



COUNTY OF HUNTERDON NEW JERSEY
HUMAN SERVICES ADVISORY COUNCIL
LOCAL ADVISORY COMMITTEE ON ALCOHOLISM & DRUG ABUSE
YOUTH SERVICES COMMISSION
MENTAL HEALTH BOARD



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REFERENCE:

- Council
- Mental Health
- Youth
- Disability Services
- Substance Abuse
- Transportation

Approved June 28, 2023

HUMAN SERVICES ADVISORY COUNCIL

Regular Meeting

Wednesday, May 24, 2023, 3:30 p.m.
Human Services Conference Room I
And via Microsoft Teams

MINUTES

<u>MEMBERS PRESENT</u>	<u>EX-OFFICIO</u>	<u>STAFF</u>	<u>GUESTS</u>	<u>COUNTY DIV. REPS.</u>
J. Gorman	J. Collevchio	K. Burghardt	L. Bivona	S. Nekola
R. Horoschak	L. Case	E. Neukum	C. Sagona	
M. Moore	M. Eichorn		C. Baxevane	
C. Fisher-Watson	R. Cooper		J. Parauda	
M. LaQuaglia	S. Cohen		T. Kero	
F. Leddy			S. Lax	
			S. Freedman	
			L. Haynes	
			B. Renkens	
			M. Scherer	

I. CONVENE: OPEN PUBLIC MEETING STATEMENT:

“This meeting is being held in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 – 10:4-21. Notice of this meeting has been published in the Hunterdon County Democrat and the Courier News. A public notice announcing this meeting has also been placed in the lobby of the Hunterdon County Department of Human Services; the first floor on the Main Street County Complex, 71 Main Street, Flemington, NJ; the Route 12 County Complex, Building #3, 314 State Route 12, Flemington, NJ; and the County Clerk’s Office.”

The Council allows time for comments from the public at the end of each meeting. Public comments are limited to three (3) minutes per person per meeting, in order to ensure that all attendees have an opportunity to be heard. Brief written comments may also be submitted for distribution during the meeting.

PURPOSE:

The Hunterdon County Human Services Advisory Council (HSAC) is a county-based planning, advisory, and advocacy organization dedicated to helping the community meet its human service needs. The HSAC seeks to facilitate, coordinate, and enhance the delivery of human services

through collaborative relationships within the county, and between the counties and private and State agencies.

- II. ***APPROVAL OF MINUTES:** A motion was made by F. Leddy to approve the meeting minutes of April 26, 2023. B. Renkens seconded the motion. All members were in favor. The motion passed and the minutes were approved.

III. **PRESENTATION:**

- A. **Division of Housing:** K. Burghardt conveyed he will be explaining the process of applying for the Hunterdon County Housing Choice Voucher (HCV) Waiting List Lottery. He advised staff from the Division of Housing will be available to assist clients wishing to apply from June 1st through June 15th between the hours of 9:00 a.m. and 4:00 p.m.

What we are going to cover

- How to get to the HCV application.
- What will be asked on the HCV application.
- The local preference.
- Questions?

Getting to the website

- Search for “Hunterdon County Division of Housing”
- Click on the Hunterdon County Division of Housing website (<https://co.hunterdon.nj.us/262/Housing-Division>)
- Click on Housing Choice Voucher Portal Application
- Click on the application link
- Click on “Proceed to Site”
- Click on “Apply Online”

On June 1st, the 2023 application will appear, and you will be able to apply.

K. Burghardt advised because the 2023 application is not yet live, if individuals try to apply, it will not allow them to. The waiting list from 2018 remains on the site and will say the waiting list is closed when clicked on.

Once the application is completed, applicants will receive an email with a registration code if they would like to include any additional documents or update their information.

Hunterdon County Specific Question Types

- Prequalifying questions
 - 1) One application per household question
 - 2) Registered sex offender
 - 3) Receiving assistance
 - 4) Evicted from subsidized housing
 - 5) Owe money to a PHA
- General Questions
 - 1) List all assets

Local Preference

Hunterdon County works with a local preference for anyone who lives or works in Hunterdon

County at the time of application.

Providing Documentation

Preference

- For the local preference to be utilized by an applicant, proof will need to be provided prior to the closing of the waiting list. After completing the application, the individual can either drop off documentation to the Hunterdon County Division of Housing or the individual can sign up for the PHAWEB portal and upload the document online.

All Other Documentation

- All other documentation (including but not limited to identification, proof of income, proof of assets, proof of eligibility for a targeted funding voucher) will be required at the time when the individual is pulled off the waiting list and is brought in for their second application.

K. Burghardt advised the application is a two-step process. The application for the lottery is the first step. The initial lottery goes live on June 1, 2023 and will be open through June 15, 2023. This lottery selects five hundred (500) individuals to be added to the Housing Choice Voucher Waiting List. The second step is required when the Division of Housing pulls individuals from the waiting list. The second step requires individuals pulled from the waiting list to provide all other documentation. K. Burghardt conveyed the additional documentation is not required at the time of the initial application.

Questions?

J. Gorman stated the PHA website link is on the flyer she has, not the Hunterdon County Division of Housing's website. K. Burghardt advised the application will be located on the PHA website, and that will be the direct link to the application once it is live. He explained clients will not find the application just by Google searching it which is why they advise clients to find the application link on the Division of Housing's website.

R. Horoschak stated elderly and disabled individuals will be looking to apply and will need help with their applications. He asked if these individuals should be referred to the Division of Housing. K. Burghardt advised he will have two (2) staff members set up with computers, ready to assist individuals who are able to come to the office. Individuals who are not capable of making it to the office can contact the Division of Housing to make other arrangements.

L. Haynes asked if someone is homeless, can they apply without a Hunterdon address? K. Burghardt advised individuals do not need to have a Hunterdon County address to apply. He added if an individual is homeless, would like the local preference, and are currently working with Social Services; the Division of Housing will accept documentation from a licensed professional indicating that the individual is residing in Hunterdon County.

L. Haynes stated Norwescap knows they have clients that are living in their cars within Hunterdon County. She asked would they be eligible for the local preference without any proof? K. Burghardt answered the Division of Housing would accept a letter from a doctor, or agency confirming that the individual resides in Hunterdon County.

L. Haynes asked how long after the close date will applicants know whether or not they were selected? K. Burghardt stated the Division is giving themselves one (1) month to complete a

de-duplication process. During this time, the Division will sift through the applications to ensure they are not already on the program. He conveyed the lottery will be run on July 15, 2023, and applicants will hear back shortly after.

S. Cohen asked K. Burghardt what the housing stock looks like? K. Burghardt stated there are more individuals looking for affordable housing than there is affordable housing in the County. He advised the vouchers that will be handed out are not new vouchers. Vouchers become available when an individual leaves the Division of Housing's program. K. Burghardt advised most often, a voucher becomes available when a current client passes away. Less common reasons why clients leave the program are termination, or they willingly decide to sign off from the program. He advised the five hundred (500) applicants selected for the waiting list will not all be looking for a unit at the same time. K. Burghardt stated the Division of Housing usually pulls groups of ten (10) off the waiting list at a time.

C. Fisher-Watson asked K. Burghardt if every applicant needs an email address to submit an application? She stated many of her clients do not have an email address, do not have access to an email, or do not know how to use it. K. Burghardt advised he will get more information about this. He does not believe it is a requirement to have an email address. The reason for providing an email address is to create an account on the portal. With the application being online, it is K. Burghardt's hope the waiting list will not have to be purged like it was in 2018.

J. Gorman asked how many applications were received last time. K. Burghardt stated they received between 1,000 and 1,500 applications.

IV. **OLD BUSINESS:**

- A. **Social Worker Position (Housing):** K. Burghardt stated the Housing Social Worker position has been submitted to Human Resources to be posted. M. O'Reilly will be looking into it this week. He stated the position was approved and it will be a full-time position. R. Horoschak asked if the position is permanent or temporary. K. Burghardt advised it will be a permanent position as long as the position is needed, and the individual does not vacate the position. Discussion ensued. C. Sagona asked if K. Burghardt could share the salary of the position. He stated he will have it at the next HSAC meeting.

V. **REPORTS:**

- A. **County Department of Human Services (CDHS):** K. Burghardt shared M. O'Reilly's report. He announced S. Nekola is the new Division Head of Seniors, Disabilities, and Veteran Services, in addition to remaining the Division Head of Social Work Services.

K. Burghardt stated the Stigma Free Task Force is holding a walk on June 3, 2023. The flyer can be circulated again for anyone who has not received it.

- B. **NJ Department of Human Services (DHS):** No report at this time.

- C. **NJ Division of Child Protection and Permanency (DCP&P):** C. Baxevane stated that for the month of April 2023, there were a total of 50 referrals. Currently, DCP&P has 205 active children. 10 are in placement, out of those 10, 7 are with family and 3 are not with kin. Although these numbers seem high, they are actually low.

D. HSAC Committee Reports:

By-Laws Committee: R. Horoschak thanked M. O'Reilly for sharing the list of HSAC members and the committees the members are part of. He conveyed the committee membership list needs to be updated to reflect the new HSAC year. He reminded the group that if an individual who is not a HSAC member wishes to serve as a chair of a committee, they must be formerly approved. However, non-members are not able to serve on the By-Laws or Legislative Committees. R. Horoschak added, committee members need to appoint officers and submit their list of members.

Outreach and Communication: J. Gorman advised she will reach out to all members and ask if there are any other committees they are interested in serving on. For anyone interested in becoming a formal HSAC member, please contact J. Gorman or M. O'Reilly.

Housing Committee: R. Cooper stated the committee is still inquiring about how they can connect with Municipalities. R. Horoschak added they are working on updating their posters to better represent Hunterdon County.

VI. GOALS & ACTION:

VII. PUBLIC COMMENT AND QUESTIONS PERIOD: Public comments are limited to a maximum of three (3) minutes per person. Brief written comments may be submitted prior to the meeting for distribution during the meeting.

M. Eichorn introduced herself as the former Executive Director of the Family Guidance Center of Warren County. She advised they merged, and she became the Chief Operating Officer of the Center for Family Services. She stated she is also a resident of Hunterdon County.

T. Kero stated she is with the Department of Veteran Affairs. She is the Community Engagement and Partnership Coordinator for the Suicide Prevention Department. She advised her agency provides suicide prevention trainings, resources, and other information to the community. These services are all free of charge. Any agencies or committees interested in these resources can contact her via email (Tanya.kero@va.gov).

L. Bivona introduced herself as the new Executive Director at Safe in Hunterdon. She looks forward to continuing working with local agencies to ensure their clients are set up for success as they move forward out of crisis. She added they have an event coming up next week. The *Night with SAFE Gala* will be held on June 1, 2023. All information can be found on their website. Discussion ensued.

J. Cassano congratulated S. Nekola on her additional role.

L. Haynes announced Norwescap has free Microsoft 365 classes starting next week.

VIII. *MOTION TO ADJOURN: There being no further business, the meeting of May 24, 2023. Adjourned at 4:05 p.m. The next meeting will be held June 28, 2023.

*** = Item Requires Action**

Note to Council Members: If members are unable to attend the meeting, please notify the Hunterdon County Department of Human Services at 908-788-1253.