearing will be scheduled per the below timeframe.

In any case where the Executive Director determines, in his/her sole discretion, that the best interest of the Authority requires that Steps 1 through 3 be waived because of the seriousness of the conduct of the Employee, the Executive Director in his/her sole discretion may immediately suspend the Employee and move directly to Formal Hearing.

Suspension: Whenever an employee is recommended for suspension by his/her supervisor, or whenever the Executive Director determines that an employee's conduct warrants a suspension, the Executive Director or his/her designee will make the decision and may seek the advice of the Authority's designated employment/labor attorney if appropriate. Suspended Employees may request a hearing under the applicable grievance procedure.

Removal: Whenever an employee is recommended for removal by his/her supervisor, or whenever the Executive Director determines that an employee's conduct warrants removal from employment, the Executive Director will make the decision only after seeking the advice of the Authority's employment/labor attorney. There must be a complete review of the employee's personnel file and all other facts to determine if there is sufficient cause for the removal. Removal may be warranted based upon one

event of misconduct, depending upon the circumstances. Terminated employees may request a hearing under the applicable grievance procedure.

SECTION 7: EMPLOYEE GRIEVANCE PROCEDURE.

During the grievance procedure an employee is entitled to be represented at their own expense at each formal step below.

Failure of the grievant to advance a grievance within the prescribed time limits shall constitute forfeiture.

- STEP 1. To be viable, the grievance must be filed within ten (10) working days of the occurrence that gave rise to the grievance or knowledge thereof. The grievance shall first be taken to the supervisor or designee, who shall make an effort to resolve the problem within five (5) working days. At this level, a complaint or grievance shall be in writing. The time limit in this step may be extended by mutual consent.
- STEP 2. If not resolved at Step 1, the grievant shall, within ten (10) working days, submit the grievance in writing to the Executive Director or his designee who shall render a decision within ten (10) working days. If requested, a conference will be provided during normal working hours of the Agency prior to the issuance of the Executive Director's determination.
- STEP 3. If the aggrieved party is not satisfied with the decision of the Executive Director, the grievant may appeal in writing, within ten (10) working days, of the decision of the Executive Director to the Board of Commissioners, or their designee. The Board of Commissioners shall enter a decision within twenty (20) calendar days of receipt of the record. If a hearing is requested, it shall be held within twenty (20) calendar days of the request. The time limits in this step may be extended by mutual agreement. The decision of the Board shall be final.

WORKPLACE POLICIES

SECTION 1: JOB DESCRIPTION POLICY.

The Authority has a formal job description for all positions. All job descriptions must be approved by the Executive Director.

1. All employees receive a complete copy of their Job Description when employed;
 2. Job Descriptions may be used as part of an employment application;
 3. A master copy of all job descriptions, related job-objectives, tasking elements, and performance standards is maintained by the Personnel Administrator. The master copy is updated, according to changes in the employee's job and/or, as needed.
- A. Job Description. Upon being hired, each employee is given his/her job description that defines the following areas:
- a. Job title
 - b. A written definition
 - c. The position to which the employee reports
 - d. The positions with which the employee associates
 - e. A definition of the knowledge required to hold a specific employment-position
 - f. Examples of duties to be performed
 - g. Abilities required of the position
 - h. Educational requirements (certifications, etc.)
- B. Job Objectives, Tasking Elements and Performance Standards. Job Objectives, Tasking Elements and Performance Standards are part of the employee's orientation. These forms are included in the Employee Personnel Policy & Employee Manual which is written for the specific job title assumed by the employee.

The specific job objectives, tasking elements and performance standards interface with the job description and the Annual Employee Evaluation System, upon which the employee will be evaluated at year-end.

SECTION 2: ATTENDANCE POLICY.

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval. Employees must report all absences to their supervisor at least one hour prior to the start of the normal workday. The normal working hours for all departments are 8:30 AM to 4:30 PM. (except that the working hours for those employees working in the Maintenance Department are subject to the terms of the collective bargaining agreement). If employees will be absent or late reporting to their shift, they must contact their supervisor and/or the Executive Director in advance of their absence or late arrival.

- A. The regular work week shall be governed by the following terms:

OFFICE PERSONNEL

The regularly scheduled workweek shall consist of five (5) consecutive days Monday through Friday, thirty-five (35) hours per week.

MAINTENANCE PERSONNEL

The regularly scheduled workweek shall consist of five (5) consecutive days Monday through Friday, forty (40) hours per week.

PART-TIME PERSONNEL

All Part-time personnel are scheduled on an as needed basis.

SOCIAL SERVICE PROGRAMS

Regular work schedule will be determined, or defined by:

Funding allocation

State or Funding contract and/or agreement with the Authority

Hours determined for this program are based on resident needs.

B. Absence without Authorization.

1. FAILURE TO REPORT TO WORK

If an employee fails to report to work without proper authorization, said employee shall not be paid for the period of time absent.

2. ABSENT WITHOUT PROPER AUTHORIZATION

Absent without proper authorization may be considered sufficient cause for suspension or dismissal.

3. LATENESS PROCEDURE

Employee lateness will be dealt with according to Disciplinary Policy and Procedure. Employees may be docked for the time missed due to lateness.

SECTION 3: COURT LEAVE.

Employees shall be granted paid leave for the actual time served when summoned for jury duty or when subpoenaed as a witness in a trial or other legal hearing. Employees shall provide evidence of jury duty services or when subpoenaed. All court leave time off must be requested via the VHA portal.

The Authority shall not interfere with any employee's statutory obligation to perform jury duty.

SECTION 4: DRESS CODE.

For the safety of employees and to project a business-like image, the Agency has adopted a policy to ensure the maintenance of appropriate standards of dress. Employees must maintain, at all times, acceptable dress standards, which will be enforced with the Disciplinary Policy & Procedure.

The following is a description of the dress code that may be subject to change from time to time:

Maintenance workers shall wear supplied uniforms and full covered rubber soled shoes or work boots.

Social Service and Congregate staff shall wear supplied uniforms and full covered rubber soled shoes.

Administration and Office Personnel may wear “dark” denim jeans. Denim material that is faded, white-washed, acid washed, has rips, patches or open holed designs is not permitted. Denim overalls, bright colored jeans or styles that have flashy details are not permitted. Security Staff and those carrying out the duties of an Inspector shall wear long pants and full covered rubber soled shoes.

Sweatsuits, sweatshirts, sweatpants or workout/yoga type clothing shall not be worn by any agency employee.

Agency employees shall not wear flip-flops. Casual slip-on or tie shoes, dress sandals, and full covered rubbered soles shoes are acceptable. Shoes designed to be worn for sports, exercising or recreational activity are not permitted (i.e. athletic sneakers).

T-shirts, tank tops and shorts are not permitted. No clothing shall have patches, rips, cut-off edges, open-holed designs or frayed edges.

Clothing shall not be worn form-fitting in such manner to be revealing, provocative, or suggestive. Midriff area shall be covered at all times. Opened back clothing is not permitted.

Agency employees must refrain from wearing clothing bearing slogans or logos, with the exception of designer’s names no more than one-half inch (1/2”) in height.

Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

SECTION 5: NO SMOKING AND SMOKE-FREE PUBLIC HOUSING POLICY.

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. Similarly, HUD has declared that a Smoke-Free Public Housing Policy will improve indoor air quality in public housing, benefit the health of public housing residents, visitors, and Authority staff; reduce the risk of catastrophic fires; and lower overall maintenance costs. In accordance with State law and HUD Final Rule No. 18 FR 87430, the Authority adopts the following smoke-free policy.

The use of prohibited tobacco products is prohibited in all public housing living units and interior areas, including but not limited to hallways, rental and administrative offices, community centers, day care centers, learning centers, maintenance shops, Authority vehicles, laundry centers, and similar structures. There are no Designated Smoking Areas. All public housing property and all areas within 25 feet of public housing and/or the Authority’s administrative buildings shall be smoke free.

As used in this Section, the term “prohibited tobacco products” shall mean any of the following products and devices:

Items that involve the ignition and burning of tobacco leaves, such as (but not limited to) cigarettes, cigars and pipes.

To the extent not covered by Section (C)(1) above, waterpipes (hookahs), and

Other tobacco products such as Electronic Nicotine Delivery Systems (ENDS) and other lighted smoking devices used for burning tobacco or any other plant. ENDS products are also called e-cigarettes, personal vaporizers, vape pens, e-cigars, e-hookah, or vaping devices. These are products that produce an aerosolized mixture containing flavored liquids and nicotine that is inhaled by the user.

This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action in accordance with the Employee Discipline Policy.

SECTION 6: TELEPHONE USAGE POLICY.

Authority telephones are to be used, exclusively, for official business of the Authority. Charges for all other personal calls must be reimbursed to the Authority. Employees must keep personal calls to a minimum. The Authority retains the right to charges employees for personal calls if there is abuse of Authority telephones. The use of hand-held cell phones while driving Authority vehicles or while driving on Authority property is prohibited.

SECTION 7: COMPUTER USE, EMAIL, INTERNET, AND SOCIAL NETWORKING POLICY

The Authority's e-mail, voicemail, computer systems and Internet service are for official Authority business and use for all other non-business purposes during working time is prohibited. "Working time" shall be defined as any time in which the employee is engaged in or required to be performing work tasks for the Authority. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times. This includes, but is in no way limited to, the use of computers or Authority -issued mobile devices, use of social networking, gaming or TV/video.

The Authority operates in an environment where the use of computers, e-mail and the Internet are essential tools for certain employees. Those employees are encouraged to use computers, e-mail and the Internet; however, it is the responsibility of the employee to guarantee that these systems are solely used for business-related purposes during working time, (as defined above) and are used in a proper and lawful manner at all times.

- Employees are advised that all computers owned by the Employer are to be used for business purposes only during working time (as defined above), and that they have no expectation that any information stored on an Authority computer is private. Because e-mail messages are considered as business documents, the Authority expects employees to compose e-mails with the same care as a business letter or internal memo.
- Downloading or misusing software available through the Internet could violate copyright laws or licensing requirements.
- Personal use of any computer during working time (as defined above) is prohibited, unless expressly authorized by the employee's supervisor.
- The Authority reserves the right to block or cancel an employee's access to Internet sites or the Internet as a whole while using business computers or on the Authority's time.
- The e-mail, telephone, and Internet systems, as well as the messages thereon, are the property of the Authority.
- The Authority reserves its right to monitor its computer systems, including but not limited to, e-mail messages, computer files and Internet usage, with or without notice, at any time, at the Authority's discretion. The Authority also reserves the right to access and disclose such communications and recordings to third parties in certain circumstances. Therefore, employees shall have no expectation of privacy in any transmissions made or received using Employer computers or email accounts.

- Employees must be aware that the mere deletion of a file or message may not fully eliminate that file or message from the system.
- The existence of personal access codes, passwords and/or "message delete functions," whether provided by the Authority or generated by the employee, do not restrict or eliminate the Authority's access to any of its electronic systems as the employees shall be on notice that they should not have any expectation of privacy when using these systems.
- Employees shall not share personal access codes or passwords, provide access to an unauthorized user, or access another's e-mail or Internet account without authorization.
- The Authority's network, including its connection to the Internet, is to be solely used for business-related purposes during working time (as defined above). If permission is granted, an employee's personal use of the Authority's computer, e-mail and connection to the Internet shall not interfere with the employee's duties and shall comply with the Authority's policies and all applicable laws.
- Any messages or transmissions sent outside of the organization via e-mail or the Internet will pass through a number of different computer systems, all with different levels of security. Accordingly, employees must not send privileged and/or confidential communications (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure), via e-mail or the Internet unless the message is properly encrypted, and should consider a more secure method of communication for such data.
- Because postings placed on the Internet may display the Authority's address or other Authority-related information, and thus reflect on the Authority, make certain before posting such information that it exhibits the high standards and policies of the Employer. Under no circumstances shall data of a confidential nature (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure) be posted on the Internet.
- If you identify yourself as an employee in any manner on any internet posting or blog, comment on any aspect of the Authority's business or post a link to the Employer, you must include the following disclaimer in an openly visible location: "the views expressed on this post are mine and do not necessarily reflect the views of the Authority or anyone associated/affiliated with the Authority."
- Subscriptions to news groups or mailing lists are permitted only when the subscription is for a work-related purpose and authorized by the Authority. Any other subscriptions are prohibited.
- All files downloaded from the Internet, e-mail attachments or the like should be checked for possible viruses. If uncertain whether your virus-checking software is current, you must check with the Authority's Network Administrator before downloading.
- Any "unauthorized use" of e-mail or the Internet is strictly prohibited while at work or while using an Authority computer. "Unauthorized use" includes, but is not limited to: connecting, posting, or downloading obscene, pornographic, violent, sexually suggestive, or discrimination based material; attempting to disable or compromise the security of information contained on the Authority's computer systems; or sending or receiving obscene, violent, harassing, sexual or discrimination based messages. If an employee receives a message that is representative of an "unauthorized use" of the Authority's electronic media from someone outside of the Authority, it is the employee's duty to immediately inform the sender of such materials that he or she must refrain from sending such materials.
- Your Internet postings SHALL NOT VIOLATE ANY OTHER APPLICABLE AUTHORITY POLICY, including, but not limited to, the following: the Authority's Anti-Harassment and Discrimination Policies.

- Authority business which is conducted by an employee on his or her personal computer or device is subject to this policy and may be subject to the provisions of OPRA.

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. This policy shall not be construed to restrict employees' rights to share information about their employment terms and conditions communicate with each other; or engage in other concerted activities for their mutual aid and protection.

Social Network Postings

For purposes of this policy, a social network is defined as a site that uses internet services to allow individuals to construct a profile within that system, define a list of others users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of internet based social networking activities include: blogging, networking, photo sharing, video sharing, microblogging, podcasting, as well as posting comments on the sites. The absence of, or lack of explicit reference to a specific site or activity does not limit the extent of the application of this provision.

The use of the internet and social networking sites, including but not limited to Snapchat, Facebook, and Twitter, is a popular activity; however, employees must be mindful of the negative impact of inappropriate or unauthorized postings upon the Employer and its relationship with the community. This provision identifies prohibited activities by employees on the internet where posted information is accessible to members of the general public, including, but not limited to, public postings on social networking sites.

Specifically, the Authority reserves the right to investigate postings, private or public, that violate work-place rules, such as the prohibition of sexual harassment and other discriminatory conduct, where such postings lawfully are made available to the Employer by other employees or third parties. Employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone. If you would not be comfortable with your supervisor, coworkers, or the management team reading your words, you should not write them.

Be advised that employees can be disciplined or terminated for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. What you say or post on your site or what is said or posted on your site by others could potentially be grounds for disciplinary action, up to and including termination.

However, nothing in this social networking policy is designed to interfere with, restrain, or prevent social media communications during non-working hours by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the New Jersey Employer-Employee Relations Act or to prevent communications which are protected by the First Amendment freedom of speech clause, unless such communications are made as part of the employees' official job duties.

SECTION 8: BULLETIN BOARD POLICY.

The bulletin boards located in the Authority administrative building and other facilities are intended for official notices regarding policies, procedures, meetings and special events as well as State and Federal employment laws. Only personnel authorized by the Executive Director may post, remove, or alter any notice.

SECTION 9: CONTINUING EDUCATION PROCEDURE

The Authority, in conjunction with the Employment Attorney will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The Authority will also offer non-mandatory training to all other employees with special emphasis on employee rights and protection under various Federal and State laws as well as Authority employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

SECTION 10: COMPRESSED WORK WEEK POLICY

A. Resolution Number, Date of Adoption and Effective Date of Implementation

Resolution Number:	2025-65
	Adopt Revisions of the Personnel Policy and Employee Manual
	October 16, 2025
Resolution Number:	2024-26
Adoption Date:	May 16, 2024
Effective Date of Implementation:	May 27, 2024

B. Introduction

In an effort to foster a working environment that enhances productivity, reduces vehicle emissions, increases employee morale, and enhances recruitment and retention, this policy is intended to provide authority employees an opportunity to vary their work schedules, while allowing departments to continue to provide services to residents and applicants in an efficient manner. This compressed workweek option shall not reduce the level of service or the hours of operation of any authority department. As such, having a compressed workweek schedule is an employee privilege and not an employee right; It can be granted or revoked at the discretion of the authority. At any time period an employee may also voluntarily withdraw from the program. Any changes to a compressed workweek arrangement must be approved in advanced by the authority.

C. Background and Applicability

All administrative and maintenance supervisory authority employees may be considered for a compressed workweek option; However, some employees may not be eligible based on departmental operation or functional needs. This policy does not apply to part-time employees, nor maintenance employees covered by a collective bargaining agreement.

This policy applies to employees permitted to work a compressed work schedule. This policy does not apply to requests for reasonable accommodation. Employees requesting to work a compressed work schedule as a reasonable accommodation should follow the authority's procedures on requests for a reasonable accommodation.

D. Establishment and Implementation of Procedure

The Executive Director, in consultation with the authority's employment attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

E. Definitions

- a. Compressed Workweek: A full-time option that allows employees to work longer days for part of a week in exchange for a day off during that week.
- b. Core Time Period: An established range of time when everyone must be at work with flexibility on either end of the workday. For example, administrative core and maintenance supervisory core hours may be from 7:00 AM to 6:00 PM.

F. Operating Guidelines:

- a. Regular administrative office hours are 8:30 AM to 4:30 PM and regular maintenance hours are 8:00 AM to 5:00 PM. To ensure the availability of all personnel in all departments during these hours, each department must provide coverage during this time period by employees with the necessary skills.
- b. The authority may cancel the program at any time and revert to the conventional five-day/7- hours per day/ 35-hours per week schedule for administration or a five-day/8-hours per day/40-hous per week schedule for maintenance supervisory.
- c. Those who abuse the policy may be removed from the program and scheduled to work a conventional administrative 8:30 AM to 4:30 PM schedule or a conventional maintenance 8:00 AM to 5:00 PM schedule.
- d. Employees will not be permitted to use personal and/or sick time off to fill in gaps (i.e., if they arrived to work late). The current policy for requesting vacation time must be followed.
- e. It is the responsibility of each supervisor to ensure that the policy and operating guidelines are understood and are being met within the work unit. Supervisors are also responsible to ensure that exceptions to the normal work week are recorded as they occur.
- f. Exceptions to the normal workday or week will be cleared with the supervisors as events occur.
- g. Leave, compensatory time or overtime will be accompanied by the normal request authorization and request forms.
- h. Time sheets will be processed in accordance with present procedures on the VHA Portal. Regardless of an employee's regular workday schedule, timesheets shall be submitted on Friday, at the end of each pay period. Supervisors remain responsible to review and approve timesheets pursuant to current guidelines and shall be required to meet payroll deadlines.
- i. Eligibility for the program is determined by the authority.
- j. Employees adopting a compressed work week schedule officially begin working such schedules beginning on the first day of the applicable pay period.
- k. Employees must submit requests for a compressed work week option to their immediate supervisor in writing. Approval or denial of such requests shall also be made in writing. Denials shall state the basis upon which the employee's request has been denied.
- l. Should the authority revoke an employee's privilege to participate in the program, written notice shall be provided to the employee stating the reason for their revocation.

- m. Whenever possible, changes to employee work schedules under this policy and procedure will be initiated with a minimum two weeks' notice.
- n. Overtime must be approved in advance and no overtime at 1 ½ hourly rate will be paid beyond eight (8) hours in one day. Overtime will only be paid for hours worked in excess of 40 hours worked in a week.
- o. Employees must work the **workday** directly before and the **workday** directly after each observed holiday in order to receive holiday pay unless a prior written request to be off has been made and approved by the Executive Director. Employees must be in active pay status on the scheduled workdays directly before and after each holiday. Employees must request and receive approval for vacation and/or personal days or any portion thereof, the day directly before and directly after each holiday. Employees who use sick days or any portion thereof, the day directly before and/or directly after a holiday must present a doctors note to account for the absence in order to receive holiday pay.

G. Compressed Workweek Option: Operating Guidelines

- a. The standard work week for administrative staff is 8:30 AM to 4:30 PM and the standard work week for maintenance supervisory staff is 8:00 AM to 5:00 PM.
- b. Eligible employees who work a standard 5-day work week (Monday to Friday) may request to work the following compressed work schedule (**Employees must pick either a Monday or Friday to be off; Once selected, the day off (Monday or Friday) cannot be changed without prior supervisor approval**):

ADMINISTRATIVE STAFF (Monday's Off - Schedule)	
Tuesday, Wednesday & Thursday	Friday
9-hour days Between the hours of 7 a.m. – 6 p.m. 1-hour lunch	8-hour day Between the hours of 7 a.m. – 6 p.m. 1-hour lunch
Three (3) 9-hour days and One (1) 8-hour day = 35 hours per week for administrative staff.	
Wednesday, Thursday & Friday	Tuesday
9-hour days Between the hours of 7 a.m. – 6 p.m. 1-hour lunch	8-hour day Between the hours of 7 a.m. – 6 p.m. 1-hour lunch
Three (3) 9-hour days and One (1) 8-hour day = 35 hours per week for administrative staff.	
ADMINISTRATIVE STAFF (Friday's Off - Schedule)	
Monday, Tuesday, Wednesday	Thursday
9-hour days Between the hours of 7 a.m. – 6 p.m. 1-hour lunch	8-hour day Between the hours of 7 a.m. – 6 p.m. 1-hour lunch
Three (3) 9-hour days and One (1) 8-hour day = 35 hours per week for administrative staff.	
Tuesday, Wednesday & Thursday	Monday
9-hour days Between the hours of 7 a.m. – 6 p.m. 1-hour lunch	8-hour day Between the hours of 7 a.m. – 6 p.m. 1-hour lunch
Three (3) 9-hour days and One (1) 8-hour day = 35 hours per week for administrative staff.	
MAINTENANCE SUPERVISORY STAFF (Monday OR Friday Off – Schedule)	

Four (4) 10-hour days Between the hours of 7 a.m. – 6 p.m. 1-hour lunch
Four (4) 10-hour days = 40 hours per week for maintenance supervisory staff.

- c. No full-time employee will be permitted to work a compressed work schedule during any week in which there is a paid holiday.
- d. If an employee, whose regularly scheduled workday on a compressed work schedule is greater than 8 hours, takes vacation, personal, or sick time during a regularly scheduled workday, the employee's vacation, personal, or sick time balance will be deducted by the number of vacation, personal, or sick hours used, up to the number of hours in the employees regularly scheduled work day. Example: If an employee requests off on a Wednesday, and this workday is regularly scheduled for 9-hours, then 9-hours of vacation, personal, or sick time will be entered into the VHA portal for approval by the supervisor.
- e. Employees on a compressed work schedule will be paid for any time spent on jury duty according to the authorities paid leave time procedure. Employees will not be paid for time spent on jury duty during their regularly scheduled day off.
- f. Resolution to determine preference for a Monday or a Friday off will be determined by seniority.
- g. The authority expressly reserves the right to change, modify or delete the provisions of the compressed work week policy without notice.

Each department is responsible for the administration of this policy with respect to the department's employees. If you have any questions regarding this policy or if you have questions about a compressed work week schedule that is not addressed in this policy, please contact the Executive Director.

PAID & UNPAID LEAVE

The Authority recognizes that from time to time employees must be absent from work. The Authority has a policy that provides specific hours allocated for vacation time, personal time, and sick leave, according to the number of years employed by the Authority. Employees will not accrue paid vacation, sick, and/or personal days during any leave of absence without pay or suspension from employment.

However, there are certain requirements regarding the utilization of time given. The following requirements pertain to all employees:

SECTION 1: VACATION TIME AND REQUESTS FOR VACATION TIME.

(1) Requests for Vacation Time.

All employees shall make their request for leave on VHA Portal. The immediate supervisor shall either grant or deny the employee's request for leave on the VHA Portal. Denial of such requests can depend upon circumstances within a department.

All requests for leave must be submitted to the Supervisor at least three (3) days before the time requested. The leave must be approved prior to the employee taking the time off. Request for leave, which cannot be anticipated by the employee at least (3) days in advance, may be granted, by the Executive Director. Vacation preferences shall be granted in order of seniority.

Approval of vacation leave will be granted at the discretion of the immediate supervisor or the Executive Director, depending on department needs.

Employees shall not be eligible for vacation leave during the first ninety (90) days of employment. Any requests for leave during the first ninety (90) days of employment shall be granted or denied at the sole discretion of the Executive Director.

a. Accumulation of Vacation Time.

All full time employees shall accrue the following vacation leave. Vacation leave time is earned each pay period based on the length of employment. Increases occur based on the employee's full time anniversary date. Only earned vacation time can be used for paid time off.

<u>Length of Employment</u>	<u>Vacation Leave</u>
First Year	1 Working day per month
1-7 Years	12 Working days per year
8-13 Years	15 Working days per year
14-19 Years	20 Working days per year
20-26 Years	25 Working days per year
27-Retirement	30 Working days per year

Vacation time must be taken in the year that it is earned, except that employees who do not take accrued vacation time due to organizational demands shall be granted that leave only during the next succeeding year, with written approval from the Executive Director or their designee. At no time shall vacation time be accumulated in excess of (2) year's earned time. Upon a full-time employee's separation of employment, accrued vacation balance will be paid to the employee,

subject to the applicable limitations and monetary limits under New Jersey law. All accumulated vacation time shall be paid out at the employee's salary rate at retirement, subject to the 2-year limitation on vacation time accumulation. Paid vacation days shall not accrue during a leave of absence without pay or suspension.

SECTION 2: HOLIDAYS

The following days are recognized as paid holidays for full time employees:

New Year's Day	Labor Day
Martin Luther King Day (observed)	Columbus Day (observed)
	Juneteenth
Lincoln's Birthday (observed the Friday preceding Washington's Birthday)	Veteran's Day (observed)
Washington's Birthday (observed)	Thanksgiving Day
Good Friday	Thanksgiving Holiday (observed the day after Thanksgiving Day)
Memorial Day	Christmas Eve
Independence Day	Christmas Day

If any of the above holidays fall on a Saturday, the preceding Friday will be observed. If any of the above holidays fall on a Sunday, the following Monday will be observed.

Employees must work the workday directly before and the workday directly after each observed holiday in order to receive holiday pay, unless a prior written request to be off has been made and approved by the Executive Director. Employees must be in active pay status on the scheduled workdays directly before and after each holiday. Employees must request and receive approval for vacation and/or personal days, or any portion thereof, the day directly before and directly after each holiday. Employees who use sick days or any portion thereof, the day directly before and/or directly after a holiday must present a doctor's note to account for the absence in order to receive holiday pay.

Any days that federal government offices are closed via Executive Order by the President of the United States shall be considered a paid day off for all full time employees.

SECTION 3: PERSONAL DAYS.

1. Full Time Employees shall receive three-(3) personal days at the beginning of fiscal year (October 1st). Personal days must be used by September 30th of each year.
2. No employee shall be authorized a personal day during the first ninety (90) days of employment.
3. Approval of this request may be denied by management should adequate staff be unavailable to cover the shift/work, but shall not be reasonably withheld.
4. Accrued personal balances will not be paid to the employee upon separation of employment, regardless of the reason for the separation.

SECTION 4: SICK LEAVE-ANNUALLY PROVIDED & EMPLOYEE EARNED.

A. USE

Sick leave may be used for a full time/part time employee's absence for the following reasons:

- Diagnosis, care treatment, or recovery for a mental or physical illness, injury, or health condition;
- Preventive medical care for the employee;
- To care for a family member during diagnosis, care, treatment or recovery for a mental health condition or physical illness, injury or health condition; or when an employee's family member needs preventive medical care;
- Absences due to your or your family member being the victim of domestic violence or sexual violence;
- To attend school-related conferences, meetings or events regarding your child's education; or to attend a school-related meeting regarding your child's health;
- Closure of the Authority or the school or place of care of the employee's child because of an epidemic or public health emergency;
- During a state of emergency declared by the Governor, or upon the recommendation, direction, or order of a healthcare provider or the Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others

At the Authority's sole discretion, Sick Leave hours may be used for other reasons not included in this paragraph.

B. ENTITLEMENT

FULL TIME EMPLOYEES

No Full Time Employee shall be entitled to any paid sick leave unless the Housing Authority of the City of Vineland has employed him/her for ninety (90) consecutive days. Any requests for leave during the first ninety (90) days of employment shall be granted or denied at the sole discretion of the Executive Director.

At the end of the ninetieth (90th) consecutive day of employment, said employee shall be entitled to sick leave retroactive to the date of commencement of his employment, as described below.

Sick leave time is earned each pay period based on the length of employment. Increases occur based on the employee's full time anniversary date. Only earned sick time can be used for paid sick time off.

Paid sick days shall not accrue during a leave of absence without pay or suspension.

PART TIME EMPLOYEES

No Part Time Employee shall be entitled to any paid sick leave unless the Housing Authority of the City of Vineland has employed him/her for one hundred twenty (120)/ninety (90) consecutive

days. Existing employees as of October 29, 2018 can use their accrued sick leave beginning on the 120th calendar day after October 29, 2018 which is February 26, 2019. An employee hired after October 29, 2018 may use accrued sick leave on the 120th calendar after the employee begins working.

At the end of the one hundred twenty (120) consecutive day of employment, said employee shall be entitled to sick leave retroactive to the date of commencement of his employment, as described below.

Sick leave time is earned each pay period based on the calculation listed below. Only earned sick time can be used for paid sick time off.

Part Time Employees may only use up to 40 hours of sick leave per benefit year.

Paid sick days shall not accrue during a leave of absence without pay or suspension.

Any requests for leave during the first ninety (90) days of employment shall be granted or denied at the sole discretion of the Executive Director.

C. CALCULATIONS OF SICK LEAVE: FULL TIME

All full time employees shall be entitled to the following sick leave:

1. Up to the end of the first (1st) year of service, one (1) working day per calendar month, as accrued shall be considered "earned."
2. Each year thereafter, one and one quarter (1 1/4) sick day per calendar month shall be provided (i.e. fifteen (15) working days, per year).
3. Accrued sick balance is not paid upon separation other than full time employees who retire in good standing with the Authority (see Paid and Unpaid Leave – Section 8 Unused Sick Allowance – At Retirement).

All part time employees shall be entitled to the following sick leave:

1. Accrual begins October 29, 2018 or the first day of employment, whichever is later.
2. Rate of accrual is 1 hour for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year (October 1-September 30).
3. Part time employees with 40 sick leave hours will not accrue any additional sick leave until and unless the employee's accrued sick leave balance falls below 40 hours.
4. Upon a part time employee's voluntary or involuntary termination, resignation, or retirement from employment, any unused sick leave, regardless of how it is accrued, shall be forfeited and the Authority will not pay you for any unused sick leave.

Employees who are provided with more sick leave than they would otherwise be entitled to under the New Jersey Paid Sick Leave Act – whether pursuant to this Section or a separate Agreement – shall not accrue any additional sick leave under the Act.

D. NOTIFICATION OF ILLNESS SEE CALL OUT PROCEDURE MEMO FOR MORE DETAIL

An employee who does not expect to report to work on any working day must notify or cause to be notified, the appropriate designated supervisor or his alternate,

or

Cause a message to be delivered in his/her behalf not less than one (1) hour prior to the beginning of his/her shift. Failure to call or have a personal message delivered shall be considered an unauthorized absence, without leave.

And

Must call answering service not less than one (1) hour prior to the beginning of his/her shift and state reason for absence. Failure to call answering service shall be considered an unauthorized absence, without leave.

An employee who is unable to work because of the need for sick leave will notify the appropriate supervisor or designee at least one (1) hour before the normal starting time, in so far as possible AND must call the answering service not less than one (1) hour prior to the beginning of his/her shift and state reason for absence. Failure to notify supervisor or designee and call the answering service shall be considered an unauthorized absence, without leave. If the employee indicated that he or she will be unable to work for more than one (1) day, such notice will be deemed sufficient for the additional days as well.

E. ABSENTEEIMS: (3 CONSECUTIVE DAYS)

If an employee is absent for three (3) consecutive working days for any reason as set forth in this Section, said employee shall present proof of illness from employee's doctor stating that he is able to resume normal duties, without restriction. A doctor's note may also be required whenever reasonable to verify illness. Failure to produce a doctor's note may be grounds for denial of sick leave, provided the request for verification is reasonable.

F. EXHAUSTION OF SICK LEAVE

If an employee has exhausted all sick leave, said employee shall use vacation and/or personal time. Sick leave shall not be construed as vacation time and the use of sick time as vacation time will subject the employee to disciplinary action.

G. CHRONIC ILLNESS

When an illness is of a chronic or recurring nature causing occasional absences, one proof of illness shall be required per thirty-(30) day period.

H. ADVANCES IN SICK LEAVE

Advances of unearned sick leave will not be granted. If an employee exhausts vacation, sick leave, and personal days and experiences an authorized absence, employee will not be paid and may be subject to disciplinary action.

I. FAILURE TO PROVIDE MEDICAL EVIDENCE OF ILLNESS

Failure to provide medical evidence of illness will result in denial of sick leave benefits, and the time involved during which the employee was absent shall be charged against vacation and/or personal time.

The Authority reserves the right to have the employee examined by a physician of the Authority's choice when there exists an apparent pattern of leave abuse to ascertain whether or not such employee is in fact ill and unable to perform his/her duties.

Should the employee refuse to submit to an examination, or after the examination is determined that such employee could have performed his/her regular duties, then the Authority shall charge the absence against the employee's accrued vacation leave.

J. ABUSE OF SICK LEAVE

Use of sick leave for any purpose not listed under Section 4(A) above, without prior written permission from Employer, shall constitute an abuse of sick leave. Any employee found to abuse sick leave shall be subject to discipline, up to and including termination.

K. UNUSED SICK LEAVE

FULL TIME EMPLOYEES

ANY amount of sick allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.

PART TIME EMPLOYEES

Up to 40 hours of unused earned sick leave can be carried over into the next benefit year. However, part time employees may only use up to 40 hours of leave per benefit year.

SECTION 5: LEAVE OF ABSENCE WITHOUT PAY.

G. Leaves of Absence without Pay.

Employees may be granted a personal leave of absence for up to six months at the sole discretion of the Executive Director if the leave does not cause undue operational disruption. The leave must

include the use of any accrued vacation, personal and sick leave time, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation, personal and sick leave will be without pay or longevity credit. In exceptional circumstances, the Executive Director may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the Authority.

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month. Health benefits may also be impacted. Refer to the Authority's Health Benefits Policy. A personal leave is granted with the understanding that the employee intends to return to work for the Authority. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned.

A. Impact of Leave of Absence without Pay upon Health Benefits and Pension Credit.

Employees on a leave of absence without pay may continue coverage for themselves or their dependents under the Housing Authority group plan by taking advantage of the COBRA provision. Employees will no longer receive service and salary credit in the PERS system while on leave of absence without pay. Refer to Public Employees Retirement System Rules and Regulations for further guidance.

SECTION 6: FAMILY AND MEDICAL LEAVE ACT (FMLA) and NEW JERSEY LEAVE ACT (NJFLA) POLICY.

The Authority shall provide family and medical leave in accordance with the federal Family and Medical Leave Act ("FMLA") and the New Jersey Family Leave Act ("NJFLA"). The Authority will comply with requirements of the New Jersey and Federal Family Leave laws. The laws have similar and different provisions that may provide different rights and obligations for the employee and/or the Authority. The employee shall be afforded the most favorable rights if there is a conflict in the rights afforded to the employee under the laws.

FMLA Leave – The FMLA entitles eligible employees with up to twelve (12) weeks of unpaid, job-protected leave in a defined twelve (12) month period for the following reasons:

- a. the birth of a child and in order to care for such child;
- b. the placement of a child with the employee for adoption or foster care;
- c. in order to care for the family member of the employee who is suffering from a serious health condition;
- d. for a serious health condition that makes the employee unable to perform the functions of his/her position; or
- e. because of any qualifying exigency arising out of the fact that the employee's family member is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).

In addition, eligible employees may take up to a combined total of twenty-six (26) unpaid workweeks in a single twelve (12) month period to care for a covered military service member with a serious injury or illness.

FMLA Eligibility – To be eligible for FMLA leave, an employee must have: (i) worked for the Authority for at least twelve (12) months; (ii) worked at least 1,250 hours in the twelve (12) months immediately preceding commencement of the leave; and (iii) be employed at a worksite where the employer has at least

fifty (50) employees within seventy-five (75) miles. The twelve (12) months the staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b). The minimum 1,250 hours worked shall be determined according to the principles established under the Fair Labor Standards Act (“FLSA”) for determining compensable hours of work pursuant to 29 CFR §785. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

Pursuant to 29 CFR §825.201(b), married couples both employed by the Authority are limited to a combined total of twelve (12) weeks of leave during the applicable twelve (12) month period if the leave is taken for the birth of a child, or to care for such child after birth; for placement of a child with the staff member for adoption or foster care or in order to care for the child after placement; or to care for the staff member’s parent with a serious health condition.

Returning from FMLA Leave – Upon return from FMLA leave, an employee shall be entitled to the position he/she held when the FMLA leave commenced, or to an equivalent position of like seniority, status, employment benefits, pay, and other conditions of employment. If the Authority experiences a reduction in force or layoff and the employee would have lost his/her position had the staff member not been on family leave as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system, including a system under any collective bargaining agreement, the employee shall be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes, and laws.

Certification of Health Care Provider – The Authority expects that requests for FMLA leave for the purposes of the employee’s own serious health condition, or to care for a family member with a serious health condition, shall be accompanied by a completed Certification of Health Care Provider (attached). Notwithstanding, following submission of a request for FMLA leave, an employee shall have up to fifteen (15) calendar days to provide the Employer with a completed Certification.

Prior to designating an employee for FMLA leave, he/she shall be required to provide the Authority with the attached FMLA Certification of Health Care Provider form, completed by the employee’s and/or employee’s family member’s health care provider. The information contained in the completed Certification shall guide the Authority in appropriate designation of the employee’s leave of absence. The Authority reserves the right to seek additional documentation necessary to initiate/continue an employee’s FMLA leave, in accordance with applicable FMLA regulations.

FMLA Entitlement Period – The method to determine the twelve (12) month period in which the twelve (12) weeks of FMLA leave entitlement occurs will be a “rolling” twelve (12) month period measured backward from the date an employee uses any family leave.

Employment While on FMLA Leave – An employee designated for FMLA leave is prohibited from performing any services on a full-time basis for any person for whom the employee did not provide services immediately prior to commencement of the leave. An employee using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Authority. The employee may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

Utilization of Paid Leave. Generally, FMLA leave is unpaid. However, depending upon the circumstances, employees may be entitled to receive short-term disability, workers’ compensation benefits, paid family leave benefits, or other state-sponsored wage replacement benefits which pay a portion of normal compensation. These benefits will run concurrently with the employee’s unpaid leave. An employee who is eligible for these benefits may also choose to use accumulated

paid leave during their approved unpaid leave. Employees may not receive more than 100% of salary at any time. An employee will be required to use any available accumulated paid leave concurrently with the employee's FMLA leave.

NJFLA Leave – The NJFLA entitles eligible employees with up to twelve (12) weeks of unpaid, job-protected leave in a defined twenty-four (24) month period for the following reasons:

- a. the birth of a child and in order to care for such child;
- b. the placement of a child with the employee for adoption or foster care;
- c. in order to care for the family member of the employee who is suffering from a serious health condition;
- d. because of any qualifying exigency arising out of the fact that the employee's family member is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty); or
- e. In the event of a state of emergency declared by the Governor, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:
 - a. requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency;
 - b. prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee, would jeopardize the health of others; or
 - c. results in the recommendation of a health care provider or public health authority, that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee, would jeopardize the health of others.

NJFLA Eligibility – To be eligible for NJFLA leave, an employee must have: (i) worked for the Authority for at least twelve (12) months; and (ii) worked at least 1,000 hours in the twelve (12) months immediately preceding commencement of the leave. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.

Employment While on NJFLA Leave – An employee designated for NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the employee did not provide services immediately prior to commencement of the leave. An employee on NJFLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Authority. The employee may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

NJFLA Entitlement Period – The method to determine the twenty-four (24) month period in which the twelve (12) weeks of NJFLA leave entitlement occurs will be a “rolling” twenty-four (24) month period measured backward from the date an employee uses any leave.

Intermittent and/or Reduced Schedule Leave – Requests for intermittent and/or reduced schedule leave under both the FMLA and the NJFLA shall be reviewed by the Employer on a case-by-case basis and in accordance with the federal and State laws and regulations promulgated thereto.

Relationship to Other Laws – If the employee is eligible for leave for reasons provided under both the FMLA and NJFLA, then the leave time taken shall be concurrent and be applied to both laws. In the event the reason for the family leave is recognized under one law and not the other law, the employee is eligible for each law’s leave entitlements within one twelve (12) month period. For example, an employee may use his/her FMLA leave for a twelve (12) week family leave for their own pregnancy, which is considered a “serious health condition” under FMLA, and upon conclusion of the twelve (12) weeks of FMLA leave, the employee would be eligible for a twelve (12) week NJFLA leave to care for their newborn or any other reasons pursuant to the NJFLA.

During any period of designated FMLA/NJFLA leave, the Authority shall continue an employee’s group health benefits in a manner consistent with that to which the employee received immediately preceding commencement of the FMLA/NJFLA leave. The employee is responsible to make all group health benefits contributions during his/her leave period, in accordance with Chapter 78, P.L. 2011, and any applicable collective negotiations agreement. If an employee does not return to work after his/her FMLA/NJFLA leave expires, the Authority is entitled to recover health insurance costs paid while the employee was on FMLA/NJFLA leave.

Following exhaustion and/or termination of the FMLA/NJFLA leave period, the Employer may continue an employee’s group health benefits, at the employee’s request. In the event that the employee determines to continue his/her group health benefits following a period of designated FMLA/NJFLA leave, he/she shall be solely responsible for the full premium amount due.

During a period of unpaid leave to care for a family member with a serious health condition or a newborn or adopted child or child placed into foster care with the employee, the employee may be eligible for up to twelve (12) weeks of Family Leave Insurance (“FLI”) payments through the State in a twelve (12) month period. FLI is a monetary benefit paid by the State and not a separate leave entitlement, and will thus run concurrently with FMLA and/or FLA leaves.

SECTION 7: DOMESTIC VIOLENCE LEAVE POLICY.

The New Jersey Security and Financial Empowerment Act, also known as the "NJ SAFE Act" provides protection for employees and their family members who have been the victim of domestic violence or sexual assault. Employees are entitled to twenty (20) days of unpaid protected leave from work to:

- Seek medical attention for physical or psychological injuries;
- Obtain services from a victim services organization, pursue psychological or other counseling;
- Participate in safety planning for temporary or permanent relocation;

- Seek legal assistance to ensure health and safety of the employee or the employee's relative; or
- Attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

To be eligible for the leave, an employee must meet the following criteria:

- The employee or their child, parent, spouse or domestic partner must be a victim of domestic violence or a sexually violent offense;
- The employee must have worked for the employer for at least twelve months and for at least 1,000 hours during the twelve (12) month period immediately preceding the requested leave; and
- The twenty (20) day leave must be taken within one (1) year of the qualifying event.

Employees may take leave on an intermittent basis but such leave cannot be shorter than one (1) full day. To the extent the leave is foreseeable, employees must provide advanced notice. In addition, employee seeking leave must provide proof that they qualify for the leave. Such proof may include restraining order, letter from a prosecutor, proof of conviction, medical documentation or a certification from an agency or professional involved in assisting the employee.

In certain circumstances, the basis for the leave may also qualify under the federal Family and Medical Leave Act and/or the New Jersey Family Leave act. If so, the Authority will treat the leave concurrently with the leave under those statutes. Employees may be required to use accrued paid vacation leave, personal time or sick leave concurrently.

The Authority shall protect the privacy of employees who seek leave by holding the request for leave, the leave itself or the failure to return to work "in the strictest confidence."

The Authority shall not retaliate, harass or discriminate against any employee exercising his/her right to take the leave provided by this policy.

SECTION 8: FULL TIME EMPLOYEE UNUSED SICK ALLOWANCE – AT RETIREMENT.

- ANY amount of sick allowance not used in any calendar year shall accumulate to the full time employee's credit from year to year to be used if and when needed for such purpose.
- Pursuant to N.J.S.A. 40A:9-10.4, full time employees commencing service on or after May 21, 2010, upon retirement, shall be eligible for payment for the number of unused sick days accrued or \$15,000, whichever is less.
- Pursuant to N.J.S.A. 40A:9-10.2, full time employees or officers commencing employment on or before June 8, 2007, upon retirement, shall be eligible for payment for the number of unused sick days in an amount not to exceed the amount so accumulated as of June 8, 2007 or \$17,500, whichever is greater.
- Pursuant to N.J.S.A. 40A:9-10.2, full time employees or officers commencing employment after June 8, 2007 but prior to May 21, 2010, upon retirement, shall be eligible for payment for the number of unused sick days in an amount not to exceed the amount accumulated prior to May 21, 2010 or \$15,000, whichever is greater.
- In no event shall a full time employee be paid for sick leave not taken, except in accordance with the provisions so noted in this Section.

- For purposes of this Section, unused sick leave shall be calculated at fifty-percent (50%) of the total per-day value for full time employees.
- Payment of unused sick allowance at retirement does not apply to part time employees. Part time employees are not paid unused sick allowance at retirement, regardless of how the leave is accrued.

SECTION 9: BEREAVEMENT LEAVE.

Employees shall be entitled up to three (3) days leave (with pay) only for the death of the following family members: (a) mother; (b) father; (c) spouse; (d) child; (e) sister; (f) brother; (g) half-brother/sister; (h) foster child; (i) stepmother/father; (j) stepchild; (k) legal ward/guardian; (l) mother/father-in-law; (m) grandmother/grandfather; (n) grandchild; (o) sister/brother-in-law; (p) niece/nephew; and (q) aunt/uncle; (r) cousin; and (s) other relative residing in the employee's household.

Employees must document this leave and provide the Authority with proof of their need to take such leave in order to receive compensation. Employees may do so by providing documents such as obituaries, funeral arrangement information, burial service information, etc.

If additional time off is needed in a particular case because of extraordinary circumstances (such as long-distance travel), an employee may request the use of sick leave.

At the request of the employee and at the discretion of the Executive Director, the employee may request two (2) additional days to be charged as sick leave. The employee shall be entitled to no paid bereavement for any other person.

SECTION 10: MILITARY LEAVE POLICY.

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. Voluntary training is not considered under the military leave policy. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. (Thereafter, the employee shall be paid the difference between military salary and the employee's regular salary). The paid leave will not be counted against any available time off including, but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one-year shall not be entitled to paid leave, but shall be granted non-paid military leave without loss of time. Employee must show evidence of military orders.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty days (30) calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the Housing Authority group plan by taking advantage of the COBRA provision. Members of the State administrated retirement system (PERS) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-

one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

COMPENSATION & EMPLOYEE BENEFITS

SECTION 1: COMPENSATION POLICY.

The Authority is not only cognizant of the fact that compensation for time worked is fundamental to its employee, it is also cognizant of the fact that compensation for time worked is regulated, by State law.

A. DETERMINATION OF RATES

Financial compensation for work performed shall be determined on the basis of the individual's "Annual Evaluation and Job Performance Review" and consistent in the case of Civil Service, with Civil Service Regulation.

B. SALARY DEDUCTIONS

1. All local, state, federal, and Social Security taxes will be deducted automatically. No other deductions will be made unless required by law or requested by the employee.
2. Employees who elect to have additional voluntary deductions taken from their pay must authorize the deduction in writing.

C. PERIODIC PAY INCREASES

1. Employees, whose services warrant, may be eligible to receive periodic increases, at the discretion of the Executive Director, subject to budget limitations.
2. Salary adjustments shall generally be implemented once annually following a formal written Employee Job Performance Review.

D. PAY DAY

1. Employees are paid by check or direct deposit on a bi-weekly basis on every other Friday during the year. If Friday shall be a legal holiday, payday shall be the preceding day.
2. Should the date of vacation fall before the normal payday, the employee shall be paid on Thursday, upon request.

SECTION 2: COMPENSATORY TIME.

The Authority elects to compensate employees who work over the regularly scheduled hours as follows:

SUPERVISORY POSITIONS

Employees who are in a supervisory position and whose hours are thirty-five (35) hours a week will receive compensatory time hour for hour until forty (40) hours have been reached.

Hours worked in excess of forty (40) hours in a week are overtime hours, which must be compensated at one and one half (1 1/2) hours compensatory time for each hour of overtime worked.

NON-SUPERVISORY POSITIONS

Employees who are not in a supervisory position and whose work hours are thirty-five (35) hours a week will receive compensatory time hour for hour until forty (40) hours in a workweek have been reached.

Hours worked in excess of forty (40) hours a week are overtime hours and shall be compensated at the rate of one and one half (1 1/2) times the employee's rate of pay.

SECTION 3: OVERTIME COMPENSATION.

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$107,432 per year depending upon their job duties. The Authority shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Executive Director and/or her designee's prior approval and at their sole discretion.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the Executive Director and/or her designee. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-Exempt employees will receive overtime compensation for hours worked in excess of forty (40) in a weekly period at the rate of one and one-half times the regular rate of pay. Non-Exempt employees will also receive overtime compensation for hours worked in excess of eight (8) in a singular day. Employees may choose overtime compensation in the form of overtime pay or compensating time off. For purposes of overtime compensation, hours worked are computed to the nearest one-half hour per day. Vacation leave, personal leave, sick leave, and holiday time are not considered time worked for purposes of determining overtime compensation.

SECTION 4: HOLIDAY PREMIUM PAY.

Premium pay shall be compensated for hours worked on an established holiday. Established holiday is:

- Anytime between 12:01 a.m. and 11:59 p.m. (a twenty-four-hour period) OR any of the official days off and official dates as set forth in this Manual (Absence from Work).
- Premium pay shall be at double time and one-half times (2 1/2) times the employee's regular hourly rate of pay.

- The computation of premium holiday pay shall not be contingent upon the employee working forty (40) hours in one week as required by the one and one-half time provision of Federal regulations.

SECTION 5: CALL IN TIME.

If an employee is recalled for duty:

1. He shall receive a minimum guarantee of two (2) hours compensation at the over-time rate, or (see Union Contract – Article 9 - 9.3 Call-In Pay. Any employee who is called in to work prior to his/her next scheduled shift shall receive a minimum of two hours pay for the call-in. When an employee is called in prior to his/her scheduled shift, or is required to work an extended shift, the employee will be paid for the time worked that is contiguous to his/her scheduled shift and will not be subject to the two-hour minimum.)
2. Compensatory time for the number of hours actually worked.

SECTION 6: EMPLOYEE BREAKS.

Administrative personnel are entitled to a one (1) hour lunch period that is to be arranged by the supervisor so that offices continue to function. Other employees are entitled to a one (1) hour lunch break, which will be scheduled by the supervisor.

SECTION 7: WORKERS COMPENSATION POLICY.

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. The Authority covers workers' compensation benefits through its membership in the New Jersey Public Housing Joint Insurance Fund. Any occupational injury or illness must be immediately reported to the supervisor and Human Resources Director. All required medical treatment must be performed by a Workers Compensation Physician appointed by the New Jersey Public Housing Authority Joint Insurance Fund and payment for unauthorized medical treatment may not be covered pursuant to the Act.

Unless explicitly provided for in the bargaining agreement, the Authority will only pay, either directly or through its Workers' Compensation insurer, those benefits that are specifically provided for under the Workers' Compensation Act and will not supplement these benefits with additional benefits pursuant to NJSA 11 A:6-8.

SECTION 8: ADDITIONAL TRAINING.

- a. Employees will be granted permission to attend professional training sessions, seminars, and vocational classes, which pertain to his/her specific area of work for the purpose of increasing knowledge, skills, and the ability to improve job efficiency.
- b. Permission to attend such classes as listed above shall depend upon budgetary allowances and/or feasibility regarding location and cost.
- c. Permission to attend such training shall be requested in writing and shall be approved by the Executive Director, or his designee.

- d. Once granted permission to attend such training sessions, the employee, unless excused, is expected to attend the classes and/or complete the course.

SECTION 9. HEALTH INSURANCE POLICY.

All employees working 30 hours per week or more shall be entitled to health benefits in a designated health care program effective sixty (60) days after said employee's date of hiring. Eligible employees shall receive health, medical, and prescription benefits in accordance with a contract between the Authority and a qualified medical benefits provider.

- A. Employee Contributions. All employees shall make contributions toward the cost of their insurance benefits in the amounts set forth in P.L. 2011, C. 78. All employee premium contributions shall be deducted on a pre-tax basis as permitted by law.
- B. Changes in Health Benefit Program. Notwithstanding other provisions of this Article, the Employer reserves the right to change its Health Benefit Program and Benefit Administrator so long as no less benefits are provided.
- C. Dental. Eligible employees shall receive paid coverage for themselves and their dependents, under certain dental programs provided by the Authority. Employees who elect coverage under the Dental Expense Plan shall be required to make contributions in accordance with the Dental Expense Plan. The Authority reserves the right to change its dental coverage plan(s).
- D. Temporary Disability Insurance. All eligible employees shall be provided with coverage under the State Temporary Disability Benefits Law, through employer-employee contributions as required by such law.
- E. Continuation of Health Benefits. Any employee taking an unpaid leave of absence shall be permitted to continue his/her health benefit coverage after employer-paid coverage ends by paying the monthly premiums prior to the coverage month. An eligible employee who takes leave qualifying under the FMLA or the NJFLA shall have coverage paid by Authority during such leave, except for any contribution requirements as set forth in this Section or as permitted by applicable law.

SECTION 10: RETIREMENT POLICY.

- a. Eligible Employees.
 - All permanent employees are eligible to participate in NJ Public Employee Retirement System's retirement-plan. Participation is optional with employees hired prior to April 1, 1997.
 - Participation in the New Jersey Public Employee Retirement System by any person(s) hired after April 1, 1997, shall be condition of employment.
- b. Types of Retirement.

In general, the below retirement types pertain to those members in Tier 1 of the New Jersey PERS. Age requirements and benefit formulas for certain types of retirement vary by membership tier. For more detailed information, please refer to the NJ PERS website at <http://www.nj.gov/treasury/pensions> or by phone at 609-292-7524.

SERVICE RETIREMENT

The retirement age is 60 or older and no minimum amount of membership credit is required.

EARLY RETIREMENT

Members who have 25 years or more of membership credit before reaching age 60 may retire. If retirement is before age 55, the allowance is permanently reduced. If the employee retires between the ages of 55 and 60 there is no reduction.

DEFERRED RETIREMENT

Members who have at least ten (10) years of membership credit (but less than 25 years) and are not yet sixty (60) years of age when they terminate employment.

VETERAN RETIREMENT

Veterans who have at least 20 years of membership credit who continue employment until age 62.

DISABILITY RETIREMENT

Ordinary disability or accidental disability - For information an employee can call: Division's Benefits Information at 609-292-7524.

For additional information, refer to the state of New Jersey Public Employee's Retirement System members Handbook for more detailed information concerning retirement pensions and benefits.

c. Retirement Health & Hospital Benefit Coverage.

TIER 1 Employees hired on or before June 18, 2015. Eligible employees who have reached the age of sixty-two (62) or older and retire after fifteen (15) years of participation in the Public Employees Retirement System of which at least ten (10) years have been continued service with the Vineland Housing Authority will be provided full medical coverage, including dental and prescription coverage. This coverage will also be extended to the employee's enrolled spouse at the time of retirement. At the time the employee and/or his/her spouse become eligible for Medicare, he/she/they will be responsible for his/her/their Medicare premium and the Housing Authority will offer his/her/them the option of supplemental insurance to Medicare at a cost of fifty (50%) per cent of the premium. Dental and prescription coverage will not be affected by Medicare eligibility.

Eligible employees who retire with twenty-five (25) years or more participation in the Public Employees Retirement system of which has at least ten (10) years have been of continued service with the Vineland Housing Authority and are between the age of fifty-five (55) and Medicare eligibility age will be provided full medical coverage, including dental and prescription coverage. This coverage will also be extended to the employee's enrolled spouse at the time of retirement. At the time the employee and/or his/her spouse become eligible for Medicare, he/she/they will be responsible for his/her/their Medicare premium and the Housing Authority will offer his/her/them the option of supplemental insurance to Medicare at a cost of fifty (50%) per cent of the premium. Dental and prescription coverage will not be affected by Medicare eligibility.

Eligible employees who retire on disability will be provided full medical coverage including dental and prescription coverage. This coverage will also be extended to the employee's enrolled spouse at the time of retirement. At the time the employee and/or his/her spouse become eligible for

Medicare he/she/they will be responsible for his/her/their Medicare premium and the Housing Authority will offer him/her/them the option of supplemental insurance at a cost of fifty (50%) per cent of the premium. Dental and prescription coverage will not be affected by Medicare eligibility.

If a TIER 1 Employee fails to pay, in full, the cost of supplemental insurance within sixty (60) days of the payment's due date, the Authority will notify the New Jersey Division of Pension and Benefits to terminate the employee's supplemental insurance coverage.

TIER 2 Employees hired after June 18, 2015. The Authority will not contribute any costs toward medical, dental and prescription benefits, or any other benefits referenced in this Section, for employees who are hired after June 18, 2015.

457 Tax Deferred Plan

- This particular aspect of the Vineland Housing Authority's retirement benefit package is known as the 457 Tax Deferred Plan.
- The 457 Tax Deferred Plan was adopted by the Board of Commissioners on January 27, 2005 by Resolution #2005-07.
- The 457 Tax Deferred Plan is a voluntary program.
- The Vineland Housing Authority should not deposit nor be required to provide any matching funds into any employee account.
- Each employee participating in the 457 Tax Deferred Plan may also determine the portion of his/her salary to be deferred into the 457 Tax Deferred Plan based on plan requirements. The investment allocation of individual employee investment accounts shall be the sole responsibility of the employee.
- Each employee participating in the 457 Tax Deferred Plan may also invest unused accrued sick time based on the criteria listed below:
 1. Prior to participating in the 457 Tax Deferred Plan, current employees and new employees must accumulate and retain (30) thirty sick days.
 2. At the end of each fiscal year, employees may invest half of the unused sick time earned in a year, up to 7 ½ days, as long as no more than (5) five sick days are used within a fiscal year. If 1-5 days are used, the investment amount will be adjusted accordingly.
 3. If the employee uses (6) six or more days of sick time during a fiscal year, he/she would not be permitted to transfer any sick time into the 457 Tax Deferred Plan.
 4. No accrued sick time will be transferred into the 457 Tax Deferred Plan until the end of each fiscal year. Each eligible employee will determine the amount of accrued sick time to transfer to the plan based on the above criteria.
- For further information, all interested employees are directed to the Personnel Administrator.

SUPERVISORY PROCEDURES

SECTION 1: INITIAL EMPLOYMENT PROCEDURES.

- I.** Recruitment: The Executive Director in conjunction with the Personnel Administrator will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Supervisor or Department Head to notify the Executive Director who will distribute notification of the vacancy to all departments. Such notification will be posted for five days. The Executive Director or his/her designee will undertake to recruit qualified applicants in accordance with applicable Federal and State law. Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Housing Authority is an equal opportunity employer.
- II.** Applications: All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process. Part of the application process may include a written test, or a performance or demonstration test.
- III.** Interviews: The Executive Director may designate the Supervisor or the Department Head to coordinate the scheduling of applicants, development of interview questions and standards to measure candidate responses as approved by the Executive Director. The Executive Director will participate in the interview process. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The Authority will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided the accommodation does not impose an unreasonable hardship of the Housing Authority.
- IV.** Physical Examination, Screening, and Criminal Background Checks: Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Executive Director may require applicants to pass a physical examination in order to ensure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Executive Director may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Authority at the expense of the Authority. Medical exams may include tests for drug and alcohol use.

Screening and Criminal Background Checks: All applicants are required to complete a drug and criminal background screening with negative results. Such screening shall be applied to applicants in accordance with the Authority's rights and any applicable limitations under New Jersey law. An applicant's driving status must also be in good standing.
- V.** Job Offers: The final decision will be made by the Executive Director after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Housing

Authority. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.

- VI.** Acceptance and Rejections: If the offer is rejected, the Executive Director will decide to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position.
- VII.** Employability Proof: After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (19) and to provide acceptable proof of right to employment in the United States.
- VIII.** Record Retention: All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Personnel Administrator. Documents related to the successful candidate will be placed in the employee's official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for a least one year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

SECTION 2: BACKGROUND CHECKS AND PROCEDURES FOR CANDIDATES, EMPLOYEES, AND VOLUNTEERS

Criminal background checks are required of all candidates over the age of 18, whether paid or volunteer, who will be working directly or indirectly with children/youth/minors. Criminal background checks will also be performed every three (3) years for each employee or volunteer that works directly or indirectly with children/youth/minors.

Background Check Procedure: The Executive Director or her designee will perform or initiate criminal background checks and be the recipient of reports from outside agencies or contractors. These reports shall include, but are not limited to court records; police department and corrections agency records; registries or watch lists, state criminal record repositories, and the Interstate Identification Index maintained by the FBI. The Executive Director, or her designee, will discuss the potentially disqualifying information received with the employee's or volunteer's department head. A determination that the information is disqualifying shall be made based on whether the disqualification is job-related for the position and is consistent with business necessity.

Written information received as a result of a "Request for Criminal History Record Information for a Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner inconsistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.), as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

When a disqualification decision has been made as a result of the Authority's "targeted screening process" described below, the Executive Director will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working with children/youth/minors. If the Authority contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person, in writing, of any information that would disqualify the person from working with children/youth/minors. In addition, the individual shall be advised that he/she has the opportunity to explain the criminal record and to demonstrate why the exclusion based on the employer's targeted screening process should not apply to him/her under the circumstances. This information may

include evidence of an error in the criminal record, facts surrounding the conviction, age at the time of the conviction and/or release from prison, evidence of a clean criminal and employment record since release, rehabilitation efforts, positive references, and/or evidence that he/she is bondable. Thereafter, the employer shall give the individual further consideration. Existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of the Executive Director.

Conditions Under Which an Employee Will Be Disqualified from Working with Children/Youth/Minors:
A candidate, volunteer, or employee may be disqualified from employment in a position that works with children/youth/minors if that person's criminal record history background-check reveals a record of conviction of any of the following crimes and disorderly persons offenses, as defined by New Jersey law or by analogous laws in other states:

- Homicide (N.J.S.A. 2C:11)
- Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
- Kidnapping (N.J.S.A. 2C:13)
- Sexual Offenses (N.J.S.A. 2C:14)
- Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
- Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a)4)
- Robbery (N.J.S.A. 2C:15)
- Theft (N.J.S.A. 2C:20)

A disqualification from any position will be based only on a conviction for one (1) or more of the above disqualifying crimes and offenses, as a result of the employer's targeted screening process, during which the employer takes into account the following factors:

(a) The nature and gravity of the offense or conduct, including the consideration of (i) the harm caused by the crime, (ii) the legal elements required to prove the crime, and (iii) the classification of the crime (i.e., felony or misdemeanor, etc.); (b) The time that has elapsed since the offense, conduct, and/or completion of the sentence; (c) The nature of the job held or sought, including the consideration of: (i) the job duties (not merely the job title), (ii) the level of supervision to be provided, (iii) the working environment (e.g., private home, outdoors, warehouse), (iv) interaction with others, especially with vulnerable individuals such as children/youth/minors, and (v) the relationship of the criminal history to the job to be performed. An acquittal, dismissal, successful completion of Pre-Trial Intervention (PTI), or expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction. Further, an arrest record, standing alone, may not be used to disqualify a candidate, volunteer, or employee from an employment opportunity. However, the employer may make a disqualification decision based on the conduct underlying the arrest if the conduct makes the individual unfit for the position in question, in which case, the conduct, not the arrest, is relevant for employment purposes.

Appeal Process: The Appeals Committee will be comprised of the Executive Director and one (1) other management representative.

When a candidate, employee, or volunteer has been notified of a disqualifying conviction, the individual will have fourteen (14) calendar days to file a Notice of Appeal with the Authority. Such Notice of Appeal must be sent, in writing, to the Executive Director. The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect, pursuant to N.J.A.C. 13:59-1.6.

During the fourteen day (14-day) period listed above, and until the issuance of the decision of the Appeals Committee, an employee will be suspended with pay, pending the outcome of the Notice of Appeal.

In making a determination on the appeal, the following information will be considered:

1. The nature and responsibility of the position which the convicted individual would hold, has held, or currently holds, as the case may be.
2. The nature and seriousness of the crime or offense.
3. The circumstances under which the crime or offense occurred.
4. The date of the crime or offense.
5. The age of the individual when the crime or offense was committed.
6. Whether the crime or offense was an isolated or a repeated incident.
7. Any social conditions which may have contributed to the commission of the crime or offense.
8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.
9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

The Authority will issue a written determination on the employee's appeal of his/her disqualifying conviction, setting forth the reasons for the determination.

SECTION 3: PERSONNEL FILE PROCEDURE.

- All Personnel Records shall be considered confidential, in nature.

Personnel service records shall be maintained on every employee. These records shall be maintained by the Personnel Administrator and employee medical information will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access. At least annually, the Personnel Administrator will review files to make sure they are up-to-date and will follow-up with the Department Heads, as necessary.

- The Official files shall include at least the following:
 - Ø Original Application signed by the employee
 - Ø A Resume, if applicable
 - Ø Notes from any pre-employment interview and reference check
 - Ø Educational transcripts
 - Ø Specialized training history; commendations; tardiness and absentee records
 - Ø The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring
 - Ø A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter
 - Ø A signed acknowledgement that the employee has received the Employee Personnel Policy & Employee Manual

- Ø A signed acknowledgement that the employee received the safety orientation
- Ø Employee's Annual Performance Review, Part I, II, III, IV and disciplinary notices
- Ø Written justification of absences, and all other required records
- Ø Work history, pay records as adjusted, vacation and leave records; and job description
- Ø Counseling Action Plans
- Ø Records relating to on-the-job accidents
- Ø Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond
- Ø Records of employment actions including promotions, demotions, transfers, resignations, leave, etc.
- Ø W-4
- Ø Immigration status
- Ø Copy of valid current NJ driver's license
- Ø Other material, as may be appropriate
- Ø Time Sheets
- Ø Behavioral Standards acknowledgement

Personnel records shall be maintained by categories of information to assure confidentiality and security of personnel data.

- Non-Privileged Personnel Records.

Upon reasonable prior request, the non-privileged personnel records of any employee shall be open to the inspection of the employee. Copies of the contents shall be made available upon request. Any reproduction costs shall be borne by the employee.

- Retention of Records.

Personnel service records shall be retained, intact, through the entire period of employment and following separation of service in accordance with Federal and State law.

SECTION 4: REQUEST FOR EMPLOYMENT VERIFICATION & REFERENCE PROCEDURE.

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Executive Director. No employee may issue a reference letter without the permission of the Executive Director. Under no circumstances should any information be released over the phone.

In response to a request for information, the Executive Director may designate his/her Personnel Administrator to respond to this request and direct his designee to only verify an employee's name, date of employment, job title, department and final salary. No other data or information will be furnished unless:

- A. The Authority is required to release the information by law, or
- B. The employee or former employee authorizes the Authority, in writing, to furnish this information and releases the Authority from liability.

SECTION 5: EMPLOYEE ANNUAL PERFORMANCE AND EVALUATION POLICY.

The intention of the Housing Authority is to initiate and encourage the utilization of an Annual Employee Job Performance Evaluation as a means to improve the quality of employee skills, and thus strengthen the contribution of its employee in accomplishing the Mission of the Vineland Housing Authority.

The Annual Employee Job Performance Review Plan and process developed by the Authority is job-objective, job tasking, and performance standards oriented. The evaluation is based upon employee performance against written tasks and explicit standards. The explicit standards provide all employees with clarity of job, instructions through tasking, and quality of work expected through written performance standards. Each employee is supplied with a copy applicable to his/her position, for immediate reference, if needed for review.

The Employee Evaluation is designed to increase interaction between employees and their immediate supervisor and to provide an opportunity for the employee to be recognized for superior work. The Employee Evaluation process provides an opportunity for a special time dedicated to one-on-one job counseling directed at an opportunity to share his/her knowledge and ideas for improving his/her specific job or how the department can improve productivity, services, and the operation of the Authority.

Last, the Employee's Annual Review can be used to assist management in personnel actions such as salary increments and professional development.

SECTION 6: OPEN PUBLIC MEETING ACT PROCEDURE CONCERNING PERSONNEL PROCEDURES.

Discussions by the Board of Commissioners or any public body of the Authority concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the governing body, or any body of the Housing Authority concerning such matters, the Authority shall notify the affected person(s) of the meeting date, time, and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session then the discussion shall be in closed session. If the individual(s) does not request that the discussion be held in open session, the governing body or other body of the Housing Authority may at its sole discretion invite the affected individual(s) to attend the applicable portion of the closed session.

SECTION 7: INITIAL EMPLOYMENT PERIOD PROCEDURE.

Except where State requirements direct otherwise, new employees or present employees transferring to new positions will be hired subject to an initial employment period of not less than three (3) months or Ninety (90) days as determined by the Executive Director. During this initial employment period, the new employee or transferee will be provided with training and guidance from the supervisor. At the end of the initial employment period, the supervisor will conduct an employee evaluation. New employees may be discharged at any time during this period if the Executive Director concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Executive Director may extend the initial employment period. Newly hired employees are not eligible for payment of paid time off except holidays until the successful completion of their initial employment period.

Nothing in the procedure set forth in this section shall alter the Authority's employment at will policy. Employment with the Housing Authority is at will and may be terminated at any time with or without cause or notice by the Housing Authority of the employee.

SECTION 8: PROCESSING AND ORIENTATION OF NEW EMPLOYEE PROCEDURE.

All new regular full-time and regular part-time employees will be scheduled to meet with the Personnel Administrator and Department Head on their first day of a general orientation. Copies of all forms and acknowledgements must be reviewed and returned to the Personnel Administrator for inclusion in the employee's official personnel file. The orientation will include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Employee Personnel Policy, Employee Manual, and acknowledgement of receipt;
- The Employee Complaint Policy letter and acknowledgement;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.
- Employees with questions or concerns about any forms, instructions, or training will have the opportunity during orientation, and at all times during their employment, to address such questions or concerns with their supervisor or the Executive Director.

SECTION 9: EMPLOYEE PERSONNEL POLICY & EMPLOYEE MANUAL PROCEDURE.

The Administrator shall draft an Employee Personnel Policy & Employee Manual. Once approved, copies will be distributed and employees will be required to sign an acknowledgement of receipt that will be placed in the official personnel file. The Personnel Policy & Employee Manual will be revised and re-distributed whenever there is a significant change in personnel practice or every two years.

SECTION 10: PERFORMANCE EVALUATION PROCEDURE.

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation must be conducted for all employees annually. The completed appraisal becomes part of an employee's permanent record.

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Supervisors or Department Heads should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee's skills as they relate to

communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

Setting the Stage: The reviewer must create a productive climate for the discussion. In preparing the evaluation form, prior evaluations should be reviewed to identify trends. Employees must be notified in advance of the meeting and should be given a copy of the blank evaluation form. Employee shall self-evaluate themselves by completing evaluation form prior to evaluation discussion. The meeting should be private without interruptions in a comfortable environment.

Confirm Expectations: The reviewer should start the discussion of each performance area by reviewing expectations. Ask the employee to confirm the employee's understanding of job requirements. Refer to the job description as appropriate.

Rating: Continue the discussion by giving the employee's rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be evaluated based on set standards, not as they compare to other employees. It is rare that any person's rating in all areas is either high or low. The evaluation should consider performance during the entire period, not just the recent past. Care should be taken to avoid allowing one aspect of a person's performance to overshadow all other performance factors be it positive or negative. Ideally, each performance area should be evaluated individually based on specific behaviors exhibited.

Discussing Future Plans: This is where the reviewer should turn to the discussion to the future performance and development of the employee. A written action plan must be documented if any item is rated "Needs Improvement" or "Does Not Meet Minimum Standards." Specific performance goals must be established for the next review period along with plans for achieving those goals.

Closing the Discussion: When all performance areas have been discussed, close the discussion by summarizing all of ratings in an overall rating for the review period.

It is crucial that all reviewers complete the evaluation forms with care and with complete candor. Although reviewers are encouraged to set forth areas of strength and utilize tact in presenting criticism, it is important that all performance issues of any significance be addressed thoroughly and in unambiguous terms in the evaluation form, and verbally with the employee.

Exceeds Expectations means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.

Meets Job Requirements means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.

Needs Improvement means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.

Does Not Meet Minimum Standards means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

After completing the evaluation, the Department Head will return the form(s) with the signed acknowledgement to the Administrator for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Administrator.

SECTION 11: EVALUATION OF DEPARTMENT SUPERVISORS

The Executive Director and the Assistant Executive Director shall evaluate the Department Supervisors as determined by the Table of Organization.

SECTION 12: CONFIDENTIALITY

The original copy of the Annual Job Performance Review will be considered confidential and shall be filed in the Personnel Department. The person in charge of the Personnel records shall exercise and maintain control of all personnel records.

SECTION 13: ACCESS TO EMPLOYEE PERFORMANCE REVIEWS

1. Access to the Employee Performance Reviews shall be limited to the Executive Director, the Assistant Executive Director or a designee, as designated by either the Executive Director or the Assistant Executive Director.
2. The employee shall be entitled to a copy of his/her Annual Employee Performance Review.
3. In the event an employee desires to appeal his/her Annual Employee Performance Review through the Personnel Committee, the employee will be requested to sign a Release of Personal Information Authorization. By signing this release, members of the Personnel Committee will be able to review his/her Annual Employee Performance Review Forms.

SECTION 14: EMPLOYEE COMPLAINT INVESTIGATION PROCEDURE.

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that they believe to be improper.

- A. Reporting: Employees should be asked to report complaints in writing utilizing the Employee Complaint form, attached hereto as Exhibit B, but are not compelled to do so.
- B. Identification/Screening: The supervisor or Employment Attorney must report all written or verbal complaints to the Executive Director unless the complaint is against the Executive Director. Upon receipt, the Executive Director will determine if the complaint was made pursuant to the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten (10) days after receiving the complaint, the Executive Director or investigator appointed by the Executive Director will interview the employee. If the employee is reluctant to sign a written complaint, the Executive Director or investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing the information's accuracy.
- C. Investigation: The Executive Director will seek the advice of the Employment Attorney when planning the investigation. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment

events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.

- D.** **Response Plan – No Corrective Action Required:** The Executive Director will discuss the conclusions with the Employment Attorney and render a decision within (14) fourteen days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the Authority is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.
- E.** **Response Plan – Corrective Action Plan:** If the investigation reveals that the complaint is justified and substantiated, the Executive Director will formulate with the advice of the Employment Attorney a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior.

SECTION 15: POLICY ADDRESSING THE PROTECTION AND SAFE TREATMENT OF MINORS

I. Purpose and Scope:

Under New Jersey law (N.J.S.A. 9:6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor." A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child, or another adult does one or more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education, or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called **neglect**.
- The intentional use of physical force that results in injury, which is called **physical abuse**.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is **emotional abuse**.
- Engaging in sexual acts with a child, including pornography, which is **sexual abuse**.

Unfortunately, statistics reflect that abuse is all too common in any form.

- Ø In New Jersey, abuse reports involving 80,000 children are filed each year. Fifty thousand of those children receive prevention and post-response services.
- Ø 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- Ø 55% of the perpetrators are female, while males account for 45%.
- Ø Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to **sexual abuse** are sobering and equally as disheartening:

ü **"Peer-to-Peer"** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least four years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.

ü In contrast, **"adult-to-child"** abuse is typically thought out and planned in advance, demanding access, privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a***

primary sexual attraction to prepubescent children. However, it is important not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.

- ü Child sexual abusers are not always easy to spot. Though seven out of every eight molesters are male, they match the general population in ethnicity, religion, education, and marital status. So there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% abuse children that they don't know, and 68% look no further than their own families for victims.

- ü 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.

- ü Adolescent abusers generally begin their acts of abuse on younger siblings.

- ü Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for their dedication to children.

- ü In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely, or troubled children, especially those who live with step-parents or single parents, may be targeted. Children between the ages of 7 and 13 are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.

- ü Molesters have behavioral patterns that can be identified as "***grooming***" their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity, and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent anymore, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.

- ü During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey, every level of government has a role in protecting minors.

§ At the State level:

- o State law is enforced through the N.J. Family Division of the State court system. The court has broad powers, including the ability to remove children from dangerous situation.

- o The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates, and law enforcement.

- o The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.

§ At the local level:

- o Educational professionals have the most contact with children, meaning they are often the first to detect issues.

- o Housing Authority employees may also frequently come into contact with children.

- o Municipalities and counties operate or sponsor a variety of programs that involve children, including but not limited to:

- § Recreation programs
- § Before and After Care programs
- § Youth sports leagues
- § Youth centers
- § Youth in Government programs
- § Junior law enforcement training programs

- o The role of **law enforcement agencies** is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds "probable cause" that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family, or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed. Now, if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The **VINELAND HOUSING AUTHORITY** ("Authority") is committed to the safety of all individuals in its community. However, the **AUTHORITY** has a particular concern for those who are potentially vulnerable, including minor children. The **AUTHORITY** regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees, and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but is typically in a caregiver role. They can have any relationship to the child, including a playmate, family member, a teacher, a coach, or instructor.

The **AUTHORITY** is fully committed to protecting the health, safety, and welfare of minors who interact with officials, employees, and volunteers of the **AUTHORITY** to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the **AUTHORITY** or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the **AUTHORITY** or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

II. Definitions:

- **Authorized Adult**- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads**- Appointed department heads of the (local unit type), including the chief administrative officer, and any assistants.
- **Direct Contact** - Positions with the possibility of care, supervision, guidance, or control of children or routine interaction with children.
- **Dual Reporting** – Reporting possible abuse to both the N.J. Department of Children and Families and law enforcement at the same time by the individual designated by the (local unit type) to report all possible cases of abuse.
- **Employees, Staff, or Counselors** – persons working for the Authority on a full-time or part-time basis, and compensated by the Authority.
- **Facilities** - Facilities owned by, under the control of, or rented or leased to the Authority.
- **Grooming** - is when someone builds a relationship, trust, and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- **N.J.M.E.L. JIF**-New Jersey Municipal Excess Liability Fund Joint Insurance fund
- **Officials** – Elected officials of the Authority or acting as a liaison between the Authority and other public entities, Appointed Board members and Authority Commissioners
- **One-On-One Contact** - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent, or legal guardian being present.
- **Programs** - Programs and activities offered or sponsored by the Authority.
- **Volunteers**-Individuals volunteering their time to provide services to the Authority who are not on the payroll and receive no compensation.

III. Policy:

The **AUTHORITY** is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the **AUTHORITY** is firmly committed to protecting children under the care and supervision of the **AUTHORITY** from all forms of physical, mental, sexual, and emotional abuse. The **AUTHORITY** is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the **AUTHORITY**. The procedures outlined below shall apply to all officials, employees, and volunteers of the **AUTHORITY**.

IV. Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:

i. All prospective employees and volunteers shall undergo a thorough and complete background check as follows and as applicable:

1. For part-time summer employees who will be interacting with minors, including but not limited to lifeguards, camp counselors, coaches, and instructors:

- a. National Database Criminal History Search
- b. National Sex Offender Search
- c. Social Security Trace/Validation

2. For full-time employees in supervisory positions involving minors:

- a. National Database Criminal History Search
- b. National Sex Offender Search
- c. Social Security Trace/Validation
- d. Education Verification
- e. Employment Verification
- f. Credit Check
- g. Motor Vehicle Record
- h. Reference Check

Many local governments hire minor children to work in their summer or seasonal programs. It may be difficult to obtain any background information for minors. It is recommended that the local government attempt to verify any past employment for minors between 16 and 18 years of age, with the consent of the parents or guardians.

Recognizing that fingerprint identification checks may not yield results in time for hiring purposes, the NJMEL assembled a list of qualified vendors for background checks through an RFQ process, and the five vendors on the list along with their contact information can be found at the following link on the NJMEL website.

Whenever fingerprint identification checks are required under this policy and/or New Jersey law, the Authority will make efforts to obtain such services from one or more of the vendors listed in Appendix D.

Written documentation of the background check shall be maintained by the Authority in perpetuity.

ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the Authority ***prior to*** the individual being hired and/or working with minors. **Provisional hiring not permitted.**

iii. All prospective employees and volunteers must complete the training adopted by the Authority ***PRIOR TO*** starting employment or volunteer service. **In addition to completing the training course adopted by the (local unit type),** it is highly recommended that all volunteer coaches complete the Rutgers

SAFETY Clinic course (*Sports Awareness for Educating Today's Youth*™), which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.) The current Rutgers Safety Clinic Course includes a module on the sexual abuse of minors. If coaches completed the Rutgers course more than five years ago and it did not have any training on the sexual abuse of minors, it is highly recommended that the coaches be required to watch the video on the MEL website. Documentation verifying that the coaches watched and understood their responsibilities must be kept to confirm that the training was completed.

iv. The Authority shall periodically re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.

v. Once employed, Authorized Adults who are employed are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction in order to ascertain the fitness of those employees and volunteers to interact with children.

V. Procedures and Responsibilities of Officials:

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the AUTHORITY. Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the (local unit type).

Ø Officials of the **AUTHORITY** are required to:

- i. Complete the initial training course adopted by the **AUTHORITY**, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and N.J. State Law. The training program will include the following concepts:

- o Recognizing the signs of abuse and neglect of minors.
- o Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- o Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- o Becoming familiar with the legal requirements to report suspected cases of abuse.
- o Fully understanding the legal consequences for not being diligent in making certain that employees of the AUTHORITY adhere to all policies and procedures as adopted.

ii. Meet **annually** with all Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. *If the policy is not being adhered to, it is the legal obligation of the officials of the AUTHORITY to implement whatever changes are necessary as soon as possible to make certain the policy is followed.*

iii. Conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the AUTHORITY.

VI. Program Procedures:

All Programs operated or sponsored by the AUTHORITY shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors through a Program (as defined herein), and those employees who supervise employees who interact with or could potentially interact with minors through a Program, shall adhere to the following policy.

The following policies shall apply to **all Programs** (as defined herein) operated by or sponsored by the AUTHORITY. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the AUTHORITY shall:

- 1 Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, AUTHORITY shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- 1 Make certain that all program participants provide a **Medical Treatment Authorization form annually** to the AUTHORITY.
- 1 Implement and adopt a "**Code of Conduct**" for volunteer and paid staff members, which, **at a minimum**, will include the following:

Code of Conduct

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.

- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
 - Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- Staff members are prohibited from buying gifts for program participants.
- Staff members shall wear a photo ID badge at all times.

In addition to the Code of Conduct, the following shall be a part of the specific Program provisions:

- Ø The possession or use of alcohol and other drugs, fireworks, guns, and other weapons is prohibited.
- Ø The **AUTHORITY** shall set forth rules and procedures governing when and under what circumstances participants may leave the **AUTHORITY** property during the program.
- Ø No violence, including sexual abuse or harassment, will be tolerated.
- Ø Hazing of any kind is prohibited. Bullying, including verbal, physical, and cyberbullying is prohibited and will be addressed immediately.
- Ø No theft of property will be tolerated.
- Ø No use of tobacco products will be tolerated.
- Ø Misuse or damage of **AUTHORITY** property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- Ø The inappropriate use of cameras, imaging, and digital devices is prohibited, including the use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

Ø Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the **AUTHORITY** to be shared on any social media platform without the expressed written consent of a parent or legal guardian.

Ø If possible, the **VINELAND HOUSING AUTHORITY** shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur, and that appropriate levels of supervision are implemented.

Ø Take appropriate steps to ensure that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. This shall include annual written authorization on file in advance.

Ø Develop and make available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with the rules.

Ø The **recommended** ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:

1. One staff member for every six participants ages 4 and 5
2. One staff member for every eight participants ages 6 to 8
3. One staff member for every ten participants ages 9 to 14
4. One staff member for every twelve participants ages 15 to 17

Ø The Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all of the rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

Specific Policy and Procedures for Use of Restrooms by Children/Minors:

§ All restrooms shall be checked in advance by staff persons before minor children enter to ensure that no other individuals are present.

§ Staff members (of the same sex) are to stand guard at the doorway to make sure that no one else enters the restroom while a child is there. Children should not be permitted to enter restrooms in pairs or in groups, unless it is absolutely necessary.

§ For field trips, staff members must monitor bathroom use by minor children and shall not permit a child to enter a restroom alone.

VII. Procedures for Law Enforcement Officers:

Law enforcement officers of the **VINELAND HOUSING AUTHORITY** frequently interact with
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minors in a variety of ways. In addition to the guidance provided by the Attorney General's office, it is important to establish guidelines to assist law enforcement officers in being aware of how to act and react in these circumstances. To that end, the Chief of Police or his or her designee of the **VINELAND HOUSING AUTHORITY** shall formulate a written policy addressing the safe treatment of minors for consideration and approval by the governing body for law enforcement officers who interact with minors.

The policy shall, at a minimum, incorporate and address the following:

a. **Transporting minors in a police vehicle.** Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that does not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio contact.

b. Directives issued by the N.J. State Attorney General pertaining to interaction with minors shall be incorporated into the policy.

c. The following provisions from the ***"Code of Conduct"*** for counselors shall be included in the policy for officers assigned to work in school settings (i.e., Class 3 officers):

i. Officers will, at all times, respect the rights of students and use positive techniques of guidance, including positive reinforcement and encouragement.

ii. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

iii. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school, and this includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and approval of the Chief.

iv. Officers shall make certain that they are neat, clean, and appropriately attired.

v. Officers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff. Officers shall not buy gifts for students at any time.

vi. All officers are required to complete the initial training course offered by the NJMEL JIF, and any refresher courses as well.

VIII. Training Requirements:

Individual training courses have been designed for each of the following categories, and **all** officials, employees, and volunteers of the **AUTHORITY** are required to complete training (and refresher course training) adopted by the **VINELAND**. ALL employees of the **AUTHORITY** shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each **AUTHORITY** and individual trainees also keep copies of their own training records.

a. Elected Officials, Appointed Officials, Department Heads, and Supervisors:

All elected officials, appointed officials, department heads, and supervisors shall complete the ***initial virtual training course*** offered by the NJMEL, ***“PROTECTING CHILDREN FROM ABUSE”*** and adopted by the ***AUTHORITY***, and any updated/ refresher course in order to better understand their legal duties and responsibilities under Federal and N.J. State Law. The course includes the following:

- o Recognizing the signs of abuse and neglect of minors.
- o Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- o Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- o Becoming familiar with the legal requirements to report suspected cases of abuse.
- o Fully understanding the legal consequences for not being diligent in making certain that employees of the ***AUTHORITY*** adhere to all policies and procedures as adopted.

b. Volunteers and Employees of the VINELAND HOUSING AUTHORITY

All employees and volunteers (regardless of whether they will be working with children or not) shall complete applicable and/or required training provided by the NJMEL.

i. Course Content shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e., Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

IX. Reporting Suspected Child Abuse/Neglect:

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible.

As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.

The following procedures shall be utilized in reporting suspected cases of abuse. The ***AUTHORITY*** shall also train officials, department heads, employees, and volunteers in the concept of ***"dual reporting,"*** which involves reporting the suspected abuse to local law enforcement in addition to reporting the abuse to the Department of Children and Families. Reporting suspected abuse to local law enforcement is critically important in cases where there is the potential for violence.

Child Abuse is a hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support**. Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. ***Do not "investigate" an abuse situation. Do not interrogate the child.*** The investigation will be undertaken by those who are trained to undertake that critical task. Instead report it immediately, as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible, and report the abuse to local law enforcement.

As noted above, it is highly recommended that, whenever possible, officials, employees, and volunteers report the suspected abuse to both the N.J.

Department of Children and Families and law enforcement at the same time, which is known as "dual reporting."

For ALL elected officials, appointed officials, supervisors, department heads, full or part-time employees or volunteers of programs conducted by the VINELAND HOUSING AUTHORITY :

Ø Report the suspected abuse to the New Jersey Department of Children and Families. Please be prepared to include the following information to the extent the information has been told to you.

- a. ***Who:*** The child and parent/caregiver's name, age, and address and the name of the alleged perpetrator and that person's relationship to the child.
- b. ***What:*** Type and frequency of alleged abuse/neglect, current or previous injuries to the child, and what caused you to become concerned.
- c. ***When:*** When the alleged abuse/neglect occurred and when you learned of it.
- d. ***Where:*** Where the incident occurred, where the child is now, and whether the alleged perpetrator has access to the child.
- e. ***How:*** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

Ø Call the Hotline established by the N.J. Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to decide whether a case should be reported. All cases shall be reported.

Ø For ***Law Enforcement Officers:***

- o Immediately report any suspected or alleged cases of abuse or neglect to the New Jersey Department of Children and Families and to the County Prosecutor.

X. Important Information Regarding Reporting Suspected Abuse Under NJ Law:

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The encourages all officials, employees, and

volunteers in programs operated by the **AUTHORITY** or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- i. *Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.*
- ii. *However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions is a disorderly person.*
- iii. *When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.*

XI. Acknowledgment of Receipt and Review of Policy:

All officials, employees/counselors, and volunteers shall sign and date an acknowledgment form that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the **VINELAND HOUSING AUTHORITY**. The same process shall be used for any revised policy issued in the future.

Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators	Behavioral Indicators
Unexplained bruises and welts: • On face, lips, mouth • On torso, back, buttocks, thighs • In various stages of healing • Cluster, forming regular patterns • Reflecting shape of article used to inflict (electric cord, belt buckle) • On several different surface areas • Regularly appear after absence, weekend or vacation Unexplained burns: • Cigar, cigarette burns, especially on soles, palms, back or buttocks • Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) • Patterned like electric burner, iron, etc. • Rope burns on arms, legs, neck or torso Unexplained fractures: • To skull, nose, facial structure • In various stages of healing • Multiple or spiral fractures Unexplained laceration or abrasions: • To mouth, lips, gums, eyes • To external genitalia	Wary of adult contacts Apprehensive when other children cry Behavioral extremes: • Aggressiveness • Withdrawal Frightened of parents Afraid to go home Reports injury by parents

Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in P.E. Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: • Compliant, passive • Aggressive, demanding Overly adoptive behavior: • Inappropriately adult • Inappropriately infant

Appendix B – Grooming Behavior

Grooming is when someone builds a relationship, trust, and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to "groom" a child.

- Ø Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- Ø The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Ø Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- Ø During the grooming process and abuse itself, victims often begin to show tell-tale signs, including:
 - o Sexual behaviors or strong sexual language that is too adult for their age.
 - o Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - o Also, look for cuts and scratches or other self-inflicted injuries.

Appendix C – Frequently Asked Questions Concerning the Model Policy

1. Is the *Model Policy for the Protection and Safe Treatment of Minors* mandatory?
 - a. Yes, the policy is mandatory for all NJMEL members.
2. Can the Model Policy be modified?
 - a. The model policy is a guide that includes recommended “best practices” based on research conducted by the Safety Director’s office, in consultation with the NJMEL attorney and other experts, including a noted Child Psychologist. The form and content of the policy may be modified, so long as it is approved by legal counsel. The model policy includes certain elements that should not be modified or deleted. Before making any significant modifications or deleting any portions of the policy, it is recommended that officials consult with and seek an opinion from their local attorney.
3. Are background checks mandatory for minors?
 - a. It may be difficult to obtain any background information for minors. For minors between the ages of 16 to 18 who will be working with children, we recommend acquiring as much background information, including a check of all work references, if any, and a copy of their driver’s license.
4. The model policy specifically mentions a “fingerprint” background check. Is that the only acceptable method?
 - a. No. Municipalities and counties may also conduct a background check themselves or through a third-party agency, as long as that background check includes a criminal history check of all 50 states, a review of the applicant’s motor vehicle history, a check of Megan’s law directory for NJ and other states where the applicant or volunteer has lived, and a credit check. (See pages 5-6). The NJMEL put together a list of qualified vendors, which can be found in
Appendix D.
5. Why is a credit check recommended?
 - a. A credit check is recommended because credit check results include a listing of the applicant’s known addresses for at least the past 20 years. This information is of value in the following ways:
 - i. If a job application required a listing of all known addresses for the past 20 years, and an applicant failed to disclose that information, a prospective public employer would be justifiably concerned about the applicant’s honesty and would have immediate grounds to disqualify the applicant.
 - ii. For individuals working with children in a paid or volunteer capacity, the out-of-state addresses on the credit check would provide a basis to check Megan’s Law websites for the other states.
 - b. Please note that credit checks and background checks should comply

with the *New Jersey Fair Credit Reporting Act* and in accordance with the guidance from your legal counsel.

6. Do we have to conduct background checks on volunteers?

- a. The recommended “best practice” is to treat volunteers *who work with children* the same way as prospective paid employees are treated for background checks. Unfortunately, there are many claims in which volunteers have been accused of sexually molesting minors. However, appointed board members, such as Planning and Zoning board members, and other similar board members who **do not** work with children in any capacity may be considered for exclusion.

7. The model policy states, “background checks that disclose any negative or questionable results must be reviewed and approved by the (local unit type) prior to the individual being hired and/or working with minors. Provisional hiring is not permitted. “ What constitutes “negative or questionable results,” and who makes the final determination on whether to hire the individual or permit the volunteer to participate?

- a. Some examples of “questionable results” would be:
 - i. Any results from a criminal history check that do not agree with the applicant’s statements on their job application, such as arrests or convictions not listed.
 - ii. Reference checks with prior employers that do not match the applicant’s information.
 - iii. Refusal to allow an employer to check with former employers may be a “red flag.”
 - iv. An unexplained “blank space” in an applicant’s employment history.
 - v. Personal reference checks that reveal negative information about the applicant.
 - vi. Any information that proves to be false on the job application.
- b. It is a local decision as far as who decides to hire the individual or permit the volunteer to participate. In many, if not most municipalities, the public employer’s chief administrative officer is responsible for making that decision or making the final recommendation to hire someone or accept an individual as a volunteer. However, that is a local decision. We recommend that local communities establish appropriate guidelines, standards, and an appeal process with respect to decisions not to hire an individual or volunteer to participate based on the outcome of a background check.

8. If there is a break in seasonal employment, do the background checks need to be re-run? Is there an acceptable “break in service time”?

- a. Many municipalities run background checks every year regardless of whether the employee has worked there in the past, and that is a “best practice” from the standpoint of protecting the municipality; however, as far

as what the acceptable frequency is for conducting background checks on seasonal employees, that is a local decision. There is no absolute time frame in the policy pertaining to a “break in service” for the requirement of new background checks for seasonal employees because that is a local decision.

9. Do background checks carry over from other entities? For example, if, a school teacher, teaches a class for the township, can we use or assume his/her background check is valid and satisfies our needs?

a. Unless the local government entity has access (i.e., a copy or certification from the other entity) to the background check, we would be reluctant to recommend acceptance. If a problem arises in the future concerning an employee, I am not sure that reliance on a background check from another employer would be a sufficient defense. It would be best to check with your local attorney on this issue before accepting a background check from another entity.

10. If a municipality does not have a police or fire department or hold any recreational activities and does not have any programs that hire children. Is this policy still required to be adopted?

a. We recommend that the municipality adopt the policy and complete the training. Unfortunately, municipalities sometimes find themselves named in cases like this by the plaintiff’s attorneys, even though the municipality has nothing to do with the matter. By adopting the policy and completing the training, you will be able to provide documentation of that as part of any defense.

11. Who is required to take the training?

a. All municipal officials, employees, and volunteers are required to take the training.

1. Elected officials, managers, administrators, supervisors, and department heads must complete the ***Virtual Instructor-Led training***. The course is available through the NJMEL Learning Management System, and classes are scheduled periodically. *Please note: Elected and appointed officials, supervisors, and department heads who already attended the course offered by the NJMEL at the NJSLOM conference in November of 2019 or any of the webinar sessions conducted by the Safety Director’s office or Risk Managers up to now have already complied with this MEL requirement.*

2. Police superior officers will receive training as part of their annual or semi-annual training provided by the Safety Director’s Law Enforcement Risk Control Unit.

3. All other employees and volunteers, regardless of whether they work with children or not, must view the 20-minute video available through the MEL MSI Learning Management System. Please make sure you register to view the video to document your training.

12. How often is “refresher training” expected?

a. For existing employees, we recommend refresher training every two years. New employees should receive training before they begin work.

13. Should every volunteer or employee sign off on the entire policy?

a. All Employees and volunteers should be required to read the entire policy and, at a minimum, sign off on the Code of Conduct.

14. Our municipality does not operate any recreational sports leagues. Other outside organizations are fully responsible for the leagues; however, the sports leagues are conducted on our fields and facilities. Is our municipality still accountable for any claims that arise?

1) Even if your municipality does not directly operate recreational leagues, if the activity occurs on fields or facilities owned by the municipality, it is more likely than not that the municipality may be brought into any litigation or claim. For that reason, the recommended “best practice” is for municipalities to draft and enter into written agreements annually with the organizations who are operating the leagues that set forth the following *at a minimum*:

i) Insurance requirements, including a copy of a Certificate of Insurance for the organization naming the municipality as an additional insured and including a “hold harmless” clause.

ii) A certification by the organization that they have read the Model Policy and will adhere to conduct requirements, including mandatory background checks for all coaches and volunteers involved in the program. Completing the Rutgers Safety Course (or acceptable equivalent course) by all coaches, viewing the MEL Protecting Minors video, and adherence to a “Code of Conduct” for all coaches and parents.

iii) The permitted dates and hours of use for the facilities and a requirement that the organization will keep the fields clean and safe for use.

A Model agreement is available on the NJMEL website.

15. Our Lifeguards have separate male and female locker/shower rooms, but the locker/showers do not have stalls for privacy. We have employees aging from 16 to 70

years old. What protocols would you recommend that the municipality implement to protect the minors while in the locker/shower rooms? The MEL's model policy speaks to the procedures for the use of restrooms used by minors. Should we follow the same procedure as the locker rooms?

- a. It is essential to make sure that the municipality recognizes and implements a policy addressing the lifeguards who are minors that acknowledges the need to separate them from the adult-aged Lifeguards. If the municipality follows the Model Policy recommendations for the use of bathrooms, that should be more than sufficient to protect the minors working as Lifeguards.

Questions Raised by Library Personnel Concerning How the Policy Impacts Library Operations

Ø Do the provisions in the Model Policy apply to daily library operations when children are present?

- o Most of the “best practices” in the model policy were written for organized programs sponsored or conducted by a local governmental unit. All of the provisions would apply, for example, to programs sponsored by or conducted by the library or third party individuals in the library. Examples of these types of programs would be story hours, tours of the library, arts and crafts programs, and educational programs. If parents or guardians attend any of these programs along with children, and children are not left on their own, then the library would not be acting “In Loco Parentis” in those situations. However, if children are dropped off **for whatever purpose**, the library will need to provide safeguards to eliminate opportunities for abuse, including but not limited to monitoring bathrooms and making sure that children are not left alone in portions of the library where they are vulnerable. Appropriate library personnel should be assigned to the critical task of monitoring these areas.
- o Also, it is vitally important for the library to follow the hiring guidelines and training requirements pertaining to employees and volunteers in light of the number of children who typically use the library.

Ø Can the library request that parents opt out of any photo opportunities and/or social media exposure for their children instead of asking permission any time the Library wants to do so? The Library uses such photos and social media exposure as a way of advertising their programs.

o This would be acceptable as long as the library would be able to document that:

(1) parents and guardians have been made aware of the policy (i.e., have adequate notice) and

(2) the library maintains copies of the “opt-out” documentation (i.e., signed “opt out” forms).

**Appendix D – List of Qualified Vendors for Background Checks Developed
by the
NJMEL Through an RFQ Process June 2021**

Found at:

**[https://njmel.org/wp-content/uploads/2021/05/RFQ-Results-21-02-
background-
Check-Services.pdf](https://njmel.org/wp-content/uploads/2021/05/RFQ-Results-21-02-background-Check-Services.pdf)**

**Castle Branch, Inc.
1844 Sir Tyler Drive
Wilmington, NJ 28405
Phone: 888-723-4263
Email: rfp@castlebranch.com**

**Adam Safeguard
1187 Washington St., Suite #2
Toms River, NJ 08753
Phone: 732-506-6100
Email: terrih@nsshire.com**

**Southern Background
Services 7 Lattimer St.
Hazelhurst, GA 31359
Phone: 912-205-3113
Email: ddukes@southernbackgrounds.com**

**TABB Inc.
PO Box 10
555 E. Main St.
Chester, NJ 07930
Phone: 908-879-2038
Email: bbodkin@tabb.net**

**True View BS, LLC
25 Newbridge Road, Suite 210
Hicksville, NY 11801
Phone: 516-289-0275
Email: wmanning@trueviewbsi.com**

EXHIBITS

EXHIBIT A

ORGANIZATIONAL CHART

Vineland Housing Authority – Organizational Chart – May 15, 2025

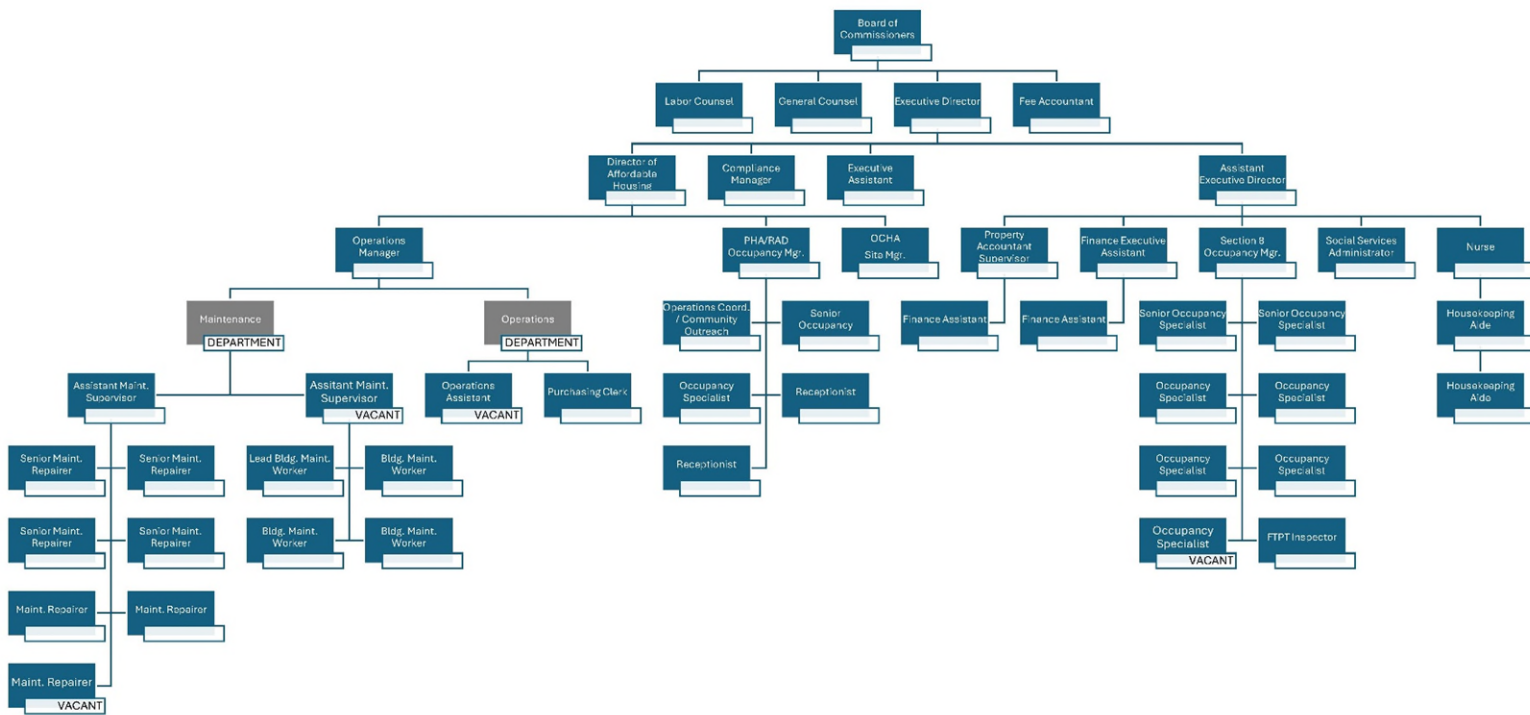


EXHIBIT B

EMPLOYEE COMPLAINT FORM

NAME:_____DEPARTMENT:_____

TITLE:_____SUPERVISOR:_____

Time period covered by this complaint: _____

Individuals who allegedly committed the acts being complained of:

Describe the nature and dates of the acts allegedly committed by each individual:

Identify all persons with knowledge of the complained conduct:

Are there any documents or other evidence that supports the occurrences described above?

If you previously complained about this or related acts to a supervisor or official, please identify the individual to whom you complained, the date of the complaint, and any action taken.

Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

What is your requested remedy for this complaint?

ACKNOWLEDGMENT

The information provided above is true and correct to the best of my knowledge.

BY: _____ DATE: _____

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: _____ DATE: _____

EXHIBIT C

DRUG-FREE WORKPLACE
STATEMENT

HOUSING AUTHORITY OF THE CITY OF VINELAND

DRUG-FREE WORKPLACE STATEMENT

The Drug-Free Workplace Act of 1988 requires that all Housing Authority workplaces be free of drugs.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the Vineland Housing Authority workplaces.

Any employee convicted of a criminal drug statute violation occurring in Housing Authority workplaces must notify the Vineland Housing Authority no later than five days after such conviction.

Any employee who is found to be using any controlled substance will be required to participate in an approved drug rehabilitation program.

Any employee who is convicted of a criminal drug statute violation occurring in the workplace will have his employment terminated.

All employees of the Vineland Housing Authority must abide by the terms of this statement.

I have read the Drug-Free Workplace Statement and I understand the terms of this statement.

Employee's Signature

Date

EXHIBIT D

QUALITY ASSURANCE/INCIDENT
REPORT

Housing Authority of the City of Vineland

Quality Assurance/Incident Report

Instructions:

Definition of Incident:

Any of the following types of occurrences involving employees, tenants, guests, contractors, or the public:

Occurrences: Fires, fire alarms, fire alarm malfunctions, vehicle accident, employee injury, tenant injury, injury of other person, theft or alleged theft of Authority property or tenant property, suspicious entry into secured area (including Authority-owned vehicle), significant damage to Authority-owned property, physical altercation between employees, employee and tenant, employee and supervisor, or employee and public, unattended death of tenant or other person, employee interaction with police, fire, or emergency/rescue squad in an emergency situation or similar occurrences, and the significant malfunction of major building system, including elevators, heating system, electrical system, plumbing system, alarm system, and security system, or principal building system.

File first working day after incident.

TO: Executive Director

Day, date, and time of incident: _____

Location of Incident: Project -- _____; Apt. # _____; Address: _____

Employee(s) involved in incident: _____

Describe the incident, including what happened, injuries, property loss/damage, and names of participants:

Describe actions taken by employee/staff:

Indicate recommended action to resolve the outstanding items relating to this incident:

Submitted by: _____

Date: _____

Distribution: Staff Reporting Incident Supervisor (if applicable) Executive Director

Supervisor

Executive Director

EXHIBIT E

BEHAVIORAL STANDARDS

**THE HOUSING AUTHORITY
CITY OF VINELAND**

BEHAVIORAL STANDARDS

Employee Name: 	Title:
Date of Evaluation: 	Period Covered:

The orderly and efficient operation of the Authority requires that employees maintain discipline, acceptable behavior standards and acceptable standards of conduct at all times. The following behavioral standards have been established to protect the health and safety of employees, customers and public, to maintain orderly production and business activities, to maintain quality assurance in all departments, and to protect the property of the Authority, its employees, and customers.

Employees must maintain, at all times, acceptable behavioral standards, and standards of conduct. Failure of employees to maintain prescribed behavioral standards, failure to maintain at all times proper standards of conduct, or violation of the following rules shall be subject to disciplinary action, including discharge. Employees are required to comply:

Standard	Compliant	Non-Compliant
1. Employees must be at their appointed place of work, ready to work at the regular starting time and remain at work until the regular quitting time.		
2. Employees shall smoke only in designated smoking areas, and shall adhere to the smoking policy of the Authority.		
3. Firearms or weapons of any kind are not permitted on Authority property.		
4. Employees shall not possess or use intoxicating beverages, narcotics, or controlled substances of any kind on Authority property or in Authority vehicles and shall not report to work under the influence of intoxicants, narcotics, or non prescription drugs or controlled substance, nor shall employees, during their work shift, be under the influence of intoxicants, narcotics, drugs, or controlled substance. An employee must be in fit physical and mental condition to perform work assigned.		
5. Employees must refrain, at all times, from physical abuse, threatening or foul language, arguments, wrestling, fighting, shoving, throwing articles, shouting, name calling, swearing and/or gesturing in an obscene or threatening manner. The above are all considered unacceptable behavior and are strictly prohibited by Authority employees while on Authority property or conducting Authority business.		
6. Sound and established safety behavior and safety practices shall be followed at all times. Safety equipment issued and required for jobs performed must be worn. Violation of sound and established safety practices or conduct which creates a safety hazard shall be considered unacceptable behavior, subject to disciplinary action.		

Standard	Compliant	Non-Compliant
7. Reports, records, timesheets, sick report, vacation reports, accident reports, <u>time cards</u> , financial records, occupancy records, work orders, travel records, and all other documents shall be completed and reported accurately and honestly. Falsification of any record, report, document, or claim form is unacceptable behavior subject to disciplinary action.	☐	☐
8. Property of the Authority shall be used exclusively for Authority business Purposes and shall not be used or removed from Authority property for personal use. Telephone time, toll calls, postage, office supplies, maintenance supplies, use of vehicles, maintenance equipment and equipment of the Authority in general is for the exclusive official use of the Authority for its business purposes. No Authority property may be appropriated or removed from Authority property without prior written authorization. No employee may appropriate or remove the property of any customer or other employee. Nor may an employee relocate property from its assigned location without the prior consent of the Supervisor, unless such act is intended to save the property from damage, destruction, or injury to persons.	☐	☐
9. No Authority property, customer/tenant property or other employee property of any kind shall be damaged, destroyed, or abused.	☐	☐
10. Where designated, employee shall sign in and out/punch <u>time card</u> in and out only on his/her own <u>time card</u> . It is unacceptable behavior to sign in/out, punch, in/out another employee's attendance/time.	☐	☐
11. Failure to follow orders, abusive or threatening language, or refusal to obey orders shall be considered insubordination, unacceptable behavior, and shall be subject to disciplinary action.	☐	☐
12. Employees shall not engage in gambling, selling goods or services to other employees, promote religious or political ideologies, solicit donations for causes (other than previously approved charitable donations on behalf of other employees or customers), sell goods or services to customers, or engage in private entrepreneurial activities on Authority property during shift hours of the employee, or as approved by the Executive Director	☐	☐
13. Employees shall enter and leave Authority property at prescribed locations only. Employees shall limit their presence on Authority property to those specific areas in which they have a work assignment. Employees shall not assemble in areas in which they are not assigned.	☐	☐
14. Employees shall not leave their general area of assigned work without the the authority of their supervisors and employees shall not leave their employment before the end of their shift.	☐	☐
15. Strangers, relatives and friends of employees are not permitted on Authority property. Employees off duty are not permitted on Authority property. <i>Exceptions:</i> Conducting business relating to Personnel Dept., visiting a customer in their private apartment or a brief visit for a purpose (i.e. dropping off a set if keys, dropping off an important paper).	☐	☐

Standards	Compliant	Non-Compliant
16. Employees unable to report for work as scheduled must report their expected absence one-hour or more before the start of their shift on the day of the absence, by telephone or personal written message, to their supervisor, call the answering service and give the reason for their inability to work.	☐	☐
17. Employees absent (3) days without notifying the Authority are considered to have left the employment of the Authority. Personnel will close their file and settle their accounts.	☐	☐
18. Changes in any personnel information must be reported to the Personnel Director within one working day of the change. This includes, but is not limited to name, address, ZIP code, phone, family composition (for health Benefits and insurance).	☐	☐
19. Employees shall not neglect their job, duties and responsibilities, nor refuse to perform assigned work.	☐	☐
20. All notices to be posted on authority property shall first receive the approval of the Executive Director or his designee, and shall be posted in Authority approved areas, only. No notice or sign posted by the Authority shall be altered or removed for any reason unless authorized by management.	☐	☐
21. Employees shall not restrict the work, production or business activities of another employee or interfere in the performance of their jobs, or engage in any interruption of work or business.	☐	☐
22. Employees shall park private vehicles in designated areas only, shall remove their vehicles from Authority property at the end of their shift, shall park without endangering other vehicles, shall drive as posted on Authority property. Employees shall limit repairs to minor repairs, e.g., change a flat, adjust a carburetor.	☐	☐
23. Employees shall follow rules of office practice.	☐	☐
24. Employees shall treat all Authority matters with confidence. Customer files shall be absolutely confidential and shall be a subject for discussion only on a professional basis, among those employees with a need to know .	☐	☐
25. Employees understand that the spokesperson for the Authority is the Chairman of the Board of Commissioners, the Executive Director or his <u>designee</u> . Others are not the Authority spokesperson.	☐	☐
26. Employees shall limit their activities to their area of assigned duties. Employees shall refer inquiries made to them outside of their area of responsibility to the appropriate Authority employee, giving name of appropriate employee, office address, and phone number.	☐	☐
27. Employees shall administer all business of the Authority, without regard to race, religion, sex, or national origin; and, shall exhibit behavior consistent with the Civil Rights act.	☐	☐
28. Employees shall wear clean, neat uniforms and clothing as assigned and conduct personal hygiene so as not to be offensive to others.	☐	☐
29. Employees shall limit their activities to work to their assigned duties and shall not engage in activities unrelated to their area of work or responsibility except as assigned during periods of emergency. "Emergency" is defined by management.	☐	☐

Standard	Compliant	Non-Compliant
30. Only properly licensed and authorized drivers may drive and operate Authority owned/managed vehicles. Employees (whose job description and tasking) require traveling from one site to another site to perform their job Must possess and maintain a valid drivers license.	☐	☐
31. Personal work projects are not to be brought onto Authority property.	☐	☐
32. Personnel interaction including, but not limited to, kissing <u>hand-holding</u> , caressing, fondling, and other activities leading up to and including sexual intercourse prohibited. Physical expressions of an explicit sexual nature are prohibited by employees on Authority property.	☐	☐
33. Sleeping on the job, or the appearance of sleeping on the job, is prohibited.	☐	☐
34. Employees are restricted from entering a tenant's housing unit for personal or social reasons during the period of their shift. This rule applies to all programs. Employees shall not enter a tenant's apartment to perform any PHA assigned task or for any other purpose without the prior consent of the tenant, except during a period of emergency (as defined). Employees may enter tenants' apartments for purposes as permitted by lease or statute upon authorization of Executive Director, Property Manager, or their <u>designee</u> . When doing so, purpose shall be limited to official matters pertaining to the health and welfare of the tenant, serious administrative matters and/or emergencies relating to health and/or safety, fire, electric-outage, running water, storm damage, or similar occurrence.	☐	☐
35. Employees shall not accept gratuities of any kind for services performed. Services shall not be performed conditioned upon future payment or a cash or non-cash gratuity of value. Employees who are offered a nonalcoholic beverage, cake, pastry, or candy as an expression of gratitude for assistance/ad to tenant, may accept such expressions of gratitude. The quality shall be such that it represents no more than several portions and can be shared by other employees.	☐	☐
36. Employees shall not perform maintenance tasks for tenants, on off-duty hours for a fee, when the maintenance tasks are normally provided free by the PHA. Tenants may request employees to perform personal tasks on off-duty hours, such as run an errand. If employee accepts this offer, task shall not be done during working shift or break.	☐	☐
37. Employees may not leave site of employment during non-lunch break periods. Absence from site for personal reasons shall be considered absent without proper authorization.	☐	☐
38. No employee shall be permitted to accept any remuneration, premium gift, offset, discount, or any other thing or things of value from any person or entity involving his/her duties as an employee of the Housing Authority of the City of Vineland, except for regular wages and benefits paid by the Housing Authority of the City of Vineland.	☐	☐
39. No employee shall engage in acts of any kind that may be construed to be "sexual harassment." Employees must report acts of alleged sexual harassment to their immediate supervisor, Assistant Executive Director or Executive Director. Supervisor of employee must act immediately on the allegation or complaint.	☐	☐

40. Employees shall be in possession of a valid/current NJ Driver's License. No employee shall operate a VHA vehicle without having a valid/current NJ Driver's License in their possession at the time of operating the vehicle. The loss of a valid/current NJ Driver's License shall be reported to the employee's supervisor immediately. Failure to possess and maintain a valid/current NJ Driver's License will result in disciplinary action, which may result in dismissal.		
41. Employees that are assigned uniforms shall wear these uniforms only in the performance of their duties as Vineland Housing Authority employees. Assigned uniforms are not to be worn unless the employee is acting on behalf of the Vineland Housing Authority.		
42. Incident Report forms shall be completed in <u>its</u> entirety by the employee for all incidents on the day of incident. The completed signed form should be given to the employee's immediate supervisor. The immediate supervisor shall read, sign and provide the form to the Executive Director on the day of incident.		

The foregoing behavioral standards (rules) are not intended by the Authority to be all-inclusive and shall not be deemed to exclude management's right to discipline employees for cause. In addition to the behavioral standards (rules) listed above, other rules may be established as necessary, which may apply to specific functions or work areas.

Employees who violate acceptable behavioral standards (rules) are subject to disciplinary action are liable for suspension without pay subject to dismissal for cause.

Instances of non-compliance with Behavioral Standards shall be documented and attached to this "Part of the Report" with the results carried over to "Summary of Behavioral Standards of Employee Evaluation.

Name of Supervisor/person conducting this evaluation:	
Date:	

I have read the "Behavioral Standards" and understand the Standards that I am expected to meet.

Employee Signature

Date

EXHIBIT F

EMPLOYEE PERFORMANCE REVIEW
FORM

**HOUSING AUTHORITY OF THE CITY OF VINELAND
EMPLOYEE PERFORMANCE REVIEW FORM**

PERFORMANCE AGREEMENT

Employee's Name & Position	Department	Employee Performance Review														
		Period From to														
STATEMENT: I recognize that an annual "Employee Job-Performance Review" is part of the employment process of the Vineland Housing Authority. Each position in the Authority has a job description. Along with the job description, the VHA has a formal set of "objectives" it expects each employee to accomplish during the year. Each "objective" has a "standard". The standard measures each employee's job performance and the employee evaluation depends upon completing his/her objectives as outlined. The objectives and standards are different for each employee; developed according to his/her job description. <u>I have read</u> I have read the "Behavioral Standards" and understand the Standards that I am expected to meet. Employees who violate acceptable behavioral standards (rules) are subject to disciplinary action are liable for suspension without pay subject to dismissal for cause. My supervisor held a meeting with me, at which time, each objective I am expected to accomplish was reviewed. My supervisor explained why meeting my objectives are important and how they relate to the Authority meeting its overall goals. I have read the Employee's Job & Performance Evaluation Forms as they relate to my position and I understand the tasks I am expected to do and the required standards I am expected to meet. Note: The employee evaluation consists of three parts as follows: 1. Performance Agreement 2. Objective and Task Performance Review: Specific job performance in the employee job description as more fully set forth in specific objectives and tasks for each position. 3. Behavioral Compliance <i>Attendance History for the Period of this evaluation:</i> Attendance (days and half days absent) indicate dates <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="text-align: center;">Vacation</th> <th style="text-align: center;">Pers. Days</th> <th style="text-align: center;">Sick Leave</th> <th style="text-align: center;">Jury Duty</th> <th style="text-align: center;">Bereavement Leave</th> <th style="text-align: center;">Other</th> <th style="text-align: center;">Total</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> Punctuality: Dates and times late in arriving at <u>work station</u> ready to work (attach attendance chart): Employee's Signature: _____ Date: _____ Supervisor's Signature: _____ Date: _____ ☐ AGREE or ☐ DISAGREE, REASON FOR DISAGREEMENT: _____ _____ _____			Vacation	Pers. Days	Sick Leave	Jury Duty	Bereavement Leave	Other	Total							
Vacation	Pers. Days	Sick Leave	Jury Duty	Bereavement Leave	Other	Total										

Evaluation of _____

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HOUSING AUTHORITY OF THE CITY OF VINELAND BEHAVIORAL STANDARDS

The orderly and efficient operation of the Authority requires that employees maintain discipline, acceptable behavior standards and acceptable standards of conduct at all times. The following behavioral standards have been established to protect the health and safety of employees, customers and public, to maintain orderly production and business activities, to maintain quality assurance in all departments, and to protect the property of the Authority, its employees, and customers.

Employees must maintain, at all times, acceptable behavioral standards, and standards of conduct. Failure of employees to maintain prescribed behavioral standards, failure to maintain at all times proper standards of conduct, or violation of the following rules shall be subject to disciplinary action, including discharge. Employees are required to comply:

Standard	Compliant	Non-Compliant
1. Employees must be at their appointed place of work, ready to work at the regular starting time and remain at work until the regular quitting time.		
2. Employees shall smoke only in designated smoking <u>areas</u> and shall adhere to the smoking policy of the Authority.		
3. Firearms or weapons of any kind are not permitted on Authority property.		
4. Employees shall not possess or use intoxicating beverages, narcotics, or controlled substances of any kind on Authority property or in Authority vehicles and shall not report to work under the influence of intoxicants, narcotics, or non-prescription drugs or controlled substance, nor shall employees, during their work shift, be under the influence of intoxicants, narcotics, drugs, or controlled substance. An employee must be in fit physical and mental condition to perform work assigned.		
5. Employees must refrain, at all times, from physical abuse, threatening or foul language, arguments, wrestling, fighting, shoving, throwing articles, shouting, name calling, swearing and/or gesturing in an obscene or threatening manner. The above are all considered unacceptable behavior and are strictly prohibited by Authority employees while on Authority property or conducting Authority business.		
6. Sound and established safety behavior and safety practices shall be followed at all times. Safety equipment issued and required for jobs performed must be worn. Violation of sound and established safety practices or conduct, which creates a safety hazard shall be considered unacceptable behavior, subject to disciplinary action.		
7. Reports, records, timesheets, sick report, vacation reports, accident reports, <u>time cards</u> , financial records, occupancy records, work orders, travel records, and all other documents shall be completed and reported accurately and honestly. Falsification of any record, report, document, or claim form is unacceptable behavior subject to disciplinary action.		
8. Property of the Authority shall be used exclusively for Authority business purposes and shall not be used or removed from Authority property for personal use. Telephone time, toll calls, postage, office supplies, maintenance supplies, use of vehicles, maintenance equipment and equipment of the Authority in general is for the exclusive official use of the Authority for its business purposes. <u>No Authority</u> property may be appropriated or removed from Authority property without prior written authorization. No employee may appropriate or remove the property of any customer or other employee. Nor may an employee relocate property from its assigned location without the prior consent of the Supervisor, unless such act is intended to save the property from damage, destruction, or injury to persons.		
9. No Authority property, customer/tenant property or other employee property of any kind shall be damaged, destroyed, or abused.		
10. Where designated, employee shall sign in and out/punch <u>time card</u> in and out only on his/her own time card. It is unacceptable behavior to sign in/out, punch, in/out another employee's attendance/time.		
11. Failure to follow orders, abusive or threatening language, or refusal to obey orders shall be considered insubordination, unacceptable behavior, and shall be subject to disciplinary action.		
12. Employees shall not engage in gambling, selling goods or services to other employees, promote religious or political ideologies, solicit donations for causes (other than previously approved charitable donations on behalf of other employees or customers), sell goods or services to customers, or engage in private entrepreneurial activities on Authority property during shift hours of the employee, or as approved by the Executive Director.		
13. Employees shall enter & leave Authority property at prescribed locations only & shall limit their presence on Authority property to those specific areas in which they have a work assignment. Employees shall not assemble in areas in which they are not assigned.		

Evaluation of _____

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HOUSING AUTHORITY OF THE CITY OF VINELAND

14. Employees shall not leave their general area of assigned work without the authority of their supervisors and employees shall not leave their employment before the end of their shift.		
15. Strangers, relatives and friends of employees are not permitted on Authority property. Employees off duty are not permitted on Authority property. <i>Exceptions:</i> Conducting business relating to Personnel Dept., visiting a customer in their private apartment or a brief visit for a purpose (e.g., dropping off a set of keys, dropping off an important paper).		
16. Employees unable to report for work as scheduled must report their expected absence one-hour or more before the start of their shift on the day of the absence, by telephone or personal written message, to their supervisor, and give the reason for their inability to work.		
17. Employees absent (3) days without notifying the Authority are considered to have left the employment of the Authority. Personnel will close their file and settle their accounts.		
18. Changes in any personnel information must be reported to the Personnel Director within one working day of the change. This includes, but is not limited to name, address, ZIP code, phone, family composition (for health benefits and insurance).		
19. Employees shall not neglect their job, duties and responsibilities, nor refuse to perform assigned work.		
20. All notices to be posted on authority property shall first receive the approval of the Executive Director or his <u>designee</u> , and shall be posted in Authority approved areas, only. No notice or sign posted by the Authority shall be altered or removed for any reason unless authorized by management.		
21. Employees shall not restrict the work, production or business activities of another employee or interfere in the performance of their jobs, or engage in any interruption of work or business.		
22. Employees shall park private vehicles in designated areas only, shall remove their vehicles from Authority property at the end of their shift, shall park without endangering other vehicles, shall drive as posted on Authority property. Employees shall limit repairs to minor repairs, e.g., change a flat, etc.)		
23. Employee shall follow rules of office practice.		
24. Employees shall treat all Authority matters with confidence. Customer files shall be absolutely confidential and shall be a subject for discussion only on a professional basis, among those employees with a <i>need to know</i> .		
25. Employees understand that the spokesperson for the Authority is the Chairman of the Board of Commissioners, the Executive Director or his designee. Others are not the Authority spokesperson.		
26. Employees shall limit their activities to their area of assigned duties. Employees shall refer inquiries made to them outside of their area of responsibility to the appropriate Authority employee, giving name of appropriate employee, office address, and phone number.		
27. Employees shall administer all business of the Authority, without regard to race, religion, sex, or national origin; and, shall exhibit behavior consistent with the Civil Rights act.		
28. Employees shall wear clean, neat uniforms and clothing as assigned and conduct personal hygiene so as not to be offensive to others.		
29. Employees shall limit their activities to work to their assigned duties and shall not engage in activities unrelated to their area of work or responsibility except as assigned during periods of emergency. "Emergency" is defined by management.		
30. Only properly licensed and authorized drivers may drive and operate Authority owned/managed vehicles. Employees (whose job description and tasking) require traveling from one site to another site to perform their job. Must possess and maintain a valid drivers license.		
31. Personal work projects are not to be brought onto Authority property.		
32. Personnel interaction including, but not limited to, kissing <u>hand-holding</u> , caressing, fondling, and other activities leading up to and including sexual intercourse prohibited. Physical expressions of an explicit sexual nature are prohibited by employees on Authority property.		
33. Sleeping on the job, or the appearance of sleeping on the job, is prohibited.		
34. Employees are restricted from entering a tenant's housing unit for personal or social reasons during the period of their shift. This rule applies to all programs. Employees shall not enter a tenant's apartment to perform any PHA assigned task or for any other purpose without the prior consent of the tenant, except during a period of emergency (as defined). Employees may enter tenants' apartments for purposes as permitted by lease or statute upon authorization of Executive Director, Property Manager, or their designee. When doing so, purpose shall be limited to official matters pertaining to the health and welfare of the tenant, serious administrative matters and/or emergencies relating to health and/or safety, fire, electric outage, running water, storm damage, or similar occurrence.		
35. Employees shall not accept gratuities of any kind for services performed. Services shall not be performed conditioned upon future payment or a cash or non-cash gratuity of value. Employees who are offered a		

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HOUSING AUTHORITY OF THE CITY OF VINELAND

nonalcoholic beverage, cake, pastry, or candy as an expression of gratitude for assistance/aid to tenant, may accept such expressions of gratitude. The quantity shall be such that it represents no more than several portions and can be shared by other employees.		
36. Employees shall not perform maintenance tasks for tenants, on off-duty hours for a fee, when the maintenance tasks are normally provided free by the PHA. Tenants may request employees to perform personal tasks on off-duty hours, such as run an errand. If employee accepts this offer, task shall not be done during working shift or break.		
37. Employees may not leave site of employment during non-lunch break periods. Absence from site for personal reasons shall be considered absent without proper authorization.		
38. No employee shall be permitted to accept any remuneration, premium gift, offset, discount, or any other thing or things of value from any person or entity involving his/her duties as an employee of the Housing Authority of the City of Vineland, except for regular wages and benefits paid by the Housing Authority of the City of Vineland.		
39. No employee shall engage in acts of any kind that may be construed to be "sexual harassment." Employees must report acts of alleged sexual harassment to their immediate supervisor, Assistant Executive Director or Executive Director. Supervisor of employee must act immediately on the allegation or complaint.		
40. Employees shall be in possession of a valid/current NJ Driver's License. No employee shall operate a VHA vehicle without having a valid/current NJ Driver's License in their possession at the time of operating the vehicle. The loss of a valid/current NJ Driver's License shall be reported to the employee's supervisor immediately. Failure to possess and maintain a valid/current NJ Driver's License will result in disciplinary action, which may result in dismissal.		
41. Employees that are assigned uniforms shall wear these uniforms only in the performance of their duties as Vineland Housing Authority employees. Assigned uniforms are not to be worn unless the employee is acting on behalf of the Vineland Housing Authority.		
42. Incident Report forms shall be completed in its entirety by the employee for all incidents on the day of incident. The completed signed form should be given to the employee's immediate supervisor. The immediate supervisor shall read, sign and provide the form to the Executive Director on the day of incident.		

The foregoing behavioral standards (rules) are not intended by the Authority to be all-inclusive and shall not be deemed to exclude management's right to discipline employees for cause. In addition to the behavioral standards (rules) listed above, other rules may be established as necessary, which may apply to specific functions or work areas.

Employees who violate acceptable behavioral standards (rules) are subject to disciplinary action are liable for suspension without pay subject to dismissal for cause.

Instances of non-compliance with Behavioral Standards shall be documented and attached to this "Part of the Report" with the results carried over to "Summary of Behavioral Standards, of Employee Evaluation.

SUMMARY OF EMPLOYEE BEHAVIORAL STANDARDS - EVALUATION COMMENTS

Areas to be strengthened:	Major strong points are:
1.	1.
2.	2.
3.	3.
And these can be strengthened by doing the following:	And these can be strengthened by doing the following:

GENERAL REMARKS: _____

COMMENTS OF EVALUATED EMPLOYEE: _____

Evaluation of _____

Page 4 of 6

HOUSING AUTHORITY OF THE CITY OF VINELAND

EMPLOYEE OBJECTIVE & TASK PERFORMANCE REVIEW

PERFORMANCE VALUES

OUTSTANDING 4	VERY GOOD 3	ACCEPTABLE 2	MARGINAL 1	UNACCEPTABLE 0
Performance which exceeds job objectives.	Sustained performance which results in complete accomplishment of job.	Satisfactory performance which partially fulfills job objective.	Inconsistent performance which requires immediate improvement	Substandard performance which fails to fulfill job objectives.

1. JOB KNOWLEDGE	RATING					COMMENTS
	4	3	2	1	0	
Demonstrates knowledge gained through job experience, required education, or specialized training.						

2. QUANTITY OF WORK	RATING					COMMENTS
	4	3	2	1	0	
Performs expected amount of daily workload; completes job assignments on a timely basis.						

3. QUALITY OF WORK	RATING					COMMENTS
	4	3	2	1	0	
Performs assigned work in accurate, thorough, and orderly manner.						

4. ALERTNESS/ADAPTABILITY	RATING					COMMENTS
	4	3	2	1	0	
Knows job instructions, meets changes in job conditions; solves work related problems.						

5. DEPENDABILITY	RATING					COMMENTS
	4	3	2	1	0	
Requires absolute minimum of supervision; is reliable.						

6. STABILITY	RATING					COMMENTS
	4	3	2	1	0	
Thrives under pressure; very good tolerance for crisis.						

7. COMMUNICATIONS	RATING					COMMENTS
	4	3	2	1	0	
Communicates with clients, supervisor and co-workers in a professional manner; listens attentively.						

8. DRIVE	RATING					COMMENTS
	4	3	2	1	0	
Sets high goals; has high desire to achieve.						

9. PERSONAL APPEARANCE	RATING					COMMENTS
	4	3	2	1	0	
Represents a Housing Authority employee in overall character, habits, appearance and conduct.						

Evaluation of _____

Page 5 of 6

HOUSING AUTHORITY OF THE CITY OF VINELAND

10. COURTESY	RATING					COMMENTS
	4	3	2	1	0	
Demonstrates consistent politeness, attention and positive attitude towards the public.						
Works effectively with co-workers and supervisors.						

11. HOUSEKEEPING	RATING					COMMENTS
	4	3	2	1	0	
Orderly, conscientious about neatness and cleanliness of work area.						

12. ATTENDANCE/ PUNCTUALITY	RATING					COMMENTS
	4	3	2	1	0	
Reports to work area on time; provides advance notice when not reporting to work; strives to achieve excellent attendance record.						

13. SUMMARY OF BEHAVIORAL STANDARDS	RATING					COMMENTS
	4	3	2	1	0	
Has been found to be in compliance with all Behavioral Standards, Employee Evaluation.						
Total Score						

SUMMARY OF EMPLOYEE EVALUATION

OBJECTIVES AND TASK PERFORMANCE - Evaluation Comments

Areas to be strengthened:	Major strong points are:
1.	1.
2.	2.
3.	3.
4.	4.
And these can be strengthened doing the following:	And these can be strengthened by doing the following:

GENERAL REMARKS: _____

Add additional sheets as necessary for remarks.

Evaluation of _____

Page 6 of 6

EXHIBIT G

EMPLOYEE DISCUSSION FORM

Employee Discussion

Housing Authority of the City of Vineland

Employee: _____ Date of Discussion: _____ Supervisor: _____ Problem: _____ Objective: _____	
STEPS: Facts: Policy Violated: Employee's Statement: Reason behavior must change: Employee agrees to: Areas of Agreement: Monitoring and follow-up:	NOTES:

FOLLOW-UP NOTES:

EXHIBIT H

DISCIPLINARY ACTION NOTICE

Disciplinary Action Notice

PLEASE PRINT

Housing Authority of the City of Vineland

Employee Name:

Date of Warning:

Employee/Payroll#:

Department:

Shift:

Type of Violation

Attendance	☐	Carelessness	☐	Insubordination	☐
Lateness/Early Quit	☐	Failure to Follow Instructions	☐	Violation of Safety Rules	☐
Rudeness to Employees/Residents/Vendors	☐	Falsification of Company Documents	☐	Inefficiency	☐
Unsatisfactory Work Quality	☐	Violation of Company Policies or Procedures	☐	Other	☐

Previous Warnings

	DATE	BY WHOM
Informal Discussion		
Verbal Warning		
Written Warning		
Written Warning		

Employer Statement

Date of Incident Time : AM
PM

Employee Statement

☐ I agree with Employer's statement.

☐ I disagree with Employer's description of violation for these reasons:

EMPLOYEE SIGNATURE _____/_____/_____
DATE

Action to be taken:

☐ Warning ☐ Probation ☐ Suspension ☐ Dismissal ☐ Other _____

Consequence following next warning: _____

I have read this Disciplinary Action Notice and understand it.

SIGNATURE OF EMPLOYEE _____/_____/_____
DATE

SIGNATURE OF SUPERVISOR WHO ISSUED WARNING _____/_____/_____
DATE

Employee Name:

Date of Warning:

Employee/Payroll#:

Department:

Shift:

Employer Statement continued

EXHIBIT I

GRIEVANCE PROCEDURE FORM

Housing Authority of the City of Vineland
GRIEVANCE PROCEDURE FORM

This form will be used for presenting a grievance in accordance with the Department procedures. Items must be completed in ink or typed.

Institution, agency, or other component of Department _____

_____ **Title** _____ **Date** _____

Date of incident _____ **My grievance is** _____

To correct my grievance the following should be done _____

Check one: ☐ **I will represent**

☐ **My employee representative will be**

Name _____ **Title** _____ **Org. (if any)** _____

Signature of employee

STEP 1
SUPERVISOR

Action taken _____

_____ **Date** _____

Has grievance been satisfactorily resolved: ☐ **Yes** ☐ **No**

Signature of employee

Signature of immediate Supervisor

STEP 2

Action taken _____

_____ Date _____

Has grievance been satisfactorily resolved: ☐ Yes ☐ No

Signature of employee

Signature of Executive Director
Housing Authority of the City of Vineland

STEP 3

THIS SECTION TO BE COMPLETED BY EMPLOYEE

Check one: ☐ I will not have non-employee representation

☐ My non-employee representative(s) will be:

Name(s) _____

Organization _____

Action taken _____

_____ Date _____

Has grievance been satisfactorily resolved: ☐ Yes ☐ No

Signature of employee

Signature of Personnel Committee
Housing Authority of the City of Vineland

STEP 2

In the event satisfactory settlement has not been reached, the employee shall, in writing and signed, file his complaint with the Executive Director of the Housing Authority within five (5) working days following the determination at Step 1.

The Executive Director, or his designee, shall render his decision within five (5) working days after the receipt of the complaint.

STEP 3

Should the employee disagree with the decision of the Executive Director, or his designee, the employee may, within five (5) working days, submit to the Board a statement in writing and signed as to the issues in dispute. In the event, the employee files his statement with the Board at least six (6) working days prior to a Board meeting, the matter shall be placed on the agenda for the Board meeting. Statements filed less than six (6) days before a Board meeting may be heard by the Board at the meeting or at the Board's discretion placed on the agenda for the following meeting. The Board shall review the decision of the Executive Director together with the disputed areas submitted by the employee. The employee and/or the liaison representative may request an appearance before the Board. The Board will render its decision within eight (8) working days after the Board meeting at which the matter has been reviewed.

EXHIBIT J

TRAVEL POLICY

THE HOUSING AUTHORITY
OF THE
CITY OF VINELAND

Travel Policy

Purpose: To establish guidelines and standards for travel expenses for employees or commissioners of the Housing Authority.

General Provisions: Employees or commissioners of the Authority may perform official travel upon authorization by the Board or as authorized by the executive director and chairman.

Transportation Expenses: Transportation expenses for employees or commissioners authorized to travel on official business of the Authority shall be paid by the Authority. When transportation by automobile is required, employees use an Authority vehicle if available. Airline (tourist or coach) or first-class rail and Pullman accommodations, if advantageous, shall be the standard means of transportation. Such transportation expenses shall be approved in advance by the Authority as stated in paragraph 7 below.

Lodging: Lodging expenses for employees or commissioners authorized to travel on official business of the Authority shall be paid by the Authority. Such lodging expenses shall be approved in advance by the Authority as stated in Paragraph 7 below.

Other Expenses: In addition to transportation costs as stated in Paragraph 3 above and lodging expenses as stated in Paragraph 4 above, each employee and commissioner shall be reimbursed expenses, which are necessarily incidental to the performance of official business of the Authority while traveling. Such expenses shall include, but shall not be limited to, taxi fares, telephone tolls, telegrams, facsimiles, and meals. Each commissioner or employee shall be given in advance of traveling a check in the amount of \$75 for each day of travel. Upon return, each commissioner or employee shall provide to the Authority documentation for expenses incurred while traveling. Documented expenses shall be evaluated pursuant to Paragraph 7 for "reasonableness." Only those expenses determined to be reasonable shall be allowed. To the extent per diem allowed expenses exceed \$75, the commissioner or employee shall be reimbursed the allowed amount in excess of \$75 per day. To the extent per diem allowed expenses are less than \$75, the commissioner or employee shall reimburse the Authority the difference between the \$75 per day advanced to the commissioner or employee and the actual amount of allowed per diem expenses.

Registration: Registration for conferences, conventions, seminars, classes, and the like must be made early. No registration will be made after the “early registration date” designated by the conference provider.

Authorization: Authorization for attendance and reimbursement for Authority employees shall be made by the executive director. Authorization for attendance and reimbursement for Authority commissioners shall be made by the chairman. In the event the executive director and chairman are submitting reimbursable expenses, the evaluation for “reasonableness” shall be determined by the Finance Committee.

Attendance: Attendance at major conventions such as NAHRO, PHADA, and other major public housing conventions will be limited to one trip per year, per authorized employee and commissioner. Travel arrangements other than registration and lodging will be the responsibility of the traveler.

Reimbursement:

All expenses must be verified and documentation must accompany the Housing Authority's Travel Expense Sheet.

No expenses will be reimbursed unless all expenses are supported with documentation attached to the Travel Expense Sheet.

Reimbursement for use of a privately-owned automobile for authorized out-of-town travel shall be paid by the Authority at the current IRS Standard Mileage rate. Whenever automobile travel is involved, signed records of car expenditures and mileage, or of mileage only, in the case of a privately-owned automobile, shall be submitted and approved before payment. If two or more persons travel in the same automobile, only one person shall be reimbursed for mileage (if travel is by private car).

Housing Authority of the City of Vineland
County of Cumberland
State of New Jersey

RESOLUTION #2025-66

Resolution Authorizing Contracts with Approved National
Contract Vendors for Contracting Units
Pursuant to N.J.S.A. 52:34-6.2(b)(3)

WHEREAS, the Housing Authority of the City of Vineland, pursuant to N.J.S.A. 52:34-6.2(b)(3), may by resolution and without advertising for bids, join national cooperative purchasing agreements; and

WHEREAS, the Housing Authority of the City of Vineland has the need on a timely basis to purchase goods or services utilizing national cooperative contracts; and

WHEREAS, the Housing Authority of the City of Vineland intends to enter into contracts with the attached Referenced National Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current national contracts; and

WHEREAS, the Housing Authority of the City of Vineland may through the use of the attached contracts purchase in excess of the bid threshold; and

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority of the City of Vineland authorizes the Purchasing Agent to purchase certain goods or services from those approved national cooperative contracts on the attached list, pursuant to all conditions of the individual contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of the City of Vineland pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED: October 16, 2025

MOVED/SECONDED:
Resolution moved by Commissioner

Chapman
Asselta

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	☒			
Brian Asselta	☒			
Mario Ruiz-Mesa – Chairperson	☒			
Iris Acosta-Jimenez	☒			
Albert Porter	☒			
Elizabeth Serrano	☒			
Anthony Scott	☒			

VINELAND HOUSING AUTHORITY

Mario Ruiz-Mesa
BY: Mario Ruiz-Mesa, Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on October 16, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: Jacqueline S. Jones
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

National Cooperative Contract Vendors

Cooperative Contract Vendors

Contract Information	Vendor	Products\Services	Expiration
OMNIA Partners - US Communities Contract, County of Maricopa, Arizona Contract #16154	HD Supply Facilities Maintenance	Maintenance and Hardware Supplies	12/31/2026
OMNIA Partners - US Communities Contract, Maricopa County, Phoenix, AZ, Contract #16154	Home Depot Pro	Maintenance, Repair, Operating Supplies, Industrial Supplies, and Related Products and Services	12/31/2026
Sourcewell - Contract Number: #121923-CDW	CDWG	Technology products and services	2/27/2028
OMNIA Partners - US Communities Contract, County of Fairfax, Virginia Contract #:23-6692-03	Insight Public Sector	Technology Products and Solutions	4/30/2028
Sourcewell Contract #081419-CDW	CDW-G Technology Solutions	Technology products and services	2/27/2028
Sourcewell Contract#: #030625-WEX	WEX Bank	Fleet card and relates services	6/27/2029
OMNIA Partners - US Communities Contract, AZ, Contract 222886	CINTAS	Uniform Services, Floor Mats etc.	7/13/2027
Sourcewell - Contract#: 019422-WWG	Grainger	Facilities & Maintenance Repair	11/8/2026
OMNIA - Contract Number: 240078-01	Grainger	Maintenance, Repair and Operations (MRO) Supplies, Parts, Equipment, Materials	12/31/2029
OMNIA - Contract Number: 2018.000207	Grainger	Maintenance, Repair, Operations (MRO) Supplies and Related Services	6/30/2028
OMNIA Partners - US Communities Contract, Prince William County Public Schools, VA Contract#:R-TC-17006	Amazon Business	Online Marketplace for the Purchase of Products and Services	1/18/2028
OMNIA Partners - Contract 02-147	Sherwin Williams	Paint and Related Supplies	4/30/2028
OMNIA Partners- Contract 152610	BradyPlus	Comprehensive Operational and Janitorial Supplies Solutions	5/31/2029
Sourcewell Contract #050224- TKE	TK Elevator	Elevators, Escalators, and Moving Walks with Related Equipment, Services	6/25/2028
Sourcewell Contract #070924-SCC	Staples	Office Supplies and Workplace Solutions	2/2/2029
Sourcewell Contract #030421-TIS - Johnson Controls	Johnson Controls	Facility Security Systems	4/22/2026
Sourcewell Contract #070121-JHN - Johnson Controls	Johnson Controls (tyco)	HVAC Systems	8/12/2026
OMNIA Partners - US Communities - Contract Number: R240805 Region 4 ESC	Lowes	Maintenance, Repair & Operations Supplies and Related Services	10/31/2029
OMNIA Partners - National IPA - Contract Number: 2020002755	Canon	Print Goods and Services	12/15/2030
OMNIA Partners - Contract Number: R25073	Schindler	Elevator Industry Equipment, Repair, Related Products and Services	4/30/2030
OMNIA Partners - US Communities Contract - Contract Number: 23-6692001	Carahsoft Software Corp	Technology Products, Solutions and Related Services	4/30/2028
OMNIA Partners - US Communities Contract - Contract #2019001564	KONE	Elevator, Escalator, Chairlift and Platform Lift Maintenance & Repair and Related Services	9/30/2029
OMNIA Partners - US Communities Contract - Contract #02-99	TK Elevator Corp	Elevator Equipment, Repair, Related Services	12/31/2025
OMNIA Partners - US Communities Contract - Contract #R250703	Schindler Group	Elevator Industry Equipment, Repair, Related Products and Services	4/30/2030
OMNIA Partners - US Communities Contract - Contract #2019001563	OTIS	Elevator, Escalator, Chairlift and Platform Lift Maintenance & Repair and Related Services	9/30/2029
OMNIA Partners - US Communities Contract - Contract #R240602	GovDeals	Auctioneer Services and Related Products	12/31/2029
OMNIA Partners - US Communities Contract - Contract #R231004	Shred-it	Document and Media Destruction Services	6/30/2029
Sourcewell Contract #091423-SCC - Staples	Staples	Office Supply Catalog Solutions	12/4/2027
OMNIA Partners - US Communities Contract - Contract #2020002148	Systemwide Flooring	Mannington Commercial	4/14/2030
OMNIA Partners - US Communities Contract - Contract #2020002149	Mohawk Group	Systemwide Flooring	4/14/2027
Sourcewell Contract #031121-DAC - Deere and Company	Deere and Company	Grounds Maintenance Equipment	4/30/2026
Sourcewell Contract #091422-FAS - Fastenal Company	Fastenal Company	Facility MRO	11/8/2027

Sourcewell Contract #121024-HNY - Honeywell	Honeywell	Facility Security	2/18/2029
Sourcewell Contract #121919-KII - KI Furniture	KI Furniture	Furniture	2/18/2026
Sourcewell Contract #011322-PIT - Pitney Bowes	Pitney Bowes	Mailing & Shipping Software & Solutions	2/28/2027
Sourcewell Contract #091423-STI - Steelcase	Steelcase	Office, hospital and classroom furniture	12/4/2027
OMNIA Partners - US Communities Contract - Contract #2019001568	Lerch Bates Inc.	Elevator Services, Repair, Maintenance, Inspection/Testing, Parts, and Modernization	9/30/2029
OMNIA Partners - US Communities Contract - Contract #3341	Trane	HVAC Products, Installation, Labor Based Solutions, and Related Products and Services	8/31/2032
OMNIA Partners - US Communities Contract - Contract #22601702	Panasonic	Mobile Computing Solutions Including Ruggedized Laptops, Tablets, Accessories and Related Technology Products and Services	4/13/2028
Sourcewell Contract #091423-TKN - Teknion	Teknion	Public Sector & Education Furnishings	12/4/2027
OMNIA Partners - US Communities Contract - Contract #R211402	Global Industrial	Warehousing, Material Handling and Production Support	11/30/2026
OMNIA Partners - US Communities Contract - Contract #R240102	Allsteel	Furniture, Installation and Related Services	12/31/2029
OMNIA Partners - US Communities Contract - Contract #R240103	Enwork	Furniture, Installation and Related Services	12/31/2029
OMNIA Partners - US Communities Contract - Contract #R241502	Sunbelt Rentals	Equipment and Tool Rental Services	4/30/2030
OMNIA Partners - US Communities Contract - Contract #R-LD-23013-01	Advance Auto Parts	Automotive Parts & Accessories for Light, Medium and Heavy Duty Vehicles and Related Products & Services	10/31/2032
OMNIA Partners - US Communities Contract - Contract #R211201	AutoZone	Automotive Parts & Supplies	12/31/2026
OMNIA Partners - US Communities Contract - Contract #R220201	Burke	Playground Systems, Installation, Service and Related Items	4/30/2027
OMNIA Partners - US Communities Contract - Contract #R220202	Play & Park Structures	Playground Systems, Installation, Service and Related Items	4/30/2027
OMNIA Partners - US Communities Contract - Contract # 20469	Exmark	Tractors, Mowers, and Other Equipment, Parts, and Services	5/14/2027
Sourcewell Contract # - 091422	Grainger	Facility MRO Solution, PPE Safety supplies	11/8/2026
Sourcewell Contract # - 080922	Grainger	Public safety and emergency management	10/7/2026
Sourcewell Contract # - RFP#101223-IPRO	I-Pro Americas Inc	Public Safety Surveillance	12/15/2027
Educational Services Commission of New Jersey - BID: ESCNJ 22/23-23	All-Risk	Disaster Recovery Services	11/15/2026
Educational Services Commission of New Jersey - BID: ESCNJ/AEPA-22G	CDWG	Technology - Supplies & Services	1/1/2026
Educational Services Commission of New Jersey - BID: ESCNJ 22/23-15	HD Supply Facilities Maintenance	Maintenance Equipment	1/22/2026
Educational Services Commission of New Jersey - BID: ESCNJ 22/23-08	Various	Furniture & Accessories	1/1/2026
OMNIA Partners - US Communities Contract, The University of Nebraska - Contract #001299	CINTAS	Workplace Solutions	5/31/2033
OMNIA - Contract Number: R240808	Grainger	Maintenance, Repair and Operations (MRO) Supplies, Parts, Equipment, Related Products and Services	10/31/2029
OMNIA Partners - US Communities Contract - Contract #R250704	TK Elevator Corp	Elevator, Escalator and Lift Industry Equipment, Related Products and Services	12/31/2025
OMNIA Partners - Prince William County Public Schools, VA - Contract #R-BB-19002	CINTAS	Facilities Mangment Products and Solutions	5/31/2033

Housing Authority of the City of Vineland
County of Cumberland
State of New Jersey

RESOLUTION #2025-67

Resolution Authorizing Contracts with Approved State
Contract Vendors for Contracting Units
Pursuant to N.J.S.A. 40A:11-12a

WHEREAS, the Housing Authority of the City of Vineland, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Housing Authority of the City of Vineland has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Housing Authority of the City of Vineland intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; and

WHEREAS, the Housing Authority of the City of Vineland may through the use of the attached contracts purchase in excess of the bid threshold; and

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority of the City of Vineland authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of the City of Vineland pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED: October 16, 2025

MOVED/SECONDED:
Resolution moved by Commissioner

Scott
Asselta

Resolution seconded by Commissioner

VOTE:

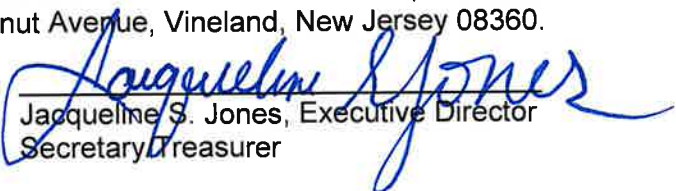
Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	✓			
Brian Asselta	✓			
Mario Ruiz-Mesa – Chairperson	✓			
Iris Acosta-Jimenez	✓			
Albert Porter	✓			
Elizabeth Serrano	✓			
Anthony Scott	✓			

VINELAND HOUSING AUTHORITY


BY: Mario Ruiz-Mesa, Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on October 16, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: 
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

NJ State Contract Vendors

Contract Information	Vendor	Products\Services	Expiration
NJ State Contract #:24-TELE-71883	DELL MARKETING LP	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	6/30/2026
NJ State Contract #:20-TELE-01510	DELL MARKETING LP	SOFTWARE LICENSE & RESELLER SERVICES	5/24/2026
NJ State Contract #:20-TELE-01511	CDW GOVERNMENT LLC	Software Reseller Services	5/25/2021
NJ State Contract #:22-TELE-05441	VERIZON WIRELESS	WIRELESS DEVICES AND SERVICES	8/11/2029
NJ State Contract #:24-COMG-78752	WB MASON CO INC	T0052 Office Supplies and Recycled Copy Paper Statewide	2/28/2027
NJ State Contract #24-GNSV1-97472	MARLEE CONTRACTORS	HVAC, REFRIGERATION AND BOILER SERVICES	2/29/2028
NJ State Contract #:21-FOOD-01747	PEMBERTON ELECTRICAL SUPPLY CO	ELECTRICAL EQUIPMENT AND SUPPLIES	9/30/2026
NJ State Contract #:23-FOOD-50947	PEMBERTON ELECTRICAL SUPPLY CO	T2419 Electrical Equipment, Supplies, Light Poles, and Luminaries with Associated Lamps	7/31/2026
NJ State Contract #:23-FOOD-47763	FRANK MAZZA AND SON	CARPET/FLOORING SUPPLY&INSTALL	6/30/2025
NJ State Contract #:40823	Creston Hydraulics Inc.	T0126 - OEM & NON-OEM MAINTENANCE & REPAIR SERVICES FOR LIGHT/MEDIUM DUTY VEHICLES	12/17/2025
NJ State Contract #:88272	Creston Hydraulics Inc.	T0085 - SNOW PLOW PARTS, AND GRADER AND LOADER BLADES	1/19/2026
NJ State Contract #: 43029	Laurel Lawn Mower	PARTS AND REPAIRS FOR LAWN AND GROUNDS EQUIPMENT	2/16/2026
NJ State Contract #:25-COMG-9678	Grainger	M0002 CUSTOM ORDERS Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies	8/31/2026
NJ State Contract #:25-FLEET-96861	Grainger	Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies	8/31/2026
NJ State Contract #: 43037	Central Jersey Equipment	T2187 - PARTS AND REPAIRS FOR LAWN AND GROUNDS EQUIPMENT	2/16/2026
NJ State Contract #: 43022	Cherry Valley Tractor Sales	T2187 - PARTS AND REPAIRS FOR LAWN AND GROUNDS EQUIPMENT	2/16/2026
NJ State Contract #: 21-FLEET-03204	Jet Vac Equipment	T3117 12 YD. COMBINATION SEWER CLEANER & VACUUM MANHOLE CLEANER	1/4/2026

Housing Authority of the City of Vineland
County of Cumberland
State of New Jersey

RESOLUTION #2025-68

Resolution Awarding Painting Services Contract
for a (1) one year period October 1, 2025 through September 30, 2026

WHEREAS, the Housing Authority of the City of Vineland recognizes the need to have painting services; and

WHEREAS, the Housing Authority of the City of Vineland has solicited Requests for Bids for painting services; and

WHEREAS, one bid for Painting Services was received; and

WHEREAS, JC's Custom Painting – 505 Willis Road; Bridgeton, NJ is the apparent lowest qualified bidder; and

WHEREAS, it is recommended the Board of Commissioners award a one-year contract to JC's Custom Painting to provide the Housing Authority of the City of Vineland with painting services for a (1) one year period commencing October 1, 2025 through September 30, 2026 for a cost not to exceed \$53,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Painting Services Contract to JC's Custom Painting for the term indicated above.

ADOPTED: October 16, 2025

MOVED/SECONDED:

Resolution moved by Commissioner Asselta

Resolution seconded by Commissioner Chapman

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	✓			
Brian Asselta	✓			
Mario Ruiz-Mesa – Chairperson	✓			
Iris Acosta-Jimenez	✓			
Albert Porter	✓			
Elizabeth Serrano	✓			
Anthony Scott	✓			

VINELAND HOUSING AUTHORITY

Mario Ruiz-Mesa
BY: Mario Ruiz-Mesa, Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on October 16, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: Jacqueline S. Jones
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

PAINTING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-05-000.


Wendy Hughes
Certifying Financial Officer

10/16/2025
Date

Vineland Housing Authority Public Bid Opening Painting Services

Proposal Deadline: THURSDAY, SEPTEMBER 4, 2025 – 2:00 P.M.

VHA Staff in Attendance: DIANA MORALES, GLORIA POMALES

[illegible]

THE HOUSING AUTHORITY OF THE CITY OF VINELAND

UNIT PRICING IS FOR LABOR ONLY - CONTRACTOR MUST FILL IN ALL FIELDS

APARTMENT PAINTING

UNIT PRICING TABLE PAGE 1 OF 5

ITEM	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
PAINTING (UNOCCUPIED APARTMENT)				
U-APRT-1	Provide price to paint an UNOCCUPIED EFFICIENCY apartment	720	5	3600
U-APRT-2	Provide price to paint an UNOCCUPIED ONE BEDROOM apartment	830	5	4150
U-APRT-3	Provide price to paint an UNOCCUPIED TWO BEDROOM apartment	1050	4	4200
U-APRT-4	Provide price to paint an UNOCCUPIED THREE BEDROOM apartment	1300	4	5200
U-APRT-5	Provide price to paint an UNOCCUPIED FOUR BEDROOM apartment	1700	4	6800
U-APRT-6	Provide price to paint an UNOCCUPIED FIVE BEDROOM apartment	1900	1	1900
U-APRT-7	Provide price to paint an UNOCCUPIED SIX BEDROOM apartment	2600	1	2600
PAINTING BY ROOM (UNOCCUPIED APARTMENT)				
U-RM-1	Provide price to paint KITCHEN in UNOCCUPIED apartment	240	1	240
U-RM-2	Provide price to paint BATHROOM in UNOCCUPIED apartment	180	1	180
U-RM-3	Provide price to paint HALF BATHROOM in UNOCCUPIED apartment (no tub)	125	1	125
U-RM-4	Provide price to paint BEDROOM in UNOCCUPIED apartment	250	1	250
U-RM-5	Provide price to paint HALLWAY in UNOCCUPIED apartment	200	1	200
U-RM-6	Provide price to paint LIVINGROOM in UNOCCUPIED apartment	250	1	250
SEALING (UNOCCUPIED APARTMENT)				
U-RM-SL-1	Provide price to seal an UNOCCUPIED EFFICIENCY apartment	420	1	420
U-RM-SL-2	Provide price to seal an UNOCCUPIED ONE BEDROOM apartment	500	1	500
U-RM-SL-3	Provide price to seal an UNOCCUPIED TWO BEDROOM apartment	575	1	575
U-RM-SL-4	Provide price to seal an UNOCCUPIED THREE BEDROOM apartment	725	1	725
U-RM-SL-5	Provide price to seal an UNOCCUPIED FOUR BEDROOM apartment	850	1	850
U-RM-SL-6	Provide price to seal an UNOCCUPIED FIVE BEDROOM apartment	1050	1	1050
U-RM-SL-7	Provide price to seal an UNOCCUPIED SIX BEDROOM apartment	1450	1	1450
U-RM-SL-8	Provide price to seal KITCHEN in UNOCCUPIED apartment	160	1	160
U-RM-SL-9	Provide price to seal BATHROOM in UNOCCUPIED apartment	125	1	125
U-RM-SL-10	Provide price to seal HALF BATHROOM in an UNOCCUPIED apartment (no tub)	80	1	80
U-RM-SL-11	Provide price to seal LIVINGROOM in UNOCCUPIED apartment	180	1	180
U-RM-SL-12	Provide price to seal BEDROOM in UNOCCUPIED apartment	150	1	150
U-RM-SL-13	Provide price to seal HALLWAY in UNOCCUPIED apartment	170	1	170

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED ON A PER APARTMENT BASIS.

THE HOUSING AUTHORITY OF THE CITY OF VINELAND

UNIT PRICING IS FOR LABOR ONLY - CONTRACTOR MUST FILL IN ALL FIELDS

APARTMENT PAINTING
UNIT PRICING TABLE PAGE 2 OF 5

ITEM	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
MISCELLANEOUS PAINTING (UNOCCUPIED APARTMENT)				
U-DR	Provide price to paint a door in UNOCCUPIED apartment	35	50	1750
U-BB	Provide price to paint metal baseboard heat enclosure in UNOCCUPIED apartment (by linear foot)	1.75	100	175
U-CC	Provide price to paint metal convactor cover in UNOCCUPIED apartment	25	50	1250
U-STRS	Provide price to paint stairs in an UNOCCUPIED apartment	140	5	700
U-SPRPIPE	Provide price to paint sprinkler piping within UNOCCUPIED apartment (KIDSTON & OLMO ONLY)	135	1	135
U-CBNTS	Provide price to paint kitchen cabinets within UNOCCUPIED apartment	475	1	475
U-HNDRL	Provide price to paint exterior metal hand rails at UNOCCUPIED apartment	100	5	500
MISCELLANEOUS SEALING (UNOCCUPIED APARTMENT)				
U-DR-SL	Provide price to seal a door in a UNOCCUPIED apartment	30	25	750
U-BB-SL	Provide price to seal metal baseboard heat enclosure in a UNOCCUPIED apartment (by linear foot)	1.75	100	175
U-CC-SL	Provide price to seal metal convactor cover in an UNOCCUPIED apartment	25	25	625
U-STRS-SL	Provide price to seal stairs in an UNOCCUPIED apartment	140	5	700
U-SPRPIPE-SL	Provide price to seal sprinkler piping within apartment in an UNOCCUPIED apartment (KIDSTON & OLMO ONLY)	135	1	135
U-CBNTS-SL	Provide price to seal kitchen cabinets in an UNOCCUPIED apartment	225	1	225
U-SPOT-SL	Provide a SQUARE FOOT price to spot seal/prime in an UNOCCUPIED apartment	1.00	350	350

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

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THE HOUSING AUTHORITY OF THE CITY OF VINELAND

UNIT PRICING IS FOR LABOR ONLY - CONTRACTOR MUST FILL IN ALL FIELDS

APARTMENT PAINTING

UNIT PRICING TABLE PAGE 3 OF 3

ITEM	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
PAINTING (OCCUPIED APARTMENT)				
Q-APRT-1	Provide price to paint an OCCUPIED EFFICIENCY apartment	975	25	24,375
Q-APRT-2	Provide price to paint an OCCUPIED ONE BEDROOM apartment	1,075	25	26,875
Q-APRT-3	Provide price to paint an OCCUPIED TWO BEDROOM apartment	1,325	25	33,125
Q-APRT-4	Provide price to paint an OCCUPIED THREE BEDROOM apartment	1,675	25	41,875
Q-APRT-5	Provide price to paint an OCCUPIED FOUR BEDROOM apartment	1,975	10	19,750
Q-APRT-6	Provide price to paint an OCCUPIED FIVE BEDROOM apartment	2,500	5	12,500
Q-APRT-7	Provide price to paint an OCCUPIED SIX BEDROOM apartment	2,950	1	2,950
PAINTING BY ROOM (OCCUPIED APARTMENT)				
O-RM-1	Provide price to paint KITCHEN in an OCCUPIED apartment	425	1	425
O-RM-2	Provide price to paint BATHROOM in an OCCUPIED apartment	300	1	300
O-RM-3	Provide price to paint HALF BATHROOM in an OCCUPIED apartment (no tub)	175	1	175
O-RM-4	Provide price to paint LIVING ROOM in an OCCUPIED apartment	450	1	450
O-RM-5	Provide price to paint BEDROOM in an OCCUPIED apartment	400	1	400
O-RM-6	Provide price to paint HALLWAY in an OCCUPIED apartment	375	1	375
SEALING BY ROOM (OCCUPIED APARTMENT)				
O-RM-SL-1	Provide price to seal an OCCUPIED EFFICIENCY apartment	520	1	520
O-RM-SL-2	Provide price to seal an OCCUPIED ONE BEDROOM apartment	600	1	600
O-RM-SL-3	Provide price to seal an OCCUPIED TWO BEDROOM apartment	725	1	725
O-RM-SL-4	Provide price to seal an OCCUPIED THREE BEDROOM apartment	875	1	875
O-RM-SL-5	Provide price to seal an OCCUPIED FOUR BEDROOM apartment	1,100	1	1,100
O-RM-SL-6	Provide price to seal an OCCUPIED FIVE BEDROOM apartment	1,350	1	1,350
O-RM-SL-7	Provide price to seal an OCCUPIED SIX BEDROOM apartment	1,550	1	1,550
O-RM-SL-8	Provide price to seal KITCHEN in an OCCUPIED apartment	275	3	825
O-RM-SL-9	Provide price to seal BATHROOM in an OCCUPIED apartment	200	3	600
O-RM-SL-10	Provide price to seal HALF BATHROOM in an OCCUPIED apartment (no tub)	110	3	330
O-RM-SL-11	Provide price to seal LIVING ROOM in an OCCUPIED apartment	275	3	825
O-RM-SL-12	Provide price to seal BEDROOM in an OCCUPIED apartment	240	1	240
O-RM-SL-13	Provide price to seal HALLWAY in an OCCUPIED apartment	225	1	225

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.
THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED ON A PER APARTMENT BASIS.

THE HOUSING AUTHORITY OF THE CITY OF VINELAND

UNIT PRICING IS FOR LABOR ONLY - CONTRACTOR MUST FILL IN ALL FIELDS

APARTMENT PAINTING

UNIT PRICING TABLE PAGE 4 OF 5

ITEM	DESCRIPTION	ESTIMATED QUANTITY	TOTAL PRICE
MISCELLANEOUS PAINTING (OCCUPIED APARTMENT)			
Q-DR	Provide price to paint a door in an OCCUPIED apartment	50	2500
Q-BB	Provide price to paint metal baseboard heat enclosure in an OCCUPIED apartment (by linear foot)	225	225
Q-CG	Provide price to paint metal convactor cover in an OCCUPIED apartment	25	375
Q-SPRPIPE	Provide price to paint sprinkler piping within an OCCUPIED apartment (KIDSTON & OLIVIO ONLY)	165	1650
Q-CBNTS	Provide price to paint kitchen cabinets in an OCCUPIED apartment	500	500
Q-HNDRL	Provide price to paint metal hand rails at an OCCUPIED apartment	90	90
MISCELLANEOUS SEALING (OCCUPIED APARTMENT)			
Q-DR-SL	Provide price to seal a door in an OCCUPIED apartment	30	300
Q-BB-SL	Provide price to seal metal baseboard heat enclosure in an OCCUPIED apartment (by linear foot)	200	200
Q-CG-SL	Provide price to seal metal convactor cover in an OCCUPIED apartment	15	225
Q-SPRPIPE-SL	Provide price to seal sprinkler piping within an OCCUPIED apartment (KIDSTON & OLIVIO ONLY)	140	140
Q-CBNTS-SL	Provide price to seal kitchen cabinets in an OCCUPIED apartment	250	250
Q-SPOT-SL	Provide a SQUARE FOOT price to spot seal/prime in an OCCUPIED apartment	225	33750
MISCELLANEOUS PAINTING			
KT-HALL	Provide price to paint 1 hallway at Kidston Towers	2900	10
OT-HALL	Provide price to paint 1 hallway at Olivio Towers	3350	8
KT-STAIR	Provide price to paint 1 stair tower at Kidston Towers	4850	2
OT-STAIR	Provide price to paint 1 stair tower at Olivio Towers	4850	2
KT-COMM	Provide price to paint Community Room at Kidston Towers	2750	1
OT-COMM	Provide price to paint Community Room at Olivio Towers	2750	1
U-HOUSE	Provide price to paint 1 unoccupied single family home	3750	5
U-HSESPOT-SL	Enter a SQUARE FOOT price to spot seal/prime in an unoccupied single family house	150	100
O-HOUSE	Provide price to paint 1 occupied single family home	4500	1
O-HSESPOT-SL	Enter a SQUARE FOOT price to spot seal/prime in an occupied single family house	200	100
U-HOURS	Provide hourly rate for painting related labor for work not covered in unit pricing table - UNOCCUPIED HOUSING UNIT	48	1
O-HOURS	Provide hourly rate for painting related labor for work not covered in unit pricing table - OCCUPIED HOUSING UNIT	52	1
P-STAIR	Provide price to polyurethane stairs in an UNOCCUPIED or SINGLE FAMILY HOUSE apartment	175	5

Provide total proposal price as per estimated quantities in unit pricing table

329,482.50

ESTIMATED QUANTITIES ARE FOR CALCULATION PURPOSES ONLY. HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST QUANTITIES AS NEEDED ON A PER APARTMENT BASIS

THE HOUSING AUTHORITY OF THE CITY OF VINELAND

UNIT PRICING IS FOR LABOR ONLY - CONTRACTOR MUST FILL IN ALL FIELDS

APARTMENT PAINTING

UNIT PRICING TABLE PAGE 3 OF 5

Apartment Size by "Average Total Square Footage"

370	Average Square footage for an EFFICIENCY apartment
704	Average Square footage for a ONE BEDROOM apartment
722	Average Square footage for a TWO BEDROOM apartment
756	Average Square footage for a THREE BEDROOM apartment
1008	Average Square footage for a FOUR BEDROOM apartment
940	Average Square footage for a FIVE BEDROOM apartment
1470	Average Square footage for a SIX BEDROOM apartment
1200 Sq. Ft.	Average Single Family Home

ESTIMATED QUANTITIES ARE FOR CALCULATION PURPOSES ONLY. HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST QUANTITIES AS NEEDED ON A PER APARTMENT BASIS

Housing Authority of the City of Vineland
County of Cumberland
State of New Jersey

RESOLUTION #2025-69

APPROVAL OF OPERATING SUBSIDY 2026

WHEREAS, it becomes necessary to prepare and submit the Calculation of Operating Subsidy of the Vineland Housing Authority for the calendar year 2026 per HUD form 52723 attached; and

WHEREAS, this Calculation has anticipated subsidy at \$335,946

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Vineland Housing Authority that the Calculation of Operating Subsidy per HUD form 52723 for the calendar year 2026 be approved.

ADOPTED: October 16, 2025

MOVED/SECONDED:

Resolution moved by Commissioner *Asselta*

Resolution seconded by Commissioner *Chapman*

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	☒			
Brian Asselta	☒			
Mario Ruiz-Mesa – Chairperson	☒			
Iris Acosta-Jimenez	☒			
Albert Porter	☒			
Elizabeth Serrano	☒			
Anthony Scott	☒			

VINELAND HOUSING AUTHORITY

Mario Ruiz-Mesa
BY: Mario Ruiz-Mesa, Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on October 16, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: *Jacqueline S. Jones*
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

Operating Fund Grant: Calculation of Total Program Expense Level PHA-Owned Rental Housing	U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval No. 2577-0029 (exp.1/31/2027)			
As of 10/09/2025 01:30PM - Form ID: 41495 - Status: Created				
Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(e) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of Operating Fund grant to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.				
Total number of ACC units for this PHA: 100				
Section 1				
1. Name and Address of Public Housing Agency: Vineland Housing Authority 191 W CHESTNUT Avenue VINELAND NJ 08360	2. Funding Period: 1/1/2026 to 12/31/2026 3. Type of Submission: Initial Submission			
4. ACC Number: NY 494	5. Fiscal Year End: 09-30-2026 12/31 3/31 6/30 9/30			
6. Operating Fund Project Number: N J 0 6 3 0 0 0 0 0 1				
HUD Use Only				
7. UFI: G6FCXR8JDLL5	8. ROFI Code: 0239			
9. HUD Staff:				
Section 2				
Line No.	Category	Column A Unit Months	Column B Eligible Unit Months (EUMs)	Column C Resident Participation Unit Months
Categorization of Unit Months:				
First of Month Last of Month				
Occupied Unit Months				
01	Occupied dwelling units - by public housing eligible family under lease	1,089	1,089	1,089
02	Occupied dwelling units - by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	0		0
03	Occupied new units - eligible to receive Operating Funds during the funding period but not included on Lines 01, 02, or 05-13 of this section	0	0	0
04	Occupied new units - eligible to receive funds from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating Fund Grant	0	0	0
Vacant Unit Months				
05	Units undergoing modernization	0	0	
06	Special use units	0	0	
06a	Units on Line 02 that are occupied by police officers and that also qualify as special use units		0	
07	Units vacant due to litigation	0	0	
08	Units vacant due to disasters	0	0	
09	Units vacant due to casualty losses	0	0	
10	Units vacant due to changing market conditions	0	0	
11	Units vacant and not categorized above	111		
Other ACC Unit Months				
12	Units eligible for asset repositioning fee and still on ACC (occupied or vacant)	0		
13	All other ACC units not categorized above	0		

Calculations Based on Unit Months:

14	Limited vacancies		60	
15	Total Unit Months	1,200	1,149	1,089
16	Units eligible for funding for resident participation activities (Line 15C + 12)			91

Special Provision for Calculation of Utilities Expense Level:

17	Unit months for which actual consumption is included on Line 01 of form HUD-52722 and that were removed from Lines 01 through 11, above, because of removal from inventory, including eligibility for the asset repositioning fee		0	
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Section 3

Line No.	Description	Requested by PHA	HUD Modifications
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Part A. Formula Expenses

Project Expense Level (PEL)

01	PUM project expense level (PEL)	\$449.92	
02	Inflation factor	1.0220	
03	PUM inflated PEL (Part A, Line 01 x Line 02)	\$459.82	
04	PEL (Part A, Line 03 x Section 2, Line 15, Column B)	\$528,333	

Utilities Expense Level (UEL)

05	PUM utilities expense level (UEL) (from Line 26 of form HUD-52722)	\$185.11	
06	UEL (Part A, Line 05 x Section 2, Line 15, Column B)	\$212,691	

Add-Ons

07	Self-sufficiency		
08	Add-on-subsidy (AOS) incentive energy performance contract (EPC)	\$0	
09	Payment in lieu of taxes (PILOT)	\$17,266	
10	Cost of independent audit	\$4,626	
11	Funding for resident participation activities	\$2,275	
12	Asset management fee		
13	Information technology fee	\$2,400	
14	Asset repositioning fee	\$0	
15	Costs attributable to changes in federal law, regulation, or economy		
16	Total Add-Ons (Sum of Part A, Lines 07 through 15)	\$26,567	
17	Total Formula Expenses (Part A, Line 04 + Line 06 + Line 16)	\$767,591	

Part B. Formula Income

01	PUM formula income	\$375.67	
02	Resident paid utility (RPU) incentive energy performance contract (EPC)	\$0.00	
03	PUM adjusted formula income (Sum of Part B, Lines 01 and 02)	\$375.67	
04	Total Formula Income (Part B, Line 03 x Section 2, Line 15, Column B)	\$431,645	

Part C. Other Formula Provisions

01	Moving-to-Work (MTW)		
02	Transition funding	\$0	
03	Other	\$0	
04	Total Other Formula Provisions (Sum of Part C, Lines 01 through 03)	\$0	

Part D. Calculation of Formula Amount

01	Formula calculation (Part A, Line 17 - Part B, Line 04 + Part C, Line 04)	\$335,946	
02	Cost of independent audit (same as Part A, Line 10)	\$4,626	
03	Formula amount (greater of Part D, Lines 01 or 02)	\$335,946	

Part E. Calculation of Operating Fund Grant (HUD Use Only)

01	Formula amount (same as Part D, Line 03)		
02	Adjustment due to availability of funds		
03	HUD discretionary adjustments		
04	Funds Obligated for Period (Part E, Line 01 - Line 02 - Line 03) Appropriation symbol(s):		

Section 4 - Comments

Section 5

Certifications:

☒ In accordance with 24 CFR 990.215, I hereby certify that Vineland Housing Authority Housing Agency is in compliance with the annual income reexamination requirements and that rents and utility allowance calculations have been or will be adjusted in accordance with current HUD requirements and regulations.

☐ In accordance with § 213 of Title II of Division L of the Consolidated Appropriations Act, 2023, Pub. L. 117-328 (approved December 29, 2022) and subsequent acts containing the same provisions, I hereby certify that Vineland Housing Authority Housing Agency has 400 or fewer units and is implementing asset management.

☐ In accordance with 24 CFR 990.255 through 990.290 – Compliance of Asset Management Requirements, I hereby certify that Vineland Housing Authority Housing Agency has 250 units or more and is in compliance with asset management. I understand in accordance with 24 CFR 990.190(f), PHAs that are not in compliance with asset management will forfeit the asset management fee.

☐ I hereby certify the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement up to 5 years, fines, and civil and administrative penalties (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §§ 3729, 3802).

Form

Housing Authority of the City of Vineland
County of Cumberland
State of New Jersey

RESOLUTION #2025-70
Resolution Voiding Checks not presented for payment
as of September 30, 2025

WHEREAS, the Housing Authority of the City of Vineland, in its various accounts, prepares in excess of 2,000 checks per year; and

WHEREAS, each year a certain number of checks are voided by the Housing Authority of the City of Vineland and/or are released and not presented to the banks of the Housing Authority for payment; and

WHEREAS, appropriate accounting procedures are required to be implemented to account for the voiding of checks not presented for payment as of September 30, 2025; and

WHEREAS, it is necessary at this time to void a number of checks as aforesaid; and

WHEREAS, it is in the best interest of the Housing Authority of the City of Vineland to void said checks.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Vineland, County of Cumberland and State of New Jersey as follows:

1. Checks on various accounts of the Housing Authority of the City of Vineland written, attached hereunto, and not presented to the banks of the Housing Authority, are hereby declared void and not to be paid;
2. The Fee Accountant of the Housing Authority of the City of Vineland and the Executive Director of the Housing Authority of the City of Vineland shall make the appropriate accounting entries in the books of account of the Housing Authority of the City of Vineland for the voiding of checks outstanding that were issued by the Housing Authority of the City of Vineland not presented for payment as of September 30, 2025;
3. A certified copy of this Resolution shall be filed with the Fee Accountant of the Housing Authority of the City of Vineland.

ADOPTED: October 16, 2025

MOVED/SECONDED:

Resolution moved by Commissioner

Asselta

Resolution seconded by Commissioner

Chapman

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	☒			
Brian Asselta	☒			
Mario Ruiz-Mesa – Chairperson	☒			
Iris Acosta-Jimenez	☒			
Albert Porter	☒			
Elizabeth Serrano	☒			
Anthony Scott	☒			

VINELAND HOUSING AUTHORITY

Mario Ruiz-Mesa

BY: Mario Ruiz-Mesa, Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on October 16, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline S. Jones
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

VHA - LIST OF CHECKS TO BE VOIDED AS OF 9/30/2025

Bank Code	Check Number	Date of Issue	Payee	Amount
capgenfd	2604	3/28/2024	CARRION	\$ 22.00
capgenfd	2609	4/23/2024	RIVERA	\$ 22.00
capgenfd	2632	8/16/2024	RAMOS	\$ 122.72
capgenfd	2633	8/16/2024	MATLACK	\$ 197.39
COCC	13359	8/15/2024	ServiceMaster Of The Shore Area	\$ 473.87
COCC	13553	10/25/2024	South Jersey Culligan Water	\$ 25.00
COCC	13587	11/8/2024	STERICYCLE, INC.	\$ 73.84
COCC	13632	11/21/2024	A Corky Linardo Fire Safety Equipment	\$ 2,135.66
sec8hap	4110	1/1/2024	ROSADO	\$ 8.00
sec8hap	4119	1/1/2024	LUGO	\$ 4.00
sec8hap	4127	1/1/2024	Rodriguez	\$ 159.00
sec8hap	4138	1/1/2024	WILSON	\$ 36.00
sec8hap	4163	2/1/2024	ROSADO	\$ 8.00
sec8hap	4171	2/1/2024	LUGO	\$ 4.00
sec8hap	4178	2/1/2024	Thomas	\$ 71.00
sec8hap	4183	2/1/2024	Bonano	\$ 30.00
sec8hap	4186	2/1/2024	Heggs	\$ 13.00
sec8hap	4191	2/1/2024	WILSON	\$ 36.00
sec8hap	4210	3/1/2024	ROSADO	\$ 8.00
sec8hap	4219	3/1/2024	LUGO	\$ 4.00
sec8hap	4232	3/1/2024	Hayes	\$ 72.00
sec8hap	4234	3/1/2024	Heggs	\$ 13.00
sec8hap	4271	4/1/2024	LUGO	\$ 4.00
sec8hap	4318	5/1/2024	LUGO	\$ 4.00
sec8hap	4430	7/5/2024	Quinones	\$ 26.00
sec8hap	4512	9/4/2024	ALEJANDRO	\$ 45.00
sec8hap	4517	9/4/2024	WALLS	\$ 53.00
sec8hap	4625	11/1/2024	WALLS	\$ 53.00
sec8hap	4640	11/1/2024	ACKLEY	\$ 6.00
sec8hap	4646	11/1/2024	Quinones	\$ 26.00
sec8hap	4692	12/4/2024	ACKLEY	\$ 6.00
sec8hap	4697	12/4/2024	Harris	\$ 1.00
sec8hap	4700	12/4/2024	Bonano	\$ 9.00
Total to be voided				\$ 3,771.48

Housing Authority of the City of Vineland
County of Cumberland
State of New Jersey

RESOLUTION #2025-71

A Resolution Authorizing Executive Session

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Vineland Housing Authority to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Vineland Housing Authority has determined that 2 (insert number) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on October 16, 2025 at 7:00 P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

☐

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is:_____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

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"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, 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 (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐

"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body" The collective bargaining contract(s) discussed are between the Board and _____

☐

"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐

"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☒

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer."

The discussion will include the Authority's options and obligations following the termination of its Shared Services Agreements with the Ocean City Housing Authority, Housing Authority of the Borough of Buena, and the Cape May Housing Authority.

☒

"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, 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 individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting."

The discussion will include personnel matters in connection with the termination of the Shared Services Agreements with the Ocean City Housing Authority, Housing Authority of the Borough of Buena, and the Cape May Housing Authority.

☐

"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

WHEREAS, the length of the Executive Session is estimated to be 13 minutes after which the public meeting of the Vineland Housing Authority shall (circle one) reconvene and immediately adjourn or **reconvene and proceed with business.**

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Vineland Housing Authority will go into Executive Session for **only** the above stated reasons;

BE IT FURTHER RESOLVED that the Board of Commissioners hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

Subject of Discussion	Estimated Date	Necessary Occurrence

BE IT FURTHER RESOLVED that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE VINELAND HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON OCTOBER 16, 2025.

ADOPTED: October 16, 2025

MOVED/SECONDED:

Resolution moved by Commissioner *Chapman*
Resolution seconded by Commissioner *Asselta*

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	☒			
Brian Asselta	☒			
Mario Ruiz-Mesa – Chairperson	☒			
Iris Acosta-Jimenez	☒			
Albert Porter	☒			
Elizabeth Serrano	☒			
Anthony Scott	☒			

VINELAND HOUSING AUTHORITY

Mario Ruiz-Mesa
BY: Mario Ruiz-Mesa, Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on October 16, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: *Jacqueline S. Jones*
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

Housing Authority of the City of Vineland
County of Cumberland
State of New Jersey

RESOLUTION #2025-72

Resolution Acknowledging and Accepting the Termination of the Vineland Housing Authority’s Shared Services Agreements with the Ocean City Housing Authority, the Housing Authority of the Borough of Buena and the Cape May Housing Authority

WHEREAS, the Vineland Housing Authority, is a public body corporate established by the Department of Housing and Urban Development as an independent federal housing agency administering a Public Housing Program; and

WHEREAS, the Ocean City Housing Authority, the Housing Authority of the Borough of Buena and the Cape May Housing Authority are public body corporates established by the Department of Housing and Urban Development as an independent federal housing agencies administering Public Housing and Rental Assistance Demonstration Programs; and

WHEREAS, the Vineland Housing Authority entered into separate Shared Services Agreements to provide management and maintenance services to with the Ocean City Housing Authority, the Housing Authority of the Borough of Buena and the Cape May Housing Authority (collectively, the “Shared Services Agreements”); and

WHEREAS, the Shared Services Agreements provide either party with the right to terminate the Agreement after providing thirty (30) days’ written notice to the other party; and

WHEREAS, the governing bodies of the Ocean City Housing Authority, the Housing Authority of the Borough of Buena and the Cape May Housing Authority have adopted separate Resolutions authorizing the termination of their respective Shared Services Agreements with the Vineland Housing Authority for management and maintenance services, with and effective termination date of December 31, 2025;

WHEREAS, the Vineland Housing Authority has determined it is in the Authority’s best interest to publicly acknowledge and accept the aforementioned terminations of the respective Shared Services Agreements.

NOW, THEREFORE, BE IT RESOLVED, that the Vineland Housing Authority hereby acknowledges and accepts the Ocean City Housing Authority, the Housing Authority of the Borough of Buena and the Cape May Housing Authority’s termination of their respective Shared Services Agreements with the Authority for management and maintenance services, with said terminations being effective on December 31, 2025; and

ADOPTED: October 16, 2025

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

Scott
Chapman

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	☒	☐	☐	☐
Brian Asselta	☒	☐	☐	☐
Mario Ruiz-Mesa – Chairperson	☒	☐	☐	☐
Iris Acosta-Jimenez	☒	☐	☐	☐
Albert Porter	☒	☐	☐	☐
Elizabeth Serrano	☒	☐	☐	☐
Anthony Scott	☒	☐	☐	☐

VINELAND HOUSING AUTHORITY


BY: Mario Ruiz-Mesa, Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on October 16, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: 
Jacqueline S. Jones, Executive Director
Secretary/Treasurer