

RESOLUTION #18-27

**RESOLUTION AUTHORIZING THE SALE OF A
2001 CHEVROLET S10 PICKUP TRUCK**

WHEREAS, the Housing Authority of Gloucester County determines it is necessary to dispose of an asset presently owned by the Authority (**a 2001 Chevrolet S10 Pickup Truck, property # 2839HA**); and

WHEREAS, after reviewing the maintenance history on this vehicle, the HAGC finds it is not in the best financial interest to pursue additional repairs; and

WHEREAS, the current value of said vehicle is about \$800.00.

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County, that the Chairman and/or Executive Director be hereby authorized to sell the Chevrolet S10 Pickup Truck in accordance with the HAGC's Procurement Policy.

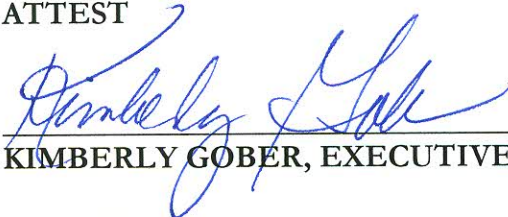
ADOPTED at a meeting of the Housing Authority of Gloucester County, held on the 23rd day of May, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATE: MAY 23, 2018

RESOLUTION # 18-28

**RESOLUTION AUTHORIZING THE REVISION OF THE
EXPOSURE CONTROL PLAN**

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY (HAGC)

WHEREAS, The Housing Authority of Gloucester County (HAGC) is committed to providing a safe and healthful work environment for all of its employees; and

WHEREAS, in pursuit of that goal, the revised version of the Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood borne Pathogens; and

WHEREAS, the HAGC has reviewed its Policy and determined the changes attached hereto and be made a part of, should be adopted to implement and ensure compliance; and

WHEREAS, the Department of Health staff performed training, with all current employees, on April 24th, 2018 to enhance the implementation of the change.

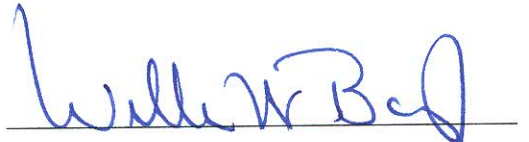
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Exposure Control Plan, attached hereto and made a part of is hereby approved; and

IT IS FURTHER RESOLVED that the Executive Director is directed to file a copy of the Exposure Control Plan with the Department of Housing and Urban Development as part of the submission of their Agency/Annual Plan.

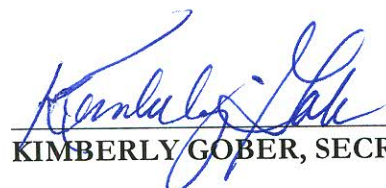
ADOPTED at the Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of May, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: May 23, 2018

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

EXPOSURE CONTROL PLAN



APPROVED & ADOPTED: NOVEMBER 21ST, 2016- RESOLUTION #16-89

REVISIONS:

- **MAY 23, 2018- RESOLUTION #18-28**

**100 Pop Moylan Blvd.
Deptford, NJ 08096
856-845-4959**

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POLICY

The Housing Authority of Gloucester County (“HAGC”) is committed to providing a safe and healthful work environment for all employees. In pursuit of this goal, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens.” The ECP is a key document to assist HAGC in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure;
- Implementation of various methods of exposure control, including: Universal precautions
Engineering and work practice controls Personal protective equipment Housekeeping;
- Hepatitis B vaccination;
- Post-exposure evaluation and follow-up;
- Communication of hazards to employees and training;
- Recordkeeping;
- Procedures for evaluating circumstances surrounding exposure incidents;
- Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

- The Human Resources Administrator (HRA), Affordable Housing Operations (AHO) Director and the Executive Director, or his/her designee, are responsible for implementation of the ECP. The HRA will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP. See Appendix “B” for list of OPIM.
- The AHO Director will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The AHO Director will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.
- The HRA will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.
- The HRA will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and other appropriate representatives.

EMPLOYEE EXPOSURE DETERMINATION

Attached to this ECP, as Appendix "A" is a list of employee exposure determinations, as mandated by Federal law. List A includes all high risk job classifications; list B includes all low risk job classifications.

List A (High Risk) represents classifications with an almost daily risk of occupational exposure

List B (Low Risk) represents classifications with a reasonable risk of occupational exposure.

"Occupational Exposure" is defined as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties."

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees will utilize universal precautions.

HAGC's **Engineering Controls and Work Practices** are listed below. Engineering Controls and Work Practices will be used to prevent or minimize exposure to bloodborne pathogens.

- Think when responding to emergencies and exercise common sense when there is a potential exposure to blood or OPIM.
- Keep all cuts and abrasions covered with adhesive bandages which repel liquids.
- If hands are contaminated with blood or OPIM, then wash immediately and thoroughly. Hands shall also be washed after gloves are removed even if the gloves appear to be intact. When soap and water or hand washing facilities are not available, then use a waterless antiseptic hand cleanser according to the manufactures' recommendation for use. Thereafter, employees shall wash with soap and water as soon as feasible.
- All workers shall take precautions to prevent injuries caused by needles. To prevent needle stick injuries, needles shall not be recapped, purposely bent or broken by hand, or removed from disposable syringes. After they are found, disposable syringes and needles shall be placed in a puncture resistant container for disposal. The container should be labeled, leak proof on the sides and bottom and does not require an employee reach by hand into the container where the sharps have been placed
- HAGC will provide gloves of appropriate material and quality for employees. The gloves are to be worn when there is a contact, or a potential contact, with blood or OPIM. Gloves shall be worn when handling an individual where exposure is possible, while cleaning or handling contaminated items, or equipment and while cleaning up an area that has been contaminated with one of the above. Gloves shall not be used if they are peeling, cracked, discolored or show other signs of defect or deterioration. Employees shall not wash or disinfect surgical gloves for reuse.
- Masks or protective eyewear or face shields shall be used during job duties that are more likely to result in exposure to blood or OPIM to prevent exposure to mucous membranes.

- Disposable garments shall be used during job duties that are more to result in exposure to blood or OPIM.
- Wash body parts as soon as possible after skin contact with blood or OPIM
- All disposable equipment (gloves, masks, gowns) shall be placed in a clearly marked red plastic bag. Place the bag in a second clearly marked red plastic bag. Seal and disposed of by placing in a dumpster. Note that sharp objects must be placed in an impervious container and properly disposed of
- Disposable rags soiled with blood or OPIM shall be handled as little as possible with minimum agitation. See Section on Laundry.
- Employees shall not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in work areas where there is a likelihood of occupational exposure.
- Employees shall not store food or drink in refrigerators, freezers, cabinets, shelves, or countertops where blood or OPIM are present
- All job duties involving blood or OPIM shall be performed in such a manner as to minimize splashing, splattering and generation of droplets of these substances.
- Except in an emergency situation, no HAGC employee shall enter into, or remain in a contaminated area unless properly attired in PPE.

Sharps disposal containers are inspected and maintained or replaced by AHO Director every year or whenever necessary to prevent overfilling.

HAGC identifies the need for changes in engineering controls and work practices through: Review of OSHA records, employee interviews, and safety committee activities.

HAGC evaluates new procedures and new products regularly by literature reviewed and review of supplier information.

Both front-line workers and management officials are involved in this process in the following manner: annual trainings and participating in safety committee activities.

The HRA is responsible for ensuring that these recommendations are implemented.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during an annual training session. All employees can review this plan at any time during their work shifts by contacting the HRA. If requested, HAGC will provide an employee with a copy of the ECP free of charge and within 15 days of the request. THE HRA, AHO Director, and the Executive Director or his/her designee are responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Personal Protective Equipment (PPE)

PPE is provided to HAGC employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the AHO Director and the HRA.

The types of PPE available to employees are as follows: gloves, masks, face shields, hooded protective coveralls, disposable boot covers, and bloodborne response kits.

PPE shall be utilized where there is a reasonable likelihood for occupational exposure.

PPE is located in the maintenance shops and may be obtained through the AHO Director. The AHO Director will ensure that the PPE is available. Employees may obtain the PPE as needed.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in red bags provided by HAGC.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
- Wear gowns, aprons or other protective body clothing depending on the task and extent of exposure.
- Wear protective caps/hoods and shoe covers where gross contamination may occur.
- The procedure for handling used PPE is as follows: Discard with the use of a doubled red plastic bag.

Housekeeping

Employees must maintain a clean and sanitary worksite. All equipment and surfaces must be cleaned and decontaminated after contact with blood or OPIM.

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section “Labels”), and closed prior to removal to prevent spillage or protrusion of contents during handling.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are located within all maintenance shops as close as feasible to the immediate area where sharps are used.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination. Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Laundry

The following contaminated articles will be laundered at Brothers Dry Cleaners, 875 Mantua Pike, Woodbury New Jersey (856-845-9805)

- HAGC Employee Uniforms

The following contaminated articles will be laundered by HAGC congregate aides in the laundry facility of the building where the contaminated article originated

- All other contaminated articles including towels, clothing, bedsheets etc.

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation;
- Place wet contaminated laundry in leak-proof, labeled or colorcoded containers or bags before transport.
- Must be bagged where it is used and not sorted or rinsed.
- Wear the following PPE when handling and/or sorting contaminated laundry: Gloves, eye protection, shoe covers and gowns.
- If hot water is used, linen soiled with blood or OPIM should be washed with detergent in water at least 140 degrees -160 degrees F for 25 minutes. If low laundry cycles are used, chemicals suitable for low-temperature washing at proper concentration should be used.

Labels

The AHO Director is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought in or out of HAGC property. Employees are to notify the AHO Director if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

HEPATITIS B VACCINATION

The HRA will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability. The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in List A of the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated. However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the HRA's office.

Vaccination will be provided by an HAGC approved medical facility.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

See Appendix "C" for the Hepatitis B Declination Form.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the HRA at the following number 856-845-4959 ext. 217. The report shall be made within 24 hours of the incident occurring. Each exposure must be documented by the employee with the assistance of the supervisor on "BloodBorne Pathogen Incident (Exposure) Report." See Appendix "D" for form.

An immediately available confidential medical evaluation and follow-up will be conducted by Life Care Occupational Medicine. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the

exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The HRA ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard. The HRA ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident;
- Route(s) of exposure;
- Circumstances of exposure;
- If possible, results of the source individual's blood test;
- Relevant employee medical records, including vaccination status

The HRA provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The HRA and AHO Director will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time;
- Work practices followed;
- A description of the device being used (including type and brand);
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.);
- Location of the incident;
- Duty being performed when the incident occurred;
- The employee's training;

The HRA will record all percutaneous (skin piercing) injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary, the HRA and AHO Director will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training. All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standard;
- An explanation of HAGC's ECP and how to obtain a copy;
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident;
- An explanation of the use and limitations of engineering controls (methods), work practices, and PPE that will reduce exposure;
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE;
- An explanation of the basis for PPE selection;
- Information on the hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- An explanation of the signs and labels and/or color coding required by the standard and used at HAGC;
- An opportunity for interactive questions and answers with the person conducting the training session.

RECORDKEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept in the HRA's Office for three years from the date on which the training occurred. The training records include:

- The dates of the training session;
- The contents or a summary of the training sessions;

- The names and qualifications of persons conducting the training;
- The names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the HRA.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records." The HRA is responsible for maintenance of the required medical records. These confidential records are kept in the HRA's Office or appropriate storage facility for at least the duration of employment plus 30 years. Employee medical records are provided upon request of the employee, or to anyone having written consent of the employee, within 15 working days.

The standard requires that the following information be included in the medical record:

1. The name and Social Security number of the employee.
2. A copy of the employee's hepatitis B vaccination status including the dates of all the Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
3. A copy of all results of post-exposure evaluation examinations, medical testing and follow-up procedures.
4. The employer's copy of the healthcare professional's written opinion.
5. A copy of the information provided to the healthcare professional.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the HRA.

Sharps Injury Log

In addition to the Recordkeeping Requirements, all percutaneous (skin piercing) injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- Date of the injury;
- Type and brand of the device involved (syringe, suture needle);
- Department or work area where the incident occurred;
- Explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report to protect the confidentiality of the injured employee.

GLOSSARY

<i>Acute febrile illness.</i>	Any acute illness characterized by a high fever.
<i>Aerosolization.</i>	Formation of a spray by pressurizing a liquid.
<i>Biohazard symbol.</i>	A symbol that identifies biological hazardous wastes.
<i>Blood.</i>	Human blood, human blood components and products made from human blood are included.
<i>Bloodborne pathogens.</i>	Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
<i>Centers for Disease Control and Prevention (CDC), U.S. Health and Human Services, Public Health Service.</i>	The federal agency responsible for identifying and responding to all communicable diseases. <i>Clinical laboratory.</i> A workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.
<i>Contaminated.</i>	The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
<i>Contaminated laundry.</i>	Laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.
<i>Decontamination.</i>	The use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item to the point where it is no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.
<i>Engineering controls.</i>	Controls that isolate or remove the bloodborne pathogens hazard from the workplace. Examples include sharps disposal containers and self-sheathing needles.
<i>Epidemiology.</i>	The study of the relationships of the various factors determining the frequency and distribution of diseases in a human community.
<i>Exposure incident.</i>	A specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials, that results from the performance of an employee's duties.
<i>Handwashing facilities.</i>	A facility providing an adequate supply of running potable water, soap, and single use towels or air-drying machines.
<i>HBV.</i>	Hepatitis B virus.
<i>HCV.</i>	Hepatitis C virus.
<i>HIV.</i>	Human immunodeficiency virus.

<i>Licensed healthcare professional.</i>	A person whose legally permitted scope of practice allows him or her to independently perform the activities required in paragraph (f) of the standard in dealing with hepatitis B vaccinations and post-exposure evaluations and follow-ups.
<i>Needleless systems.</i>	<p>A device that does not use needles for: (1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established; (2) The administration of medication or fluids; or (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.</p> <p><i>Occupational exposure.</i> Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.</p>
<i>OPIM:</i>	<i>Acronym for Other Potentially Infectious Materials.</i> (1) The listed human body fluids; (2) any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture mediums or other solution; and (4) blood, organs or other tissues from experimental animals infected with HIV or HBV.
<i>Parenteral.</i>	Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.
<i>PPE.</i>	<p><i>Acronym for Personal protective equipment.</i> Specialized clothing or equipment worn by an employee for protection against a hazard.</p> <p>General work clothes (such as uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.</p>
<i>Phlebotomist.</i>	Any health care worker who draws blood samples.
<i>Production facility.</i>	A facility engaged in industrial-scale, large volume or high concentration production of HIV or HBV.
<i>Regulated waste.</i>	Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
<i>Research laboratory.</i>	Any laboratory producing or using research-laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations of HIV or HBV but not in the volume found in production facilities.

<i>Sharps with engineered sharps injury protections.</i>	A non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.
<i>Source individual.</i>	Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to an employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.
<i>Standards.</i>	Occupational safety and health standards enforced under OSHA
<i>Sterilize.</i>	The use of a physical or chemical procedures to destroy all microbial life including highly resistant bacterial endospores.
<i>Universal precautions.</i>	An approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.
<i>Work practice controls.</i>	Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

APPENDIX “A”

Housing Authority of Gloucester County
EMPLOYEE EXPOSURE DETERMINATION

Blood Borne Pathogens

List A

The following is a list of all job classifications at **HAGC** in which all employees have a High Risk of occupational exposure:

Job Title	Department/Location
Building Maintenance Worker	Various sites
Congregate Aide	Various sites
Lead Building Maintenance Worker	Various sites
Maintenance Repairer	Various sites
Maintenance Repairer Trainee	Various sites
Senior Maintenance Repairer	Various sites
Superintendent	Various sites

Housing Authority of Gloucester County
EMPLOYEE EXPOSURE DETERMINATION

Blood Borne Pathogens

List B

The following is a list of all job classifications at **HAGC** in which all employees have a Low Risk of occupational exposure:

Job Title	Department/Location
AHO Director (Affordable Housing Operations)	Various sites
Congregate Services Coordinator	Various sites
Painter	Various sites
Site Manager	Glassboro Housing Authority

APPENDIX “B”

OTHER POTENTIALLY INFECTIOUS MATERIALS (OPIM)

The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Please note: Urine and feces are not covered are not included in coverage by the standard unless they are visibly contaminated with blood. Employees are not required to wear personal protective equipment when changing beds or emptying bed pans that are soiled with urine or feces or while doing laboratory tests on urine or feces. While most employees will wish to wear gloves in such situations, it is not required by the standard unless there is visible blood or in a situation where it is impossible to determine whether there is blood, for example in emergency situations where lighting is inadequate

APPENDIX “C”

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Name Printed: _____

Employee Signature: _____

Date: _____

APPENDIX “D”

EXPOSURE INCIDENT REPORT
(Routes and Circumstances of Exposure Incident)
Please Print and Provide to Human Resources Administrator within 24 Hours

Date Completed: _____

Employee's Name: _____

Home Phone: _____ Business Phone: _____

Job Title: _____

Date of Exposure: _____ Time of Exposure: _____

Location of Incident: _____

Nature of the Incident: _____

Describe what task(s) you were performing when the exposure occurred (Be Specific):

Were you wearing personal protective equipment (PPE)? _____

If yes, list: _____

Did the PPE Fail? _____

If yes, explain: _____

What body fluid(s) were you exposed to (blood or other potentially infection material) ?(Be Specific): _____

What parts of your body became exposed? _____

Estimate the size of the area of your body that was exposed? _____

For how long? _____

Did a foreign body (needle, nail, auto part, wires etc.) penetrate your body? _____

If yes, what was the object? _____

Where did it penetrate your body? _____

Was any fluid injected into your body? _____

If yes, what fluid? _____ How much? _____

Did you receive any first aid/ medical attention? _____

If yes, where? _____

When: _____

By Whom: _____

When was the incident first reported _____ To whom? _____

List names of witnesses (if any) _____

Identification of source individual(s) (If known): _____

Were you in direct contact with the individual? _____

Other pertinent information: _____

NOTE: If needed, the employee's medical evaluator will provide the source a "Source Consent" Form to attempt to obtain permission for source HIV/HBV Blood Testing. The Medical evaluator has been informed as to our policy and OSHA Rules. **All medical data is confidential.**

APPENDIX “E”

POST-EXPOSURE CONSENT FOR TESTING: SOURCE PATIENT

Testing for HIV, HBV, and HCV Infectivity

This form should be reviewed and signed by the source patient and provided to the health care provider responsible for the post-exposure evaluation.

Exposed Individual's Information

Name (Please Print): _____ Exposure Date: _____

Address: _____

Contact Number: _____

Source Patient Statement of Understanding

I _____ understand that my consent is required by law for HIV, hepatitis B (HBV), and hepatitis C (HCV) infectivity testing if someone is exposed to my blood or bodily fluids. I understand that a member of the Housing Authority of Gloucester County and/or Glassboro Housing Authority has been accidentally exposed to my blood or bodily fluids and that testing for HIV, HBV, and HCV infectivity is being requested. I understand that I am not required to give my consent, but if I do, my blood will be tested for these viruses at no expense to me. I have been informed that the test to detect whether or not I have HIV antibodies is not completely reliable. This test can produce a false positive result when an HIV antibody is not present and that follow-up tests may be required. I understand that the results of these tests will be kept confidential and will only be released to medical personnel directly responsible for my care and treatment, to the health care provider responsible for the exposed member of the Housing Authority of Gloucester County and/or Glassboro Housing Authority to ensure appropriate medical evaluation and care, and to others only as required by law.

Source Patient to INITIAL selection for consent or refusal:

Consent or Refusal

I CONSENT to:

HIV Testing _____
Hepatitis B Testing _____
Hepatitis C Testing _____

I REFUSE consent to:

HIV Testing _____
Hepatitis B Testing _____
Hepatitis C Testing _____

Source Individual Identification:

Source patient's printed name: _____

Source patient's signature: _____

Relationship (if signed by someone other than the source patient): _____

Date Signed: _____

RESOLUTION #18-29

RESOLUTION AUTHORIZING

UPDATING THE ONE STRIKE POLICY

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY (HAGC)

WHEREAS, Effective June 25, 2001, the Department of Housing & Urban Development (HUD) adopted final rules which set forth regulations for implementing fair, effective and comprehensive policies for screening out program applicants who engage in illegal drug use or other criminal activity, and for evicting or terminating assistance of persons who engage in such activity; and

WHEREAS, the Housing Authority of Gloucester County (HAGC) currently has a "One Strike & You're Out" Policy in place to serve the interest that all individuals whether or not residents of an assisted housing unit or complex, have the right to live in peace and be free from fear, intimidation, and abuse; and

WHEREAS, the HAGC would like to help create and maintain a safe and drug-free community by deterring criminal, alcohol or drug-related criminal activity of applicants and program participants, their guests, and any person under their control; and

WHEREAS, the HAGC safeguards the due process and privacy rights of applicants and assisted tenants/participants; and

WHEREAS, The Housing Authority of Gloucester County ("The Authority") has reviewed this revision and hereby adopts this revised policy to be known as the "One Strike and You're Out" Policy ("This Policy"). This Policy shall apply to all Housing Programs administered by the Authority as well as supplement to the Authority's Section 8 Administrative Plan, the Shepherd Farm, Colonial Park, Nancy J. Elkins Management Plans, the PH ACOP, the Dwelling Leases for respective programs, and the Grievance Procedure Policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the revised "One Strike and You're Out" Policy attached hereto and made a part of and hereby is approved; and

IT IS FURTHER RESOLVED that the Executive Director is directed to file a copy of the "One Strike and You're Out" Policy (2019) with the Department of Housing and Urban Development as part of the submission of their Agency/Annual Plan.

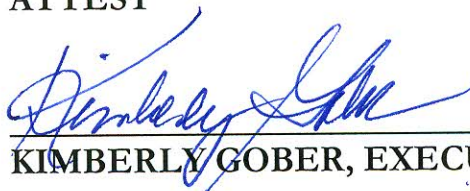
ADOPTED at a meeting of the Housing Authority of Gloucester County, held on the 23rd day of May, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

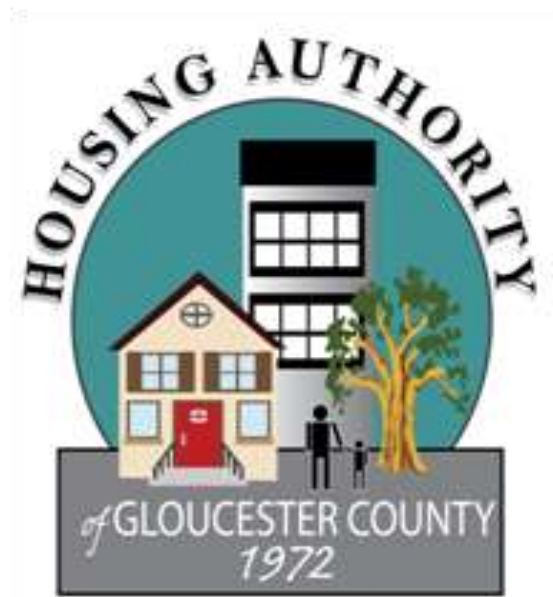
ATTEST



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATE: MAY 23, 2018

HOUSING AUTHORITY OF GLOUCESTER COUNTY



"ONE STRIKE AND YOU'RE OUT" POLICY

**REVISED: May 23, 2018
Resolution #18-29**

"ONE STRIKE & YOU'RE OUT POLICY"

CRIME AND DRUG FREE POLICY

Adopted September 25, 1996

Revised: October 21, 1998; May 1, 1999; August 22, 2001; June 18, 2002, May 2018

I. STATEMENT OF PURPOSE

Effective June 25, 2001, the Department of Housing & Urban Development (HUD) adopted final rules which set forth regulations for implementing fair, effective and comprehensive policies for screening out program applicants who engage in illegal drug use or other criminal activity, and for evicting or terminating assistance of persons who engage in such activity.

In accordance with *24 CFR Part 5, subpart I & J; Part 960, subpart B; Part 966, subpart A; Part 982, subpart L, Part 882, subpart D, 24 CFR 983.2(a); and HUD PIH 2015-19 and 2012-28*, The Housing Authority of Gloucester County ("The Authority") hereby adopts this revised policy to be known as the "One Strike and You're Out" Policy ("This Policy"). This Policy shall apply to all Housing Programs administered by the Authority (hereinafter collectively referred to "Authority Programs") This Policy shall serve in addition or supplement to the Authority's Admissions and Continued Occupancy Policy ("ACOP"), Section 8 Administrative Plan, Management Plans, the Dwelling Leases, and the Grievance Procedure Policy.

The Objectives of this Policy are as follows:

1. To serve the substantial, legitimate and nondiscriminatory interest that all individuals whether or not residents of an assisted housing unit or complex, have the right to live in peace and be free from fear, intimidation, and abuse.
2. Help create and maintain a safe and drug-free community by deterring criminal, alcohol or drug-related criminal activity of applicants and program participants, their guests, and any person under their control.
3. To safeguard the due process and privacy rights of applicants and assisted tenants/participants.

II. POLICY IMPLEMENTATION

HUD PIH 2015-19

Federal laws require the Authority treat all applicants and assisted tenants/participants equally, providing the same opportunity to access services, regardless of family characteristics and background. Federal law prohibit discrimination in housing on the basis of race, color, religion, sex, national origin, age familial status and disability. In addition, HUD regulations provide for additional protections regarding sexual orientation, gender identity and material status. The Authority will fully comply with all Federal, State, and local nondiscrimination law in

administering this Policy.

The fact that an applicant or assisted tenants/participants was arrested for a disqualifying offense shall not be treated or regarded as proof that the individual engaged in the disqualifying criminal activity. The arrest may, however, trigger an investigation to determine whether the individual actually engaged in the disqualifying criminal activity. As part of the investigation, the Authority may obtain the police report associated with the arrest and consider the reported circumstances of the arrest. The Authority may also consider any statements made by witnesses or the applicant or participant not included in the police report; whether criminal charges were filed; whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal; and any other evidence relevant to determining whether or not the applicant or tenant/participant engaged in disqualifying activity. It is not necessary for the Authority to wait until an arrest disposition has been reached to take action in accordance with this Policy.

In terminating or denying assistance for applicants and participants of Authority Programs due to disqualifying criminal activity, HUD regulations specifically provide that disqualifying criminal activity must be demonstrated by a preponderance of the evidence. Preponderance of the evidence shall mean that when taking all the evidence together and considering its reliability or unreliability, it must be more likely than not that the person in question engaged in the disqualifying criminal activity.

III. DEFINITIONS

Applicant means any applicant to the Authority for prospective housing assistance under any housing assistance program.

Assisted tenant or participant means any tenant or participant who is currently receiving some form of housing assistance from the Authority.

Drug-related criminal activity is the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance (as defined in Section 102 of the Controlled Substances Act (21 U.S.C. § 802)). *Drug-related criminal activity* means *on or off* the premises, not just *on or near* the premises.

Covered person means a resident, any member of the resident's household, a guest, or another person under the resident's control.

Criminal activity includes any criminal activity that threatens the health, safety or right to peaceful enjoyment of the resident's premises by other residents or employees of the Authority. Criminal activity shall include crimes against persons and property.

Currently engaged in is defined as recently enough to justify a reasonable belief that there is continuing conduct by the household member.

Engaged in or history/pattern of engaging in means any act within the past three (3) years by applicants or participants, household members, or guests which involved drug-related criminal activity including, without limitation, drug-related criminal activity, possession and/or use of narcotic

paraphernalia, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

Drug means a controlled substance as defined in Section 102 of the Controlled Substance Act (21 U.S.C. § 802).

Guest means a person temporarily staying in the unit with the consent of a tenant/participant or other member of the household who has express or implied authority to so consent on behalf of the resident.

Head of the household means the primary beneficiary of the housing assistance from the Authority.

Household means the family and Authority-approved live-in aide.

Housing Assistance means any form of assistance or subsidy provided by the Housing Authority.

Members of the household shall include anyone else residing in the same residential unit occupied by the head of the household.

Other person under the resident's control means that the person, although not staying as a guest (as defined above) in the unit is, or was at the time of the activity in question, on the premises (as defined in this Section) because of an invitation from the resident or other member of the household who has express or implied authority to so consent on behalf of the resident.

Pattern of means more than one (1) incident in a twelve (12) month period of time.

Premises means the building or complex or development in which the dwelling unit is located, including common areas and grounds.

Screening means the Authority applying discretion to consider all available information when making a decision to deny or grant admissions into a Housing Program.

Violent criminal activity means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

IV. DUE PROCESS RIGHTS

24 CFR 960.204(c); 24 CFR 966.53(c); 24 CFR 982.552(d); 24 CFR 5.851; HUD Due Process Determination for the State of New Jersey (April 16, 1992, Legal Opinion GCH-0054);

Federal law requires that the Authority provide applicants and participants to Authority Programs due process rights including adequate notice of the grounds for adverse action, right to be represented by counsel, opportunity to refute the evidence presented by the Authority, the right to confront and cross-examine witnesses, to present and affirmative legal or equitable defense

and to have a decision on the merits.

Applicants

Before the Authority denies admissions to an Authority Programs on the basis of a criminal record, the Authority will notify the household of the proposed action to be based on the information and will provide the subject of the records and the applicant with a copy of the criminal records and an opportunity to dispute the accuracy and relevance of the record.

Tenant/Participants

Authority Owned and Managed Properties

HUD has made a determination that the State of New Jersey landlord-tenant process provided the necessary pre-eviction hearing and other basic elements of due process. Therefore, the Authority can exclude from its grievance procedures and cases involving termination of tenancy for any activity, not just criminal activity, that threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants or employees of the Authority, or any drug-related criminal activity on or off such premises, not just on or near such premises. Therefore it shall be the policy of this Authority to exclude the forgoing from the grievance procedure and apply directly to court for eviction.

Once the Authority has determined that there is sufficient documented justification to proceed with termination of tenancy and eviction in cases involving (a) any criminal activity or other activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of the Authority, or (b) any drug-related criminal activity on or off the Authority's premises, the Authority shall promptly issue notification to the tenant specifying: (1) that the tenant is in serious violation of the terms and conditions of the dwelling lease and are grounds for termination of tenancy; (2) the lease provisions that the tenant has violated; (3) that the Authority is terminating tenancy as of a specified date; (4) a description of the evidence and information relied upon by the Authority; (5) that the termination action is not subject to the grievance procedure; (6) that if the tenant has not vacated the premises by the date specified in the notice, then the Authority will file eviction proceedings in court; and (7) that prior to the judicial hearing, the tenant or his counsel may request copies of any relevant documents, records (including criminal records) upon which the Authority is relying as bases for the termination of tenancy or eviction.

Section 8 Housing Choice Voucher, Moderate Rehabilitation, and Section 8 Project-Based Voucher

Once the Authority has determined that there is sufficient documented justification to proceed with termination of participation in cases involving (a) any criminal activity or other activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of the Authority, or (b) any drug-related criminal activity the Authority shall promptly issue notification to the participant specifying: (1) that the participant is in serious violation of the program obligations and this Policy; (2) the program and Policy provisions that the participant has violated; (3) that the Authority is terminating participation as of a specified date; (4) a description of the evidence and information relied upon by the Authority; (6) the procedures for requesting an informal hearing and (7) and that the tenant or his counsel may request copies of any relevant documents, records (including criminal records) upon which the

Authority is relying as bases for the termination.

V. CONFIDENTIALITY AND RECORDS MANAGEMENT

The Authority will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished. The Authority will document in the family's file that the family was denied admission or the tenancy was terminated due to findings in the Criminal History Report.

VI. SCREENING FOR DRUG ABUSE AND OTHER CRIMINAL ACTIVITY

24 CFR 5.851&2, 25 CFR 5.901-905; 24 CFR 982.553, 24 CFR 960.204

With the goal of preventing drug related and other criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or to the right to peaceful enjoyment of the premises by others, the Authority will screen all applicants and members of their household for evidence of criminal activity, alcohol abuse, and drug related activity.¹ The Authority will also screen program participants to ensure compliance with this Policy.

The Authority will obtain the consent of the applicant and adult members of the applicant's household to obtain and review criminal records. The Authority has the authority to obtain criminal records from the National Crime Information Center, police department, probation officer, parole officer and local social service provides, and other law enforcement agencies and sources such as the internet and private data banks related to all person over the age of 16 who wish to receive, whether directly or indirectly, housing assistance. The Authority also has the authority to obtain information from State, Federal or local agency responsible for the collection or maintenance of sex offender registration.

Under Federal law an adult is defined as a person who is 18 years of age or older or has been convicted of a crime as an adult under any Federal or State law although state law may allow review of criminal records of persons under the age of 18 in certain instances. The Authority or landlord may also receive information as to juveniles to the extent that the release of such information is authorized by state or local law. The Authority may rely upon any evidence it deems credible, including but not limited to, newspaper reports, complaints of neighbors and evidence of criminal complaints.

The Authority will question all applicants and adult members of the applicants household as to any criminal, drug related or alcohol related activity on the application for housing assistance and at the time of the eligibility interview. If as a result of the standardized inquire, or the receipt of a verifiable referral, there is an indication that any member of the family is engaged in drug-related criminal activity, alcohol abuse, violent criminal activity or any other criminal activity, the Authority will conduct a further investigation, as indicated above.

¹ In the Veterans Affairs Supportive Housing (VASH) Program, the Authority may only screen for and deny admission to a family member that is subject to a lifetime registration requirement under a state sex offender registration program.

All applicants and members of the applicant's household, age 16 or older, shall be required to acknowledge in writing their understanding of this Policy prior to a determination applicant admissions into an Authority program. All program participants and members of the participant's household, age 16 or older, shall be required to acknowledge in writing their understanding of this Policy at the time of their annual reexamination. This Policy shall be incorporated by reference in all Lease Agreements provided to assisted tenants. The Lease Agreement/Addendum shall state that housing assistance will be terminated and/or the assisted resident will be evicted if this Policy is violated.

A copy of this Policy will be made available for review online at www.hagc.org

Applicants to Authority owned and managed properties shall be subject to additional screening as specified in the ACOP or applicant management agreements and dwelling leases.

VII. APPLICANT DENIAL OF ADMISSION

A. Section 8 Programs –Housing Choice Voucher, Moderate Rehabilitation, Project-Based Voucher

24 CFR 982.551-553; 24 CFR 882.413.

The Authority **must** prohibit admission of an applicant in the following circumstances:

1. The Authority must prohibit admission of an applicant for three (3) years if any household member was evicted from federally assisted housing for drug-related criminal activity. The three years begins on the date of eviction. However, the Authority may admit the household if the circumstances leading to the eviction no longer exist or the household member has successfully completed a supervised drug rehabilitation program.
2. The Authority must prohibit admission of an applicant if any household member is currently engaging in the illegal use of a drug.
3. The Authority must prohibit admission of an applicant if the Authority has reasonable cause to believe that a household member's illegal drug use or pattern of illegal drug use may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.
4. The Authority must prohibit admission of an applicant if the Authority has reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.
5. The Authority must prohibit admission of an applicant if any household member has been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing. This denial shall be mandatory and permanent.

6. The Authority must prohibit admission of an applicant if any household member is subject to a lifetime registration as a sex offender under a state registration program. The Authority will perform sex offender registration checks in the State of New Jersey and in other states where the household members are known to reside. This denial shall be mandatory and permanent.

The Authority **may** prohibit admission of an applicant in the following circumstances:

1. The Authority may prohibit admission of an applicant if any household member is currently engaged in, or has engaged in during a reasonable time before admissions, drug-related criminal activity, violent criminal activity or other criminal activity which may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or threaten the health or safety of the owner, property management staff or person performing a contract administration function or responsibility on behalf of the Authority.

B. Public Housing, EHO, & Multi-Family Programs.

24 CFR 960.204, 24 CFR 5.852-857

The Authority **must** prohibit admission of an applicant in the following circumstances:

1. The Authority must prohibit admission of an applicant for three (3) years if any household member was evicted from federally assisted housing for drug-related criminal activity. The three years begins on the date of eviction. However, the Authority may admit the household if the circumstances leading to the eviction no longer exist or the household member has successfully completed a supervised drug rehabilitation program.
2. The Authority must prohibit admission of an applicant if any household member is currently engaging in the illegal use of a drug.
3. The Authority must prohibit admission of an applicant if the Authority has reasonable cause to believe that a household member's illegal drug use or pattern of illegal drug use may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.
4. The Authority must prohibit admission of an applicant if any household member has been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing. This denial shall be mandatory and permanent.
5. The Authority must prohibit admission of an applicant if any household member is subject to a lifetime registration as a sex offender under a state registration program. The Authority will perform sex offender registration checks in the State of New Jersey and in other states where the household members are known to reside. This denial shall be mandatory and permanent.

6. The Authority must prohibit admission of an applicant if there is a reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety or peaceful enjoyment of the premises by other residents.

The Authority **may** prohibit admission of an applicant in the following circumstances:

1. The Authority may prohibit admission of an applicant if any household member is currently engaged in, or has engaged in during a reasonable time before admissions, drug-related criminal activity, violent criminal activity or other criminal activity which may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or threaten the health or safety of the owner, property management staff or person performing a contract administration function or responsibility on behalf of the Authority.

PARTICIPANT TERMINATIONS AND EVICTIONS

Section 8 Programs- Housing Choice Voucher, Moderate Rehabilitation, Project-Based Voucher

24 CFR 982.551, 553; 24 CFR 882.413; 24 CFR part 5, Subpart I & J.

The Authority **must** terminate the assistance of a program participant the in the following circumstances:

1. The Authority will terminate a household if the Authority determines that a member of the household has been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing.
2. Lifetime Registered Sex Offenders [Notice PIH 2012-28] Should the Authority discover that a member of an assisted household was subject to a lifetime registration requirement at admission and was erroneously admitted after June 25, 2001, the Authority must immediately terminate assistance for the household member. In this situation, the Authority must offer the family the opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that individual from the household, the Authority must terminate assistance for the household.

The Authority **may** terminate the assistance and/or seek an eviction of a program participant the in the following circumstances:

1. The Authority may terminate a household if a household member is currently engaged in any illegal use of a drug.
2. The Authority may terminate a household if the Authority has reasonable cause to believe that a household member's patterns of illegal use of a drug interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
3. The Authority may terminate a household if the Authority determines that a member of the household has violated program obligations contained with the regulations to engage

in any drug-related criminal activity.

4. The Authority may terminate a household if the Authority determines that a member of the household has violated program obligations contained with the regulations not to engage in any violent criminal activity.
5. The Authority may terminate a household if the Authority determines that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or peaceful enjoyment of the premises by other residents.

Public Housing and Multi-Family Programs

24 CFR 960.204; 24 CFR 966.4; 24 CFR 5.858-861

The Authority **must** terminate the tenancy in accordance with the provisions of the Lease Agreement under the following circumstances:

1. The Authority will terminate the tenancy if the Authority determines that a member of the household has been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing.
2. Lifetime Registered Sex Offenders [Notice PIH 2012-28] Should the Authority discover that a member of an assisted household was subject to a lifetime registration requirement at admission and was erroneously admitted after June 25, 2001, the Authority must immediately terminate assistance for the household member. In this situation, the Authority must offer the family the opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that individual from the household, the Authority must terminate assistance for the household.

The Authority **may** terminate the tenancy in accordance with the provisions of the Lease Agreement the in the following circumstances:

1. If a tenant is fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees, or is a high misdemeanor, or violating a condition of probation or parole imposed under Federal or State law.
2. The Authority may evict the tenant by judicial action for criminal activity if it determines that the covered person has been arrested or convicted for such activity and without satisfying the standard of proof used for a criminal conviction.
3. The Authority may evict a family when it determines that a household member is illegally using a drug or when it determines that a pattern of illegal use of a drug interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
4. Drug related criminal activity engaged in, on or off the premises, by any tenant, member

of the tenant's household or guest, and any such activity engaged in on the premises by any other person under the tenant's control, is grounds for the Authority to terminate tenancy.

5. Any criminal activity by a covered person that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents, including the Authority's management, or threatens the health, safety, or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises is grounds for termination of tenancy.
6. If the Authority determines that a household member has engaged in abuse or pattern of abuse of alcohol that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.
7. Furnished false or misleading information concerning illegal drug use, alcohol abuse, or rehabilitation of illegal drug users or alcohol abusers.

CONSIDERATION OF CIRCUMSTANCES

24 CFR 5.852; 24 CFR 982.552(c)(2); 24 CFR 960.205

In cases where the denial or termination of assistance is discretionary, the Authority will consider all relevant circumstances including the seriousness of the case, the extent of the participation by the household member, any mitigating circumstances related to the disability of the household member and the effect of denial or termination would have on the household member not engaged in the activity.

The Authority reserves the right to require the household to exclude the offending member in order to continue to receive housing assistance. The Authority reserves the right to require applicants or participants to execute Continued Housing Assistance Agreements or Continued Occupancy Agreements/Amended Lease. In such cases, the Authority and the applicant or participant may agree that the Authority will continue housing assistance or commence housing assistance payments conditioned upon the removal of the offending family member or guest from the residential unit or agree that the offending family member or guest will be excluded from receiving either direct or indirect assistance from the Authority. Said Agreement must be in writing, signed by the Authority, the head of the household and the offending family member or guest. The agreement shall provide that the offending family member or guest may not visit or stay overnight in the assisted rental unit and may not enter upon the Authority's property or property occupied by the assisted tenant whose residence therein is facilitated by the assistance provided by the Authority. The Continued Occupancy Agreements/Amended Lease shall also acknowledge that, if the offending family member, guest, or other party does enter the leased premises, such party shall be treated as a trespasser and prosecuted to the fullest extent of the law, and that such action shall also be a substantial violation of the lease that may allow an eviction action to be taken against the assisted resident.

In determining whether to deny admission or terminate tenancy for illegal use of drugs or alcohol abuse by a household member who is no longer engaged in such behavior, the Authority will

consider participating in or completion of a supervised drug or alcohol rehabilitation program or proof that the individual has been rehabilitated successfully and is no longer engaging or engaged in the prohibited conduct.

The Authority will require the applicant or participant to submit a written certification of rehabilitation from a social workers, counselor or physician. The Authority may request and obtained information regarding applicants from due treatment facilities in accordance with federal regulations.

VAWA PROTECTIONS

24 C.F.R. 5.2005(b), 24 C.F.R. 5.2005(e)]

The Violence against Women Reauthorization Act of 2005 (VAWA), provides that “criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of the tenancy or occupancy rights, if the tenant or immediate family member of the tenant’s family is the victim or threatened victim of that abuse.” VAWA further provides that incidents of actual or threatened domestic violence, dating violence, or stalking may not be construed either as serious or repeated violations of the lease by the victim of such violence or as good cause for terminating the tenancy or occupancy rights of the victim of such violence.

VAWA does not supersede any other Federal, State, or local law that provides greater protection to victims of domestic violence, dating violence, or stalking. Moreover, VAWA does not limit the Authority’s duty to honor Court Orders issued to protect a victim or to address the distribution of property when a family breaks up.

Limits on VAWA Protections

While VAWA prohibits the Authority from using domestic violence, dating violence, or stalking as the cause for a termination or eviction action against an applicant or tenant who is the victim of the abuse, the protections it provides are not absolute. Specifically: VAWA does not limit the Authority’s otherwise available authority to terminate assistance to or evict a victim for lease violations not premised on an act of domestic violence, dating violence, or stalking providing that the Authority does not subject the victim to a more demanding standard than other tenants. VAWA does not limit the Authority’s authority to terminate the tenancy of any participant if the Authority can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant’s tenancy is not terminated.

In determining whether a participant, who is a victim of domestic violence, dating violence, or stalking, is an actual and imminent threat to others the Authority will consider the following, and any other relevant, factors: Whether the threat is toward an employee or tenant other than the victim of domestic violence, dating violence, or stalking; Whether the threat is a physical danger beyond a speculative threat; Whether the threat is likely to happen within a short period of time; Whether the threat to other tenants or employees can be eliminated in some other way, such as by helping the victim relocate to a confidential location

DISABILITIES PROTECTIONS

In considering whether an applicant or participant has violated this Policy, the Authority shall not focus on whether the individual happens to have a disability, but rather the focus shall be on whether the individual's behavior indicates that they are in violation of this Policy. Disabled applicants and participants may request reasonable accommodations if necessary.

RESOLUTION #18-30

**RESOLUTION AUTHORIZING APPLICATION FOR FUNDS
ADVERTISED IN HUD NOFA**

MAINSTREAM (SECTION 811) VOUCHERS

WHEREAS, the Omnibus Appropriations Act, 2017 made \$13 million available for new Mainstream housing choice vouchers and the Omnibus Appropriations Act, 2018 made an additional \$385 million available for new Mainstream housing choice vouchers; and

WHEREAS, HUD will award up to \$100 million in funding for strong applications through the current NOFA; and

WHEREAS, the United States Department for Housing and Urban Development has indicated that funding to assist non-elderly persons with disabilities may be available upon response to a HUD Notification of Fund Availability (NOFA), and filing of an application by the Housing Authority of Gloucester County; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director be and hereby is authorized to prepare and file with the Department of HUD an application for Mainstream (Section 811) Vouchers for one year; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute a letter of intent to enter into a Memorandum of Understanding (MOU) with a Community Based Organization qualified to advocate for and sponsor disabled applicants, age 18 to 63. Execution of the MOU will be subject to the award of the vouchers under the NOFA and approval of the Board of Commissioners.

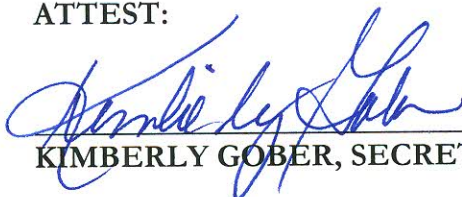
ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23RD day of May, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: MAY 23, 2018

RESOLUTION # 18-31

**RESOLUTION AMENDING THE CONTRACT FOR
WORKERS COMPENSATION INSURANCE COVERAGE
APRIL 1, 2018 - APRIL 1, 2019
THE MARTIN COMPANY**

WHEREAS, the Housing Authority of Gloucester County has received notice for an additional premium for Workers Compensation Insurance Coverage; and

WHEREAS, the rate change is the result of the Workers Compensation Experience Modification factor issued effective 4/1/2018 by the NJ Workers Compensation Rating and Inspection Bureau (Bureau) ; and

WHEREAS, the bid package received on February 14, 2018 was based upon the factor issued by the Bureau as of 4/1/2017, which was .766. As of 4/1/2018, the Bureau has publicized the factor to be .887, based upon losses paid and premium paid & this change resulted in an overall additional premium of \$14,272.00;; and

WHEREAS, Workers Compensation Insurance is recognized as a permissible exception to bidding in accordance with N.J.S.A 40 A: 11-5; N.J.A.C 5:34-2.1 et seq. Subpara. (a) HUD Notice PIH 88-2 (PHA) (issued 1/13/88); undated letter from General Deputy Assistant Director Baugh (HUD) to HARRG; ACC Sec.19. Subpara. (b) and (c) HUD Handbook 7401.5 Chapter 12 ;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the contract proposal with The Martin Company be and is hereby amended to include the additional premium of \$14,272.00; and

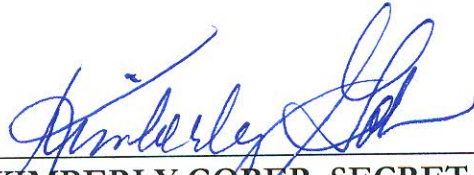
ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd day of May, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY
Dated: May 23, 2018

April 23, 2018

M

Mr. Ed Malinak,
Housing Authority of Gloucester County
100 Pop Moylan Blvd.
Deptford, N.J. 08096

RE: Workers Compensation Experience
Modification Factor Effective 4/1/18

Dear Ed:

Recently we provided you our invoice #14985 in the amount of \$14,272.00 along with our letter explaining the additional premium due was the result of the Workers Compensation Experience Modification factor issued effective 4/1/18 by the NJ Workers Compensation Rating & Inspection Bureau.

Attached is a copy of pg. 5 of the IFB 18-002 providing the basis of our quotation for Workers Compensation coverage for the HAGC as of 4/1/18. This was part of our bid package was delivered to your office on 2/14/2018.

With reference to the "experience modification" line. The credit allowed was considering the factor issued by the Bureau as of 4/1/17 which was .766. As of 4/1/18, the Bureau has promulgated the factor to be .887 based upon losses paid and premium paid. This change resulted in an overall additional premium of \$14,272.00.

If you require any additional information, please advise.

Very truly yours,


Jacqueline C. McAllister
Jm

500
JESSUP
ROAD

WEST DEPTFORD
NJ
08066

TELEPHONE
856.845.3636

FACSIMILE
856.845.9191

HOUSING AUTHORITY OF GLOUCESTER COUNTY

IFB 18-002

BID FOR WORKERS COMPENSATION INSURANCE FOR THE HOUSING AUTHORITY OF GLOUCESTER COUNTY
PER NEW JERSEY LAW FOR THE PERIOD 4/1/18 - 4/1/19.

Insurance Company Name and Address WESCO Ins. Company, 1700 Market St Phila PA 19103

Agent's Name The Martin Company Phone No. 856-845-3636

Address 500 Jessup Road West Deptford NJ 08066

CLASSIFICATION	CODE	ESTIMATED REMUNERATION	RATE	PREMIUM
Housing Authority & CSD	9033	\$3,500,000	4.380	153,300
Experience Modification	*			-36,359
Experience Constant	0900			+ 160
State Audited Earned Premium				+ 2,146
Premium Discount				- 7,324
2nd Injury Fund Surcharge	0935			+ 5,755
Uninsured Employers Fund Surcharge	0936			+ 120
Premium Discount				-29,772
Statutory Surtax				+ 90
Domestic Terrorism				+ 1,050
Foreign Terrorism				+ 350
TOTAL PROPOSED PREMIUM				89,515

To be paid in installments as follows:

- | | |
|----------------|--------------|
| 1. \$22,388.77 | 6. 7,458.47 |
| 2. 7,458.47 | 7. 7,458.47 |
| 3. 7,458.47 | 8. 7,458.47 |
| 4. 7,458.47 | 9. 7,458.47 |
| 5. 7,458.47 | 10. 7,458.47 |

BY: _____

TITLE: _____

(Signature) Samuel P Martin

AGENT'S COMPANY SP Martin Ins Inc. Phone No 856-845-3636 Fax No 856-845-9191

AGENT ADDRESS 500 Jessup Road West Deptford NJ 08066

EMAIL jackie.mcallister@spmartinco.com

* As revised by State exp.

HAGC/100 POP MOYLAN BLVD/DEPTFORD NJ 08096/856-853-1190

pg. 5



Experience Period 04/01/13 To 04/01/16

Rating Effective 04/01/17 To 04/01/18

CARRIER NUMBER & POLICY NUMBER

CONO. 215
WWCA0700857117
(378)

HOUSING AUTHORITY OF GLOUCESTER COUNTY
GLOUCESTER COUNTY HOUSING DEVELOPMENT CORP
NEW SHARON WOODS DEVELOPMENT CORP
SENIOR HOUSING DEVELOPMENT CORP OF GLOUCESTER COUNTY

DEPTFORD NJ 08096

DEPTFORD

100 POP MOYLAN BLVD

Combination
Code
195269

195269

60 PARK PLACE - NEWARK, NEW JERSEY 07102

[illegible][illegible]

EXPECTED LOSSES			RISK MODIFIED LOSSES			CREDIBILITIES			FINAL ADJUSTED LOSSES			EXPERIENCE MOD $(\bar{Z}_2) \div (U)$
EXCESS (S) $\leq [(E) \times (F)]$	NORMAL (U) $(U) - (S)$	TOTAL (U) $\leq [(E) \times (H)]$	EXCESS (V) $\leq [(O) \times (P)]$	NORMAL (W) $\leq [(O) \times (R)]$	EXCESS (X) S	NORMAL (Y) T	"RISK" (Z_1) $Z_1 = (V) \times (X) + (W) \times (Y)$ $Z_2 = (S) \times (1,000 - (X)) + (T) \times (1,000 - (Y))$	"CLASS" (Z_2)	TOTAL (Z_2) $(Z_1) + (Z_2)$			
106325	44515	150840	0	14782	.104	.817	12077	103413	115490	.766		

XM1-2014

PROCESSED 01/02/17

Rating Effective 04/01/18 To 04/01/19

NEW JERSEY WORKERS' COMPENSATION
EXPERIENCE RATING DATA

Experience Period 04/01/14 To 04/01/17

CARRIER NUMBER & POLICY NUMBER

CONO. 215
WWCA0700857117

INSURED

HOUSING AUTHORITY OF GLOUCESTER COUNTY
GLOUCESTER COUNTY HOUSING DEVELOPMENT CORP
NEW SHARON WOODS DEVELOPMENT CORP
SENIOR HOUSING DEVELOPMENT CORP OF GLOUCESTER COUNTY

100 POP MOYLAN BLVD DEPTFORD NJ 08096

Combination
Code
195269-1

COMPENSATION RATING AND INSPECTION BUREAU
60 PARK PLACE - NEWARK, NEW JERSEY 07102

CLASS CODE NO.	ABBREVIATED WORDING	TOTAL PAY (A)	2014 PAY (A1)	2015 PAY (A2)	2016 PAY (A3)	2017 PAY (A4)	2018 PAY (A5)	
		MANUAL RATE (B)	CATASTROPHE ELEMENT (C)	EXCESS ELEMENT (D)	EXPECTED LOSS FACT (E)	MANUAL PREMIUM SUBJECT		
						EXCESS (F) (A) X (D)/100	NORMAL (G) (H) - (F)	TOTAL (H) (A) X (B) - (C)/100
9033	*HOUSING AUTHORITY & C, S, D	7961729	2341673 4.38	2675879 3.17	2944177 .421	252387	96337	348724

POL. YR.	CARRIER'S CLAIM NUMBER	DATE OF ACCIDENT MO. DA. YR.	'O' OR 'F'	K IND	A CT	L OS S T Y P E	C O N T R I B U T I O N	CAT. NO.	ACTUAL INCURRED LOSSES INDEMNITY (I)	MEDICAL (J)	TABLE "A" FACTORS INDEMNITY (K)	MEDICAL (L)	TOTAL EXCESS INDEMNITY (M) (I) X (K)	MEDICAL (N) (J) X (L)	MODIFIED LOSSES EXCESS INDEMNITY (O) (M) - (N)	MEDICAL (P) (N) - (R)	NORMAL INDEMNITY (Q)	MEDICAL (R)
14	5002629	02 23 15	O	0401	0101	0100	00		7182	7934	1.04	1.00	7469	7934		434	7469	7500
14	TML3		F	0801					3989	3989	1.00	1.00		3989				3989
	TOTAL								7182	11923								
15	TML1		F	0801					1989	425	1.04	1.00	2069	425			2069	425
15	TML4		F	0801					2942	2942	1.00	1.00		2942				2942
	TOTAL								1989	3367								
16	6946	08 11 16	O	0601	0101	0100	00			3672	1.03	1.00		3672				3672
16	TML7		F	0801					5659	5659	1.00	1.00		5659				5659
	TOTAL									9331								
TOTAL INCURRED									9171	24621	TOTAL MODIFIED		9538	24621		434	9538	24187

EXPECTED LOSSES			RISK MODIFIED LOSSES		CREDIBILITIES		FINAL ADJUSTED LOSSES		
EXCESS (S)	NORMAL (T)	TOTAL (U)	EXCESS (V)	NORMAL (W)	EXCESS (X)	NORMAL (Y)	"RISK" (Z ₁)	"CLASS" (Z ₂)	TOTAL (Z ₃)
≤ [(E) X (F)]	(U) - (S)	≤ [(E) X (H)]	≤ [(O) + (P)]	≤ [(Q) + (R)]	Ca (S) + Kb	Cn (T) + Kn	Z ₁ = (V) X (X) + (W) X (Y) Z ₂ = (S) X [1.00 - (Z ₁)] + (T) X [1.000 - Y]		(Z ₁) + (Z ₂)
106255	40558	146813	434	33725	.105	.803	27127	103088	130215

EXPERIENCE MOD (Z ₃) ÷ (U)	PPAP
.887	20%
	NJCCPAP
	0%

XM1-2014
PROCESSED 01/26/18 TO INCLUDE 4/1/15 2ND REPORT.

REVISION 1

RESOLUTION NO. 18-32

HONORING
Bertha Hampton
Tenant Interviewer/Investigator Level 3
For 22 Years of Service

WHEREAS, the Housing Authority of Gloucester County notes the retirement of Bertha Hampton; and

WHEREAS, Bertha Hampton has been a dedicated & loyal employee at the Housing Authority since 1996; and

WHEREAS, the Housing Authority of Gloucester County recognizes the dedicated service performed by Bertha Hampton during her 22 years of service in her position as Tenant Interviewer/Investigator; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the contributions of Bertha Hampton to the mission of the Housing Authority, providing safe, sanitary and affordable housing to the low income elderly, disabled and families of Gloucester County, be and hereby are acknowledged; and

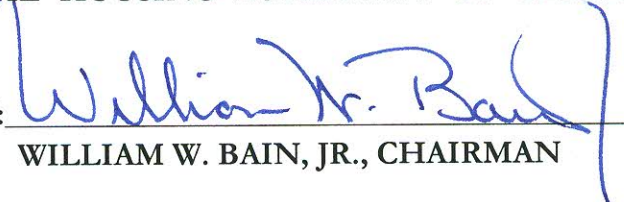
IT IS FURTHER RESOLVED that the Housing Authority of Gloucester County Commissioners and staff wish to express their sincere gratitude for the faithful service performed by Bertha Hampton in providing assistance to the residents of the Authority; and

IT IS FURTHER RESOLVED that the Housing Authority of Gloucester County wishes happiness, contentment, & good health to Bertha Hampton in her years of retirement.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 23rd day of May, 2018

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: MAY 23, 2018

RESOLUTION #18-33

**RESOLUTION AUTHORIZING AN AMENDMENT TO REVISE THE
THE GRIEVANCE PROCEDURE POLICY**

WHEREAS, the Housing Authority of Gloucester County (HAGC) complied with federal regulations, 24 CFR 966.50-57 and 24 CFR 982.554-555 on September 28, 2016 adopting a Grievance Procedure Policy; and

WHEREAS, according to the Grievance Procedure Policy, applicants shall be entitled to informal reviews and participants and residents shall be entitled to informal hearings upon the filing of a written request; and

WHEREAS, WHEREAS, The Housing Authority of Gloucester County ("The Authority") has reviewed this revision and hereby adopts this revised policy to be known as the "Grievance Procedure Policy" ("This Policy"). This Policy shall apply to all Housing Programs administered by the Authority as well as supplement to the Authority's Section 8 Administrative Plan, the Shepherd Farm, Colonial Park, Nancy J. Elkins Management Plans, the PH ACOP, the Dwelling Leases for respective programs.

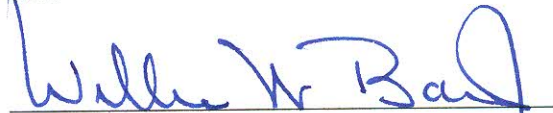
NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the Grievance Procedure Policy should be amended to include the attached modifications.

BE IT FURTHER RESOLVED that the Executive Director is hereby directed to submit a copy of this amendment to the Grievance Policy to HUD in connection with the 2019 Annual Plan submission.

ADOPTED at the Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd day of May, 2018.


THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



WILLIAM W. BAIN, JR., CHAIRMAN

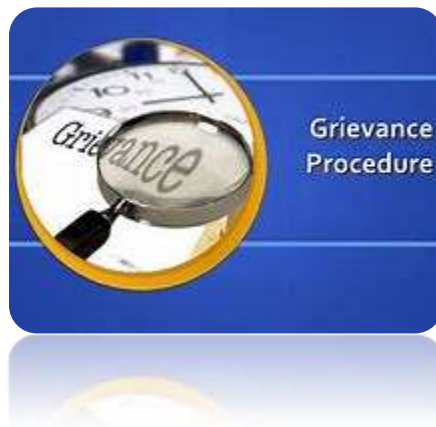
ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: May 23, 2018

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

GRIEVANCE PROCEDURES POLICY



REVISIONS:

- **APRIL 2006**
- **FEBRUARY 2007**
- **FEBRUARY 2014**
- **SEPTEMBER 28, 2016- RESOLUTION #16-76**
- **MAY 23, 2018 – RESOLUTION #18-33**

**100 Pop Moylan Blvd.
Deptford, NJ 08096
856-845-4959**

HOUSING AUTHORITY OF GLOUCESTER COUNTY

GRIEVANCE PROCEDURES POLICY

I. GENERAL POLICY

A. Introduction

The Housing Authority of Gloucester County (“The Authority”) adopts this Grievance Procedure Policy (“Policy”) to provide a procedure for program applicants, tenants and participants to seek just, effective and efficient settlement of grievances against the Authority. This Policy is adopted in accordance with Federal Regulations, *24 CFR part 966 and the U.S. Housing Act of 1937 (2 U.S.C. sec. 1437d(k))*, *24 CFR 982 subpart L*, *24 CFR 982.310*, *24 CFR 983.257*, *24 CFR 880 subpart F*, *24 CFR 891 subpart D*, *24 CFR Part* and *HUD Handbook 4350.3*.

If there should be any conflict between this policy and Federal, State, or local laws and regulations, the laws and regulations shall prevail.

B. Applicability

HUD has issues a due process determination that the law of the State of New Jersey requires that tenants be given the opportunity for a hearing in court which provides the basic elements of due process before an eviction from a dwelling unit. Therefore, the Authority has elected to determine that this grievance procedure shall not be applicable to any termination of tenancy or eviction that involves a violation of the Authority’s One Strike You’re Out Policy including the following:

- (1) Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of another resident or employee of the Authority, or
- (2) Any drug related criminal activity on or near such premises.

Individuals with a disability that require a reasonable accommodation of the Authority’s Policy shall submit a written request for a reasonable accommodation.

This policy shall be incorporated by reference in all dwelling leases between Tenant and the Authority, whether or not specifically provided in such leases.

C. Conduct for All Grievances

All Authority employees, applicants, tenants, participants, counsel and witness or spectators to conduct themselves in an orderly fashion during the course of all Grievances. Failure to comply with the directions of the Hearing Officer or to maintain order may result in exclusion from the proceedings or termination of the Grievance review or Hearing

D. Definitions

1. **Applicant** shall be used to refer to those who have filed a pre-application with the Authority for any of the programs administered by the Authority.
2. **Authority** shall be used to refer to the Housing Authority of Gloucester County.
3. **Voucher/Mod Rehab** shall mean the either the Section 8 Housing Choice Voucher Program, Project-Based Voucher Program, or Moderate Rehabilitation Program, as applicable to the circumstances.
4. **Complainant** shall mean any resident whose grievance is presented to the Authority or at the project management office.
5. **Elements of Due Process** shall mean: Adequate notice to the resident of the grounds for terminating the tenancy and for eviction; Right of the resident to be represented by counsel; Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and A decision on the merits.
6. **Grievance** shall mean any dispute which a resident or participant may have with respect to the Authority's action or failure to act in accordance with the individual resident's lease or Authority regulations, policies, or procedures which adversely affect the individual resident's rights, duties, welfare or status.

Grievance does **not** include any dispute a resident may have with the Authority concerning a termination of tenancy or eviction that involves any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's Public Housing premises by other residents or employees of the Authority; or any violent or drug-related criminal activity on or near such premises. Nor shall this process apply to

disputes between residents or participants not involving the Authority or to class grievances.

7. **Hearing Officer** shall mean an impartial person selected by the Authority in accordance with this policy and current regulations to administer the informal reviews, informal hearings, and hear grievances and render a decision with respect thereto.
8. **Participant** shall mean any individual or family receiving assistance in either the Section 8 Housing Choice Voucher, Section 8 Project-based Voucher or Moderate Rehabilitation Programs.
9. **Promptly** shall mean within the time period indicated in a notice from the Authority of a proposed action which would provide the basis for a grievance if the resident has received a notice of a proposed action from the Authority.
10. **Resident** shall mean the adult person (or persons) other than a live-in aide:
 - 1) Who resides in a dwelling unit and who executed the lease with the Authority as lessee of the premises, or, if no such person now resides in the premises,
 - 2) Who resides in a Public Housing unit and who is the remaining head of household of the resident family residing in the unit.

II. PROCEDURES OF SECTION 8 HOUSING CHOICE VOUCHER PROGRAM, SECTION 8 MODERATE REHABILITATION PROGRAM AND SECTION 8 PROJECT –BASED VOUCHER PROGRAM

A. Informal Review For Denials of Admissions to Program

24 CFR 982.54(d)(12), 24 CFR 982.554, 24 CFR 983.255

An informal review is a review of an applicant's file and circumstances by an Authority staff person who has not had any previous involvement with the applicant to determine whether the Authority's policies and procedures have been correctly applied in denying the application.

1. When Informal Reviews are Required

Unless otherwise noted as an exception as indicated below, an applicant whose application is denied shall be provided an opportunity for an informal review of the Authority's decision. However, an applicant whose application is denied for reasons of citizenship or eligible immigrant status shall be provided an "Informal Hearing."

2. When Informal Reviews are not Required

Informal Reviews are not required in the following circumstances:

- a. Discretionary administrative determinations such as what constitutes a complete application, how and when applications will be assigned for review, and what resources will be devoted to the review of a particular application or applications in general;
- b. General policy issues or class grievances such as local preferences and income eligibility;
- c. The determination of the family unit size under Authority's subsidy standards;
- d. A refusal to extend or suspend a voucher;
- e. A determination not to approve tenancy for a specific unit;
- f. A determination that a unit selected by an applicant is not in compliance with HQS because of characteristics of the unit; or

- g. A determination that a unit is not in accordance with HQS due to family size or composition.

3. Notice of Denial/Procedure for Requesting Informal Review

When the Authority determines that an applicant is ineligible, the applicant must be notified of the decision in writing. The notice shall state:

- a. The reason(s) for ineligibility;
- b. A statement that the applicant may request an informal review if they disagree with the decision;
- c. The procedure for requesting a review; and
- d. The deadline for requesting a review.

If the Authority obtains criminal record information from a State or local agency showing that an applicant has been convicted of a crime relevant to applicant eligibility, the Authority will notify the applicant of the proposed action to be based on the information and will provide the subject of the record and the applicant a copy of such information, and an opportunity to dispute the accuracy and relevance of the information.

4. Procedures for Informal Review

A request for an informal review must be submitted in writing to the Authority no later than 30 calendar days from the date of the Authority's denial notice. Late requests will not be processed unless the applicant demonstrates the delay was due to extraordinary circumstances beyond their control.

The review shall be conducted by either a supervisory level staff person who was not involved in the decision under review, and who is not a subordinate to the person who made the decision, or the Authority's designated Hearing Officer.

The applicant will be provided the opportunity to present oral and/or written objections to the denial. Both the Authority and the applicant may present evidence and witness. An applicant may, at their own expense, be represented by an attorney or other representative. An applicant may be present at the review to provide information, but the applicant's presence is not required,

Unless special circumstances apply, the decision of the review officer shall be provided to the applicant in writing within 14 calendar days after the review, and shall include an explanation of the reasons for the decision.

5. Consideration of Circumstances in Discretionary Denials

In circumstances when the denial of an applicant is within the discretion of the Authority, the Authority may consider all circumstances in each case including the seriousness of the case, the extent of participation or culpability of the individual family members and the effective of denial of assistance on other family members who were not involved in the action or failure.

The Authority may impose, as a condition of assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit.

6. Informal Reviews When Denial is Based on Eligible Immigration Status

The applicant family may request that the Authority provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the applicant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For applicant families, the Informal Review Process above will be utilized with the exception that the applicant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or of the INS appeal decision to request the review.

B. Informal Hearings for Participants

24 CFR 982.555(a-f), 982.54(d)(13)

1. When Informal Hearings are Required

The Authority must give a participant family an opportunity for an informal hearing to consider whether the following PHA decisions, relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations and Authority policies:

- a. The determination of the participant's annual or adjusted income and the computation of the Housing Assistance Payment;

- b. The determination of the appropriate utility allowance (if any) for tenant-paid utilities, from the Authority utility allowance schedule;
- c. The determination of family unit size under Authority's subsidy standards;
- d. A decision to terminate a participant's Family Self-Sufficiency (FSS) contract, withhold supportive services, or propose forfeiture of the participant's escrow account;
- e. A decision to terminate assistance for a participant family because of the family's action or failure to act (see 24 CFR 982.552); and
- f. 6. A decision to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under Authority policy and HUD rules.

An opportunity for an informal hearing must always be provided before terminating assistance.

2. When Informal Hearing is not Required

The Authority will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

- a. Discretionary administrative determinations by the Authority;
- b. General policy issues or class grievances;
- c. Establishment of the Authority schedule of utility allowances for families in the program;
- d. An Authority determination not to approve an extension or suspension of a certificate or voucher term;
- e. An Authority determination not to approve a unit or lease;
- f. An Authority determination that an assisted unit is not in compliance with HQS. (However, the Authority will provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family.);
- g. An Authority determination that the unit is not in accordance with HQS because of the family size;

- h. A determination by the Authority to exercise or not exercise any right or remedy against the owner under a HAP contract.

3. Notice to Participants of Authority Decisions

Participants shall be notified in writing of decisions regarding the amount of their assistance or their eligibility for continued participation in the program. Participants will be given prompt notice of such decisions, which shall include:

- a. The proposed action or decision;
- b. The date the proposed action or decision will take place;
- c. An explanation of the basis for the decision;
- d. The procedures for requesting a hearing if the participant disputes the action or decision;
- e. The deadline for requesting the hearing. All requests for Hearings must be submitted within 30 calendar days of the date of the Authority's decision. Late requests will not be processed unless the participant demonstrates the delay was due to extraordinary circumstances beyond their control.

When continued participation in the program is denied because of criminal activity described in a criminal record, the Authority will, on request, provide the participant and the person who is the subject of the record a copy of the criminal record upon which the denial decision is based.

4. Notification of Hearing

When a request for an informal hearing is received, a hearing shall be scheduled within 30 days from the date the request is received by the Authority. The hearing notification shall state:

- a. The date and time of the hearing;
- b. The place where the hearing will be held;
- c. That the participant has the right to present evidence and witnesses, bring interpreters; and be represented by legal counsel or a representative at the participant's expense;

- d. That the participant has the right to review any available documents or evidence upon which the Authority based the proposed action and, at the family's expenses, obtain a copy of such documents prior to the hearing. Such requests must be received no later than three business days before the hearing date.
- e. The Authority shall have the opportunity to examine at its office, before the hearing any participant documents that are relevant to the hearing and must be allowed to copy any such documents. Any documents not provided to the Authority may not be used in the hearing.

5. Procedures for the Informal Hearing

Participants shall the right to present written and oral objections to the Authority's determinations. Participants shall have the right to present any information or witnesses on a pertinent issue and be represented, at their own expense, by legal counsel or other designated advocate or representative.

The Authority shall have the right to present any evidence and information on any pertinent issues. The Authority shall have the right to be represented by counsel and have any staff person and witnesses familiar with the case present during the entirety of the hearing.

The informal hearing shall be conducted by a Hearing Officer appointed by the Authority who is neither the person who made or approved the decision, nor is a subordinate of that person. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence in a judicial proceeding.

The Hearing Office may ask the family for additional information and/or may adjourn the hearing as needed. If the family requests a reasonable accommodation during the hearing, the Hearing Officer will make a decision as to whether the hearing must be adjourned to consider the request.

If the family fails to appear at the hearing, or fails to meet a deadline imposed by the Hearing Officer, the decision of the Authority shall become final and take effect immediately. No new hearing will be granted unless the family is able to demonstrate to the Authority, by clear and compelling evidence, that their failure to appear or meet the deadline was caused by circumstances beyond their control.

6. Standard of Review

The Hearing Officer will determine whether the Authority's action or decision is consistent with HUD regulations and its administrative plans and policies, based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

7. Hearing Officer Decision

The Hearing officer will issue a written decision within 14 calendar days after the date the hearing. This deadline may be extended if necessary and appropriate under the circumstances. The decision shall include a summary of the factual allegations and the Authority's action or decision under review, a summary of the facts upon which the decision is based and a clear statement of the conclusions of law and any relief ordered. The decision shall also include a statement of the right to seek an Appeal of the decision to the Executive Director.

8. Consideration of Circumstances

In circumstances when the termination of a participant is within the discretion of the Authority, the Authority may consider all circumstances in each case including the seriousness of the case, the extent of participation or culpability of the individual family members and the effective of termination of assistance on other family members who were not involved in the action or failure.

The Authority may impose, as a condition of assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit.

9. Decisions not Binding on the Authority

The Authority shall not be bound by any decision of the Hearing Officer that:

- a. Concerns matters for which no opportunity for a hearing is provided;
- b. Conflicts with or contradicts HUD regulations or requirements;
- c. Conflicts with or contradicts federal, state or local laws; or
- d. Exceeds the authority of the Hearing Officer;

If the Authority determines that it is not bound by the Hearing Officer's decision it shall, within 14 calendar days of the date of the decision, so advise the participant in writing, which shall include the reasons for the determination.

10. Records

All hearing requests, supporting documentation and a copy of the final decision shall be retained in the participant's electronic file. The Authority shall safely keep and maintain an electronic recording of all informal hearings involving participant termination for three years.

11. Hearing Officer Selection

A fair hearing shall be conducted by an impartial person appointed by the Executive Director of the Authority, other than a person who made or approved the action under review or a subordinate of such person.

12. Appeals To the Executive Director

The Authority permits applicants and participants to submit written appeals to the Executive Director to challenge the Fair Hearing decisions issued by the Hearing Officer. Appeals are based on the existing record obtained before the Hearing Officer, with further testimony or documents requested when necessary. The Executive Director or his/her designee will issue a written determination in response to the request for Appeal. Appeals will be reviewed to ensure that the Hearing Officer's determination is in accordance with applicable Federal, State or local law and all facts. See Appendix "A".

13. Informal Hearing For Termination of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the applicant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or of the INS appeal decision to request the review.

III. PROCEDURES FOR AUTHORITY OWNED AND MANAGED PROPERTIES

A. Informal Hearing for Applicant Denials

24 CFR 960.208, 24 CFR 880.603, 24 CFR 891.430

If the Authority determines that an applicant is ineligible on the basis of income or family composition, or because of failure to meet the disclosure and verification requirements for Social Security Numbers (as provided by 24 CFR part 5), or because of failure by an applicant to sign and submit consent forms for the obtaining of wage and claim information from State Wage Information Collection Agencies (as provided by 24 CFR parts 5 and 813), or that the Authority is not selecting the applicant for other reasons, the Authority will promptly notify the applicant in writing of the determination and its reasons, and the applicant may request an informal hearing.

Informal Hearings will be governed by the procedures set forth in

B. Procedures for Residents of Owned and Managed Properties

24 CFR part 966 , 24 CFR 880.607, 24 CFR 247.4,

1. Informal Settlement of a Grievance

Any grievance shall be promptly presented, either orally or in writing, to the Authority's Affordable Housing Operations Department so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within ten (10) calendar days and one copy shall be given to the resident and one retained in the Authority's resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a hearing under these procedures may be obtained if the resident is not satisfied.

2. Formal Grievance Hearing

If the complainant is dissatisfied with the settlement arrived at in the informal hearing, the complainant shall submit a written request for a hearing to the Authority within ten (10) calendar days from the date of the mailing of the summary of the discussion as indicated above under "Informal Settlement of a Grievance." The written request shall specify:

- a. The reasons for the grievance; and
- b. The action or relief sought.

A. Selection of A Hearing Officer

A grievance hearing shall be conducted by an impartial person appointed by the Executive Director of the Authority, other than a person who made or approved the action under review or a subordinate of such person.

B. Failure to Request a Hearing

If the resident does not request a hearing in accordance with this Section, then the Authority's disposition of the grievance shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the Authority's action in disposing of the complaint in an appropriate judicial proceeding.

C. Escrow Deposit Required for Hearing Involving Rent

Before a hearing is scheduled in any grievance involving the amount of rent, as defined in the lease which the Authority claims is due, the resident shall pay to the Authority an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account held by the Authority until the complaint is resolved by decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, the Authority may determine to waive these requirements, as evidenced by notifying the resident in writing. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of any right the resident may have to contest the Authority's disposition of his grievance in any appropriate judicial proceeding.

D. Scheduling of Hearings

Upon the resident's compliance with this Section, the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the resident and the

Authority. A written notification specifying the time, place, and the procedures governing the hearing shall be mailed to the resident and given to the appropriate Authority staff.

E. When a Hearing is not Required

The Authority's grievance procedures shall not be applicable to disputes between tenants not involving the Authority or to class grievances. This policy is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the Authority's Board of Commissioners.

F. Procedures Governing the Grievance Hearing

The complainant shall be afforded a Grievance Hearing, which shall include:

1. Upon written request and reasonable notice to the Authority, prior to the hearing, the opportunity to examine any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the Authority does not make the document available for examination upon written request by the resident, the Authority may not rely on such document at the grievance hearing.
2. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf;
3. The right to a private hearing unless the resident requests a public hearing;
4. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority and to confront and cross examine all witnesses upon whose testimony or information on which the Authority relies; and
5. A decision based solely and exclusively upon the facts presented at the hearing.
6. The Hearing Officer may render a decision without holding a hearing if the Hearing Officer determines that the issue has been previously decided at another hearing.
7. If either the complainant or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for no more than 5 business days or determine that the missing party has waived their right to a hearing. Both the Authority and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

8. At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the Authority must sustain the burden of justifying the Authority action or failure to act against which the complaint is directed.
9. The hearing shall be conducted informally by the Hearing Officer and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The Hearing Officer will require the Authority, the complainant, counsel, and any other participants to conduct themselves in an orderly fashion. Failure to comply with directions of the Hearing Officer to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.
10. The complainant or the Authority may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

G. Decision of the Hearing Officer

The Hearing Officer shall prepare a written decision, together with the reasons, within fourteen (14) calendar days after the hearing. Copies of the decision shall be mailed to the complainant and given to the Authority. The Authority shall retain a copy of the decision in the resident's file. The Authority shall maintain a log of hearing officer decisions and make that log available upon request of the hearing officer, or a prospective complainant's representative.

The decision of the Hearing Officer shall be binding on the Authority who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Authority's Executive Director or PHA Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

1. The grievance does not concern Authority action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status;
2. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer or PHA Board of Commissioners in favor of the Authority or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

Exhibit “A”

Instruction for Submitting an Appeal

If an applicant or participants wishes to submit an Appeal of the Fair Hearing decision, the following instructions should be followed:

- Review the Hearing Officer’s decision carefully and note any requirements or conditions set forth in the decision letter.
- Submit a written Appeal to the Executive Director.
- The Appeal must be submitted to the Executive Director within 14 calendar days. Unless proof of extraordinary circumstances is provided, late Appeals will not be considered.
- Failure to submit a timely Appeal is a waiver of the right to Appeal to the Executive Director.
- The Appeal should include the following.
 - The applicant/participant full name, mailing address, daytime telephone number, and email address.
 - A clear and concise statement of the reason(s) for disagreeing with the Hearing Officers’ decision.
 - The legal rule or HAGC policy which has been misapplied, misapplied, or not properly considered by the Hearing Officer;
 - All facts which have been misunderstood, misapplied or not properly considered by the Hearing Officer or new information which would change the decision;
 - All documents and evidence which support the Appeal.
 - This may include letters from doctors, landlords, employers, rehabilitation centers, counselors, photographs, and notarized statements.
 - If the Appeal is based on your failure to appear at the scheduled Fair Hearing, detail the reasons leading to the failure to appear and provide proof to support the failure to appear.
 - Please note Applicants and Participants requesting an Appeal will not be scheduled for a Second Fair Hearing, unless it is determined necessary by the Executive Director.

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RESOLUTION #18-34

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
DIRECTORS AND OFFICERS LIABILITY INSURANCE COVERAGE
THE MARTIN AGENCY**

WHEREAS, the Housing Authority of Gloucester County has need for Directors and Officers Liability Insurance coverage; and

WHEREAS, the Housing Authority of Gloucester County has solicited quotes for Directors and Officers Liability (Public Officials) coverage through public advertisement; and

WHEREAS, the Housing Authority of Gloucester County has received and reviewed the quotes received; and

WHEREAS, the most economical proposal, which is responsive to the Quote Request for such services, is from, **THE MARTIN AGENCY** at a premium of \$13454.00 and is proper and responsive to the specifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the contract quote with **THE MARTIN AGENCY** be and is hereby approved; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for Directors and Officers (Public Officials) Liability Insurance, in accordance with the quote received and the bid tabulation attached hereto for the contract amount of \$13454.00, subject to Counsel review and verification.

BE IT FURTHER RESOLVED that a brief notice stating the nature, duration, service and amount of the contract and that this resolution and the contract are on file and available for public inspection in the office of the Executive Director and shall be published once in the Gloucester County Times pursuant to the requirements of the local Public Contracts Law.

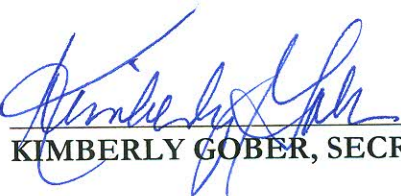
ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23RD of May, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: MAY 23, 2018

Present _____
Present _____
Present _____
Present _____

PROPOSAL TABULATION SHEET

QUOTE

PROPOSAL OPEN DATE _____ 4/19/2018, 2PM

FOR _____ HAGC D&O

Name of Proposer	Amount of Proposal	Comments
HAI		DECLINED QUOTE
NATHAN LANE	\$ 29,588	
SP MARTIN	\$ 13,454	

Evaluation Statement			
Project	HAGC D&o	C	Complete
Number	NONE	I	Incomplete
Date	4/19/2018 2PM	X	Missing
QUOTE FOR HAGC D&O INSURANCE			
DOES IT COVER SUBS			
2,000,000., \$10,000 RETENTION, EPL @2.0			
AGGREGATE \$4,000,000.			
RATING OF A-, A, A+			
2 NAMES OF COMPANY INCLUDED			
Company	Quote		
1 SP MARTIN	13,454	C	C
2 NATHAN	28577	C	C
3 BARCLAY	NO QUOTE		
4 FAIRVIEW	NO QUOTE		
5 LEWIS CHESTER	NO QUOTE		
6 HAI	NO QUOTE-RESPONDED		
7 WILDERMAN	NO QUOTE		
SUE			
SHDC			
GCHDC			
POP MOULAN URBAN			
AHAOF GLOUCESTER			
Emurphy-g			
NEW SHARON HOUSING			

RESOLUTION #18-35

**RESOLUTION
WATER INFILTRATION MITIGATION PROJECT
BID FOR DEPTFORD PARK
REJECTED (SECOND REJECTION)**

WHEREAS, there exists a need for a Water Infiltration Mitigation Project for Deptford Park Apartments; and

WHEREAS, the Housing Authority of Gloucester County has expressed that need to include furnishing and installing an underdrain collection system along with the associated work; and

WHEREAS, there was only one bid supplied pursuant to the directions of the Department of Housing and Urban Development; and

WHEREAS, the Housing Authority of Gloucester County found it to be 67% above the estimated budget, therefore, the bid is rejected for a *second* time; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County, that the Executive Director is hereby authorized to again decline the bid.

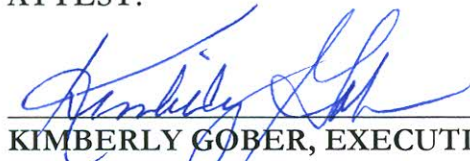
ADOPTED at the Regular Meeting of the Board of Commissioners held on the 23rd day of May, 2018.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: MAY 23, 2018

RESOLUTION #18-36

RESOLUTION AUTHORIZING EXECUTIVE SESSION IN ORDER
TO DISCUSS MATTERS FALLING UNDER EXEPTIONS
TO THE OPEN PUBLIC MEETINGS ACT

WHEREAS, While the Sen. Byron M. Baer Open Public Meetings Act (OPRA, NJSA 10:4-6et seq.) requires all meetings of the Housing Authority of Gloucester County to be held in public, NJSA 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 Housing Authority of Gloucester County has determined that _____issues are permitted by NJSA 10:4-12 (b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on May 23, 2018 at 4:30 P.M. and;

WHEREAS, the nine (9) exceptions to public meetings set forth in NJSA 10:4-12(b) are listed below with the number of issues and any additional information shall be written:

- 1) **“Any matter which, by express provision of Federal law, State stature of rule of court shall be rendered confidential or excluded from public discussion”** the legal citation to the provision 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_____

- 3) **“Any material the disclosure of which constitutes an unwarranted invasion of privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, healthy, custodial, child protections, rehabilitation, legal defenses, 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 provide 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 matter 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 parties to and docket number of each item of litigation and/or the parties to each contract discussed are _____

and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____

8) **“Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining in 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.”**

Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. vs New Jersey Expressway Authority, 124 NJ 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are

- 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 _____ minutes after which the public meeting of the Housing Authority of Gloucester County 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 Housing Authority of Gloucester County will go into Executive Session for only the above stated reasons;

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.

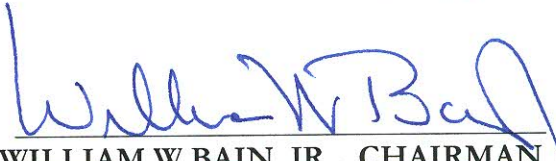
BE IT FURTHER RESOLVED that the Secretary, on the next business day following this , shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by NJSA 47:1A-1 et seq.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF GLOUCESTER COUNTY AT ITS PUBLIC MEETING HELD ON MAY 23RD , 2018

ADOPTED at the Regular Meeting of the Board of Commissioners held on the **23RD** DAY OF MAY, 2018.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATED: MAY 23, 2018