

RESOLUTION 2024-07-19

**RESOLUTION APPROVING AND AUTHORIZING A CHANGE IN JOB TITLE
AND SALARY FOR LIZBETH CARRASCO**

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 changing the job title and salary of employee Lizbeth Carrasco; and

WHEREAS, the Board hired Ms. Carrasco to the position of ROSS Coordinator by way of Resolution 2023-02-09; and

WHEREAS, the Board established a salary of \$54,022.00 for Ms. Carrasco via Resolution 2024-01-01; and

WHEREAS, subsequently, Ms. Carrasco has received training and has taken on additional job duties in connection with the Public Housing and Section 8 Housing Choice Voucher programs; and

WHEREAS, therefore, the Executive Director has recommended changing Ms. Carrasco’s job title to Housing Coordinator and providing Ms. Carrasco with a salary increase of \$4,000.00; and

WHEREAS, the Executive Director has presented her recommendation to the Personnel Committee in advance of this open public meeting; 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 a change in job title and salary for Ms. Carrasco;

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Dover hereby approves and authorizes a change in job title and salary for Lizbeth Carrasco; and

BE IT FURTHER RESOLVED, that the Board hereby directs that Ms. Carrasco’s job title shall be changed from ROSS Coordinator to Housing Coordinator; and

BE IT FURTHER RESOLVED, that the Board hereby directs that Ms. Carrasco’s salary shall be increased from \$54,022.00 to \$58,022.00; 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 2nd day of July, 2024.

Motion by Vice Chairman Mullin

Second by Treasurer Washington

Original Signed By:

Maria Tchinchinian, Secretary