

RESOLUTION 2023-02-09

RESOLUTION APPROVING AND AUTHORIZING THE HIRING OF LIZBETH CARRASCO TO THE POSITION OF RESIDENT OPPORTUNITIES AND SELF-SUFFICIENCY SERVICE COORDINATOR

WHEREAS, the Housing Authority of the Town of Dover (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it is in need of a Resident Opportunities and Self-Sufficiency (“ROSS”) Service Coordinator; and

WHEREAS, the Housing Authority receives a ROSS grant from HUD, which provides funding to hire a ROSS Service Coordinator; and

WHEREAS, the ROSS Service Coordinator is responsible for assessing the needs of residents and coordinating available resources in the community to meet those needs; and

WHEREAS, following an interview conducted by the Executive Director, the Housing Authority has determined that Lizbeth Carrasco is qualified to fill the position of ROSS Service Coordinator; and

WHEREAS, therefore, the Executive Director and Personnel Committee recommend that the Board of Commissioners hire Ms. Carrasco to the position of ROSS Service Coordinator; and

WHEREAS, the Executive Director and the Fee Accountant have determined that the Housing Authority has sufficient funds to compensate this individual; and

WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to low-income families to approve and authorize the hiring of Ms. Carrasco to the position of ROSS Service Coordinator;

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Dover hereby approves and authorizes the hiring of Lizbeth Carrasco to the position of Resident Opportunities and Self-Sufficiency Service Coordinator, effective March 1, 2023; and

BE IT FURTHER RESOLVED, that Ms. Carrasco shall receive an annual salary of \$51,450.00, which shall be prorated during the first year of employment; and

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

This Resolution shall take effect immediately.

PASSED and adopted this 7th day of February, 2023.

Thomas Toohey

Thomas Toohey, Chairperson

ATTEST:

Maria Tchinchinian

Maria Tchinchinian, Executive Director/Secretary

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