

**HOUSING AUTHORITY OF THE CITY OF CAMDEN**  
VIRTUAL SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
TUESDAY, OCTOBER 12, 2021

The Board of Commissioners of the Housing Authority of the City of Camden met for a Virtual Special Meeting on Tuesday, October 12, 2021, at 6:00 PM, E.S.T. Mr. Victor Figueroa gave the virtual special meeting instructions in English and in Spanish. Commissioner Person-Polk welcomed everyone. Chuck Valentine began the meeting with an invocation and a Pledge of Allegiance to the flag.

Those present were as follows:

Present:	Commissioner Cameron Hudson Commissioner Alan Miller Commissioner Nohemi Soria-Perez Commissioner Deborah Person-Polk
In Attendance:	Victor D. Figueroa, Executive Director Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Associates, LLC Sadyhe Bradley, General Counsel Charles Valentine, Director of Modernization Wanda Riley, Asset Manager Nathyya Soto, Executive Secretary Dorixe De Jesus, Executive Secretary Assistant Lakita Frederick, Property Manager (Senior High-rise) Rhonda Wardlow-Hurley, HACC

**MEETING CALLED TO ORDER**

Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Associates, LLC. stated that the Special Meeting of the Housing Authority of the City of Camden Board of Commissioners for Tuesday, October 12, 2021, at 6:04 PM, with notice requirements provided for in Open Public Meetings Act, Chapter 231 of Public Law 1975, have been satisfied. Notice was advertised electronically on the website as well as in the *Courier* Post in accordance with the Open Public Meetings Act and posted in public locations under the Housing Authority's control. So the meeting was then called to order.

Commissioner Person-Polk:

Roll Call:

Mr. Figueroa:

Commissioner Keys Frazier	Absent
Commissioner Cameron Hudson	Here
Commissioner Alan Miller	Here
Commissioner Nohemi Soria-Perez	Here
Commissioner Deborah Person-Polk	Yes

Mr. Figueroa stated that there was a quorum.

Commissioner Person-Polk stated she received a Letter of Resignation from Commissioner Luis Quiñones the previous evening and was going to give it Mr. Figueroa.

**OLD BUSINESS**

Mr. Figueroa stated there was no old business, but he had updates to present.

**NEW BUSINESS**

Mr. Figueroa stated that there was a shooting at Chelton Terrace, the second shooting in less than two weeks. He's getting bombarded with phone calls from the residents, and the manager. He contacted the Chief of Police to set up a meeting with Carol Brummell, President of the Resident Association, the commissioners, certain staff, the Resident President, and the manager to discuss next steps to prevent shootings from happening. He stated they were occurring by younger people, retaliation, and that fifteen shots were fired. Mr. Figueroa stated he would let the commissioners know when the meeting would take place.

Mr. Figueroa also stated that the Mickle Tower repairs were going along smoothly as planned. He stated they were doing three phases. The second phase was the residents that moved out into the Crown Plaza were moving back on October 13, and the third phase will be on October 14, moving out for two weeks to the Crown Plaza for the rest of repairs to be made. Wanda Riley agreed with the progress.

Commissioner Person-Polk stated that the community's meeting was very good. She stated she went to Mickle Towers unannounced to see how everything went; and the move was done well, the residents were happy, and the staff was very accommodating. She stated that staff needed to be commended because the move was caused by a resident, and the staff worked above and beyond to take care of everything – with food and accommodations. She stated that they did an excellent job with that move.

Commissioner Miller asked for the final cost of the move and how it was being covered. Mr. Figueroa stated there was a \$15,000 deductible, covered by HACC, and the rest by insurance. He stated the numbers were still coming in. SERVPRO was doing the work. Repairs were made to the elevator. He stated a final tally would be provided when the work was completed. A resident who was having possible mental issues tore off a sprinkler head and gallons of water poured out.

Commissioner Hudson also thanked everyone for doing an amazing job and thanked Ms. Ella Baker at McGuire Gardens and Commissioner Soria-Perez for getting signatures for the petition to get some speedbumps in McGuire Gardens. They needed to get 85% of resident signatures for engineers to come out and do a traffic study. He also commended Victor, Rosie, Sadyhe, and Jasmine for supporting the mayor with the cleanups around the city.

Commissioner Person-Polk stated they were going to discuss the annual plan for public hearing. She asked if there was a summary of the changes for 2021. Ms. Riley stated the summary was placed in the binders under ACOP Changes, Tab G2. Mr. Figueroa stated that the changes came from Nan McKay, a national housing leader. HACC took the templates from Nan McKay for the ACOP and the admin plan and incorporated the changes. Ms. Riley confirmed that's how it is done.

Ms. Riley stated that on November 20, 2020, HUD issued a PIH Notice, 2020-32, that represented remote hearings, due to the pandemic, to allow PHAs to have remote hearings. She stated the PHA has the sole discretion to require informal hearings be conducted remotely in case of local, state, or national physical distancing orders and in case of inclement weather or natural disaster; and PHA would conduct an informal hearing remotely upon request of the applicant or resident for a person with a disability or if an applicant didn't have childcare or transportation that would enable them to attend the formal hearing in person. She also stated if the resident believes an in-person informal hearing would create an undue health risk, the PHA would consider other reasonable requests for remote informal hearing on a case-by-case basis. Also, as with in-person hearings, limited English proficiency requirements also applied to remote informal hearings, including the use of interpretation services and document translation.

She stated that the PHA must ensure that the lack of technology or inability to use technology for remote informal hearings did not pose a disadvantage to families that may not be apparent to the PHA. PHA should determine through a survey or other means if the barriers exist prior to conducting the remote informal hearing; and if the family does not have the proper technology to fully participate, either postpone the informal hearing or provide an alternative means of access. Also, as with in-person formal hearings, the PHA needed to provide all materials presented, whether paper or electronic, to the family prior to the remote informal hearing. She stated that the family must also be provided with an accessible means by which to transmit their own evidence – email or scan.

She further stated that the PHA must ensure that the applicant has the right to hear and be heard, all policies and processes for remote informal hearings would be conducted in accordance with the due process requirements and would be in compliance with HUD regulations and the guidance of conducting remote hearings specified in Notice PIH 2020-32. Also, the PHA would conduct these remote informal hearings via videoconferencing platform, when available. If after attempting to resolve any barriers applicants are unable to adequately access the videoconference platform at any point, or upon their request, the informal hearing would be conducted by telephone conference call-in. If the family's unable to adequately access the telephone conferencing call-in at any point, the remote informal hearing would be postponed, and an in-person alternative would be provided within a reasonable time.

She also stated that at least five business days prior to scheduling the remote hearing, the PHA would provide the family with login information and/or conferencing call-in information and electronic copy of all materials being presented via First Class Mail and/or email. The notice

would advise the family of technology requirements for the hearing and request the family notify the PHA of any known barriers to be resolved using the guidance in Section 6 of the PIH notice, including offering an in-person hearing. If the informal hearing was to be conducted remotely, the PHA would require the family to provide any documents directly relevant to the hearing at least 24 hours before the scheduled hearing through the mail, via email, or text. The PHA would scan the email copies of these documents to the representative and to the person conducting the informal hearing on the same day.

She stated that if the hearing would be conducted remotely, the PHA would compile a hearing packet consisting of all documents the PHA for the hearing. The PHA would mail copies of the hearing packet to the tenant, the tenant's representatives, if any, and the Hearing Officer at least three days before the scheduled hearing. The PHA would follow up the email by phone and/or email to the applicant or resident at least one business day prior to the remote informal hearing to ensure that the applicant or resident received all information and was comfortable accessing a videoconferencing call and platform.

She also stated that the PHA's essential responsibility is to ensure grievance hearings, informal hearings meet the requirements of due process and comply with HUD regulations, Therefore, all PHA policies and processes for remote grievance hearings would be conducted in accordance with due process requirements and would be in compliance with HUD regulations.

Commissioner Person-Polk asked if there were any questions from the public. Mr. Figueroa stated that there weren't any raised hands. Commissioner Person-Polk asked if there were any questions from the commissioners.

Commissioner Miller wanted to confirm that the only changes to the entire document were under the tab "Changes to ACOP." He stated he didn't understand the section, with what the current plan said, a column for proposed changes but don't show what pages of the plan they referred to. He asked for clarification and a roadmap be prepared in the future to help find where the changes occurred. Ms. Riley noted his concern. He also stated that the changes seemed to be very generic; and if they weren't, he asked which were very specific to the Camden Housing Authority versus just PHAs in general. Ms. Riley said they were not specific to the Housing Authority. Commissioner Miller restated that nothing in the document was specific to the Camden Housing Authority specifically but was general for every housing authority throughout the country. Ms. Riley said yes.

Commissioner Person-Polk stated that this was Camden's plan, but Ms. Riley explained the changes according to the document. Commissioner Miller asked if other housing authorities had a different document. Commissioner Person-Polk stated that other housing authorities had the same structure but the specifics regarding number of units, how much Section 8, how much of the different areas was exclusive to Camden; but the reporting was a change for the document itself and for every housing authority. Commissioner Miller asked if anything that was referring specifically to the Housing Authority of the City of Camden had to do with numbers, not policy or procedure. Commissioner Person-Polk stated programs needed to be in the original five-year plan. Mr. Figueroa stated a five-year plan needed to be submitted in 2024, and they were submitting the annual plan and the five-year plan every five years. Commissioner Person-Polk

stated the five-year plan was a breakdown of yearly accomplishments. She stated it was more than just numbers but changes in regulations and programs.

Mr. Figueroa also stated they had previously done a full comprehensive change to their ACOP using a Nan McKay template and using a National Association of Housing and Redevelopment Officials (NAHRO) consultant who helped them customize the Nan McKay template into like a 400-500 page document. He stated that every year it's customized and added in the required HUD rules and regulations. He stated local preferences changed from locality to locality, with eight preferences.

He further stated two major changes of the plan was that they added that they got the Choice for Ablett Village and intended to follow the transformation plan submitted to HUD and a portfolio RAD application was done and submitted to HUD. Mr. Valentine stated that it was procedures, policies, and programs. So, for example, the template said are you doing any dispositions, demolitions, fixed finance proposals, any RADs? So, because they got CNI, they had to add in the annual plan for demolition of the Ablett Village development, dispositions of the land for the new owner entities that would build the units. Mr. Miller stated that going forward an executive summary of those types of changes from year to year would be beneficial to whoever the commissioners were on the board at that time.

Commissioner Person-Polk asked if there were any other questions from the commissioners. Commissioner Person-Polk stated there weren't any.

**RESOLUTIONS**

**Resolution 21-60** – Wanda Riley, Asset Manager. Resolution 21-60 is a resolution authorizing the transaction approving the submission of the Housing Authority of the City of Camden 2022 Annual Plan to the U.S. Department of Housing and Urban Development and authorizing the Executive Director, or his designee, to execute documents and do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if there were any questions from the public. Mr. Figueroa gave instructions and stated there were no questions from the public.

Commissioner Person-Polk asked if there were any questions from the commissioners.

Entertain a Motion to accept Resolution 21-60.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Hudson
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Soria-Perez	Yes
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Person-Polk	Yes

Commissioner Person-Polk asked if there was a need to go into Closed Session.

Mr. Figueroa stated he was going to be requesting a waiver for the mayor's veto because this needed to be sent out on Friday and he was sending it after the meeting. Mr. Figueroa stated there was no need for a Closed Session.

Entertain a Motion to adjourn.

- 1) Motion – Commissioner Hudson
- 2) Seconded – Commissioner Soria-Perez
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Person-Polk	Yes

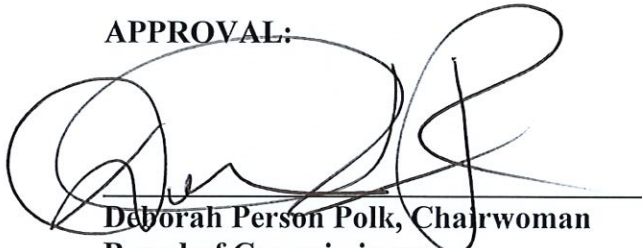
**ADJOURNMENT: 6:38 PM**

**Attested to this 12<sup>th</sup> day of October 2021.**

**ATTEST:**

  
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**Victor D. Figueroa**  
**Executive Director**

**APPROVAL:**

  
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**Deborah Person Polk, Chairwoman**  
**Board of Commissioners**