

STATE OF NEW JERSEY
SECAUCUS HOUSING AUTHORITY
700 COUNTY ROAD
SECAUCUS, NEW JERSEY

SPECIAL MEETING

April 29, 2014

This is a condensed transcription of minutes as taken on Tuesday,
April 29, 2014 at Kroll Heights, 700 County Road, Secaucus, New Jersey
commencing at 6:00 P.M.

Executive Director Marra welcomed everyone and called the meeting to order.

ROLL CALL

Present: Chairman Michael Harper
Vice Chairman Michael Schlemm
Commissioner Roger Adriaenssens
Commissioner Richard Fairman
Commissioner Michael Grecco

Absent: Commissioner Arleen Kroll

Also Present: Executive Director Christopher Marra
James J. Burke, Esq., SHA Attorney

OPEN PUBLIC MEETINGS ACT

"Adequate notice of this meeting, as required by the Open Public Meetings Act, has been provided by the filing of a 48 hour written notice on Tuesday, April 22, 2014 with two designated newspapers the Jersey Journal and the Secaucus Home News, the posting of said notice on the official bulletin board in the Municipal Government Center, bulletin boards in the Secaucus Housing Authorities three buildings, and on the SHA website. This body wishes to advise you that, in accordance with N.J.S.A. 26:3D (1), et seq. (Smoking in Public Buildings), smoking is prohibited while this body is in open or closed session".

FLAG SALUTE

All stood and pledge allegiance to the flag

RESOLUTION: 2014-18 – Adoption of Personnel Policies & Procedures Manual

Executive Director Marra went back over both the purpose for the Secaucus Housing Authority this resolution for a Personnel Policies & Procedure Manual. Effective January 1, 2013, the SHA became a member of the Municipal Excess Liability (MEL) Joint Insurance Fund for Housing Authorities. As a member of this new cooperative, SHA is required to undergo additional training and other policies as part of the MEL's risk control program.

As an incentive for good Employment Practice Liability (EPL), the MEL offers the following two incentives for Housing Authorities:

- 1) Housing Authorities with updated loss control programs received the standard Employment Practices Liability deductible of \$10,000 per claim. Members without an updated loss control plan have a deductible of \$25,000 per claim.
- 2) In addition, there is a 20% co-pay capped at \$25,000. Members without an updated loss control plan have a 20% co-pay with no cap.

The MEL provides Housing Authorities with Model Personnel Policies and Procedures Manuals and Employee Handbooks. Executive Director Marra told the Commissioners he took these documents, which primarily contain policies required by New Jersey or federal law and adapted them to the SHA, by including important elements of the Collective Bargaining Agreement.

Executive Director Marra went onto say that in addition to adopting this resolution the SHA would also be required to do the following:

- 1) Post and distribute the Conscientious Employee Protection Act Notice
- 2) Distribute an Employee Handbook and get back acknowledgement form all employees that they received the Handbook
- 3) Attend Management and Supervisory Training. Executive Director Marra stated that Deputy Director Naszimento, and Maintenance Supervisor Junewicz attended this training on April 3 in Cliffside Park at the local housing authority.
- 4) Have all employees complete a 14-minute on line Employee Orientation found on www.njmel.org or through the distribution of a DVD.

Executive Director Marra went over some of the policies both in the Personnel Policies and Procedures Manual and the Employee Handbook. He noted that the Employee Handbook is really a smaller version of the manual. There was discussion about the required Leave of Absence Policy. There was also additional discussion about the

Performance Evaluation Procedure, since performance had not been conducted at SHA since the late 1990s.

With no further discussion - A motion to approve was made by Vice Chairman Schlemm
A second was provided by Commissioner Adriaenssens

RESOLUTION 2014-18
Adoption of Personnel Policies and Procedures

WHEREAS, it is the policy of Secaucus Housing Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Secaucus Housing Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Board of Commissioners of the Secaucus Housing Authority that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Secaucus Housing Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Secaucus Housing Authority.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Authority's General Counsel shall assist the Executive Director in the implementation of the policies and procedures in this manual.

VOTE: AYES/All Present Commissioners (5) ABSENT: Commissioner Kroll

ADJOURNMENT

Motion to adjourn made by Vice-Chairman Schlemm; seconded by Commissioner Grecco.

VOTE: AYES/All Present Commissioners (5)
Absent: Kroll

Respectfully submitted,

Christopher W. Marra, Executive Director