

**RESOLUTION #2023-28**

**RESOLUTION APPROVING REGULAR MONTHLY EXPENSES**

**WHEREAS**, the Housing Authority of the Borough of Glassboro (GHA) incurred various financial obligations since the last meeting; and it is the desire of the Commissioners of said Authority to have their obligations kept current and;

**WHEREAS**, prior to the Board meeting members of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment;

**NOW, THEREFORE, BE IT RESOLVED** that the Finance Director be and is hereby authorized to pay the monthly bills presented to the Board of Commissioners for consideration on this date.

**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 18th day of April 2023 by a vote of 5 in favor, 0 opposed and 0 abstentions.

| <u>Commissioners</u>           | <u>Motion</u> | <u>Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstention</u> | <u>Absent</u> |
|--------------------------------|---------------|---------------|------------|------------|-------------------|---------------|
| Jay Lapp                       |               |               | ✓          |            |                   |               |
| Edward Hutchinson              |               | ✓             | ✓          |            |                   |               |
| Shirley Anderson               |               |               | ✓          |            |                   |               |
| Andrew Halter                  | ✓             |               | ✓          |            |                   |               |
| Jacob Hines                    |               |               | ✓          |            |                   |               |
| Thuraisingham<br>Mohanakanthan |               |               |            |            |                   | ✓             |

**THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO**

  
\_\_\_\_\_  
JAY LAPP, CHAIRMAN

**ATTEST:**  
  
\_\_\_\_\_  
KIMBERLY GOBER, EXECUTIVE DIRECTOR

**DATED:** April 18, 2023

# GLASSBORO HOUSING AUTHORITY

## FINAL BILL LIST # 2023-04

### INTERIM BILLS:

|           |                                      |    |           |
|-----------|--------------------------------------|----|-----------|
| <b>A.</b> | Affordable Housing Corp of Glassboro | \$ | 39,026.78 |
| <b>B.</b> | Glassboro RAD Operating              |    | 20,900.08 |

**TOTAL INTERIM BILLS:** \$ 59,926.86

### CURRENT BILLS:

|           |                                      |    |          |
|-----------|--------------------------------------|----|----------|
| <b>C.</b> | Affordable Housing Corp of Glassboro | \$ | 6,375.56 |
| <b>D.</b> | Glassboro RAD Operating              |    | 3,673.06 |

**TOTAL CURRENT BILLS:** \$ 10,048.62

**TOTAL BILL LIST:** \$ 69,975.48

**\*\*PLEASE NOTE: C#s with 4 digits = ACH and C#s with 6 digits = paper check\*\***

## Summary Check Listing Report

03/22/2023

To

04/12/2023

A

| <u>Check #</u> | <u>Check Date</u>                           | <u>Recipient</u>                      | <u>Amount</u> |
|----------------|---|---------------------------------------|---------------|
| Credit Acct    | <b>AFFORDABLE HOUSING CORP OF GLASSBORO</b> |                                       |               |
| 0000202333     | 03/29/2023                                  | ATLANTIC CITY ELECTRIC                | \$1,679.81    |
| 0000202334     | 03/29/2023                                  | TENANT                                | \$134.46      |
| 0000202335     | 03/29/2023                                  | RILEY, ANTHONY J., LLC                | \$975.00      |
| 0000202336     | 03/29/2023                                  | ATLANTIC CITY ELECTRIC                | \$61.73       |
| 0000202337     | 03/29/2023                                  | HD SUPPLY FACILITIES MAINTENANCE, LTD | \$3,116.39    |
| 0000202338     | 03/29/2023                                  | JERSEY BATHTUB REFINISHING INC        | \$325.00      |
| 0000202339     | 03/29/2023                                  | VAZQUEZ, MADELINE                     | \$149.92      |
| 0000202340     | 03/29/2023                                  | MARKSMEN LANDSCAPING LLC              | \$4,157.78    |
| 0000202341     | 03/29/2023                                  | McCLENNEN, BRIAN                      | \$720.00      |
| 0000202342     | 03/29/2023                                  | SOUTH JERSEY GAS CO                   | \$4,733.72    |
| 0000202343     | 03/29/2023                                  | STANLEY STEEMER INTERNATIONAL INC.    | \$868.90      |
| 0000202344     | 04/05/2023                                  | ATLANTIC CITY ELECTRIC                | \$65.60       |
| 0000202345     | 04/05/2023                                  | ATLANTIC CITY ELECTRIC                | \$1,341.85    |
| 0000202346     | 04/05/2023                                  | AFFORDABLE HOUSING CORP OF GLASSBORO  | \$7,913.31    |
| 0000202347     | 04/05/2023                                  | ATLANTIC CITY ELECTRIC                | \$184.92      |
| 0000202348     | 04/05/2023                                  | BLOCK LINE SYSTEMS LLC                | \$405.09      |
| 0000202349     | 04/05/2023                                  | CANON SOLUTIONS AMERICA, INC.         | \$135.15      |
| 0000202350     | 04/05/2023                                  | CITIBANK, NA                          | \$1,036.58    |
| 0000202351     | 04/05/2023                                  | COMCAST CORPORATION                   | \$201.21      |
| 0000202352     | 04/05/2023                                  | HD SUPPLY FACILITIES MAINTENANCE, LTD | \$57.54       |
| 0000202353     | 04/05/2023                                  | INTELCO OF DELAWARE VALLEY INC.       | \$206.25      |
| 0000202354     | 04/05/2023                                  | LCIJ, INC.                            | \$111.00      |
| 0000202355     | 04/05/2023                                  | LOWE'S HOME CENTERS, INC              | \$1,235.25    |
| 0000202356     | 04/05/2023                                  | MARKSMEN LANDSCAPING LLC              | \$4,157.78    |





# Summary Check Listing Report

03/22/2023

To

04/12/2023

| <u>Check #</u>  | <u>Check Date</u> | <u>Recipient</u>                        | <u>Amount</u>      |
|---|-------------------|---|--------------------|
| 0000202357  | 04/05/2023        | SOUTH JERSEY GAS CO                     | \$3,091.16         |
| 0000202358  | 04/05/2023        | WOLFSCHMIDT PLUMBING, HEATING & COOLING | \$1,961.38         |
| Total for Credit Acct    AFFORDABLE HOUSING CORP OF GLASSBORO |                   |   | <b>\$39,026.78</b> |





# Summary Check Listing Report

03/22/2023

To

04/12/2023

B

| <u>Check #</u>        | <u>Check Date</u>    | <u>Recipient</u>                 | <u>Amount</u>      |
|-----------------------|----------------------|----------------------------------|--------------------|
| Credit Acct           | <b>RAD OPERATING</b> |                                  |                    |
| 0000001216            | 03/31/2023           | NJ PERS                          | \$18,620.00        |
| 0000200435            | 03/23/2023           | NJNAHRO, INC                     | \$425.00           |
| 0000200436            | 03/29/2023           | ADVANCE LOCAL HOLDINGS, CORP.    | \$22.08            |
| 0000200437            | 04/05/2023           | BROOKE GROUP LLC                 | \$1,794.00         |
| 0000200438            | 04/05/2023           | COMMUNICATION WORKERS OF AMERICA | \$39.00            |
| Total for Credit Acct | <b>RAD OPERATING</b> |                                  | <b>\$20,900.08</b> |



## Summary Check Listing Report

04/13/2023

To

04/18/2023

| <u>Check #</u>        | <u>Check Date</u>                           | <u>Recipient</u>                      | <u>Amount</u>     |
|-----------------------|---|---------------------------------------|-------------------|
| Credit Acct           | <b>AFFORDABLE HOUSING CORP OF GLASSBORO</b> |                                       |                   |
| 0000202359            | 04/18/2023                                  | A.B. RICHARDS INC                     | \$208.00          |
| 0000202360            | 04/18/2023                                  | A.M. BOTTE MECHANICAL LLC             | \$1,136.67        |
| 0000202361            | 04/18/2023                                  | ANGELINI, VINIAR & FREEDMAN LLC       | \$392.00          |
| 0000202362            | 04/18/2023                                  | RILEY, ANTHONY J., LLC                | \$235.00          |
| 0000202363            | 04/18/2023                                  | ARTHUR R. TODD ELEC CONTRACTOR LLC    | \$524.56          |
| 0000202364            | 04/18/2023                                  | ASAP CUSTOMS LLC                      | \$2,312.50        |
| 0000202365            | 04/18/2023                                  | BOROUGH OF GLASSBORO-HIGHWAY          | \$48.35           |
| 0000202366            | 04/18/2023                                  | BRIDGESTONE/FIRESTONE, INC.           | \$278.96          |
| 0000202367            | 04/18/2023                                  | CAMPBELL LOCK AND SAFE INC            | \$265.00          |
| 0000202368            | 04/18/2023                                  | E & G EXTERMINATORS, INC.             | \$250.00          |
| 0000202369            | 04/18/2023                                  | HD SUPPLY FACILITIES MAINTENANCE, LTD | \$230.09          |
| 0000202370            | 04/18/2023                                  | MAX COMMUNICATIONS INC.               | \$164.14          |
| 0000202371            | 04/18/2023                                  | STAPLES, INC.                         | \$142.74          |
| 0000202372            | 04/18/2023                                  | VERIZON WIRELESS SERVICES LLC         | \$151.83          |
| 0000202373            | 04/18/2023                                  | W.W. GRAINGER, INC.                   | \$35.72           |
| Total for Credit Acct | <b>AFFORDABLE HOUSING CORP OF GLASSBORO</b> |                                       | <b>\$6,375.56</b> |



# Summary Check Listing Report

04/13/2023

To

04/18/2023

D

| <u>Check #</u>        | <u>Check Date</u>    | <u>Recipient</u>  | <u>Amount</u>     |
|-----------------------|----------------------|---|-------------------|
| Credit Acct           | <b>RAD OPERATING</b> |   |                   |
| 0000001217            | 04/18/2023           | NJ PERS   | \$385.47          |
| 0000001218            | 04/18/2023           | NJ PERS   | \$1,142.24        |
| 0000200439            | 04/18/2023           | BROWN & CONNERY LLP   | \$1,197.00        |
| 0000200440            | 04/18/2023           | HUTCHINSON, EDWARD  | \$336.99          |
| 0000200441            | 04/18/2023           | NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS | \$611.36          |
| Total for Credit Acct | <b>RAD OPERATING</b> |   | <b>\$3,673.06</b> |





**RESOLUTION #2023-29**  
**RESOLUTION APPROVING ADOPTION OF**  
**WEBSITE CONTENT MANAGEMENT POLICY**

**WHEREAS**, the Housing Authority of the Borough of Glassboro (GHA) Website ("Website") has been established as a communication tool to provide increased public access to GHA's operations and activities; and

**WHEREAS**, GHA has an obligation to ensure that the Website complies with N.J.S.A. 40A:5A-17.1, as amended, and the Americans with Disabilities Act (ADA) which requires website accessibility to people with disabilities.; and

**WHEREAS**, GHA has developed a policy and procedures regarding the publishing and updating of Website content, its compliance with statutory requirements governing website content and website accessibility, as attached herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the Website Content Management Policy, as attached hereto, be and hereby is, approved and adopted.

**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 18th day of April 2023 by a vote of 5 in favor, 0 opposed and 0 abstentions.

| <u>Commissioners</u>           | <u>Motion</u> | <u>Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstention</u> | <u>Absent</u> |
|--------------------------------|---------------|---------------|------------|------------|-------------------|---------------|
| Jay Lapp                       |               |               | ✓          |            |                   |               |
| Edward Hutchinson              | ✓             |               | ✓          |            |                   |               |
| Shirley Anderson               |               |               | ✓          |            |                   |               |
| Andrew Halter                  |               |               | ✓          |            |                   |               |
| Jacob Hines                    |               | ✓             | ✓          |            |                   |               |
| Thuraisingham<br>Mohanakanthan |               |               |            |            |                   | ✓             |

**THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO**

  
\_\_\_\_\_  
JAY LAPP, CHAIRMAN

ATTEST:

  
\_\_\_\_\_  
KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: April 18, 2023



# **Website Content**

# **Management Policy**

# **And Procedures**

Adopted April 18, 2023; RES#2023-29

## **I. PURPOSE**

The Housing Authority of the Borough of Glassboro (GHA) Website ("Website") has been established as a communication tool to provide increased public access to GHA's operations and activities. GHA has an obligation to ensure that the Website complies with *N.J.S.A. 40A:5A-17.1*, as amended, and the Americans with Disabilities Act (ADA) which requires website accessibility to people with disabilities. This document establishes a policy and procedures regarding the publishing and updating of Website content, and compliance with statutory requirements governing website content and website accessibility.

## **II. HAGC ROLES AND RESPONSIBILITIES**

GHA is managed by the Housing Authority of Gloucester County (HAGC) pursuant to a Management Services Agreement by and between HAGC and GHA. As the managing agent of GHA, HAGC shall be responsible for implementing this Policy on behalf of GHA.

### **A. EXECUTIVE DIRECTOR/DEPUTY EXECUTIVE DIRECTOR**

All Website content shall be approved by the Executive Director/Deputy Executive Director prior to publishing on the Website.

### **B. CONTENT EDITORS**

Responsible for the maintenance of their Department's Website content by ensuring such content is current, accurate and complies with the requirements of *N.J.S.A. 40A:5A-17.1*, as applicable. The following positions are identified as Content Editors:

#### **1. INFORMATION TECHNOLOGY (IT) DIRECTOR**

- Participates in Website planning and development.
- Assists in developing and maintaining operational procedures for the Website.
- Responsible for day-to-day management of the Website.
- Provides user support.
- Provides input and direction for the growth and design of the Website.
- Maintains the operating functionality of the Website.
- Serves as a resource for Content Editors.
- Maintains all the technical functionality and all links on the Website.
- Responsible for assigning user rules for Content Editors.
- Responsible for ensuring all Website content complies with Federal and State law governing accessibility to people with disabilities. Works with Executive Director/Deputy Executive Director to ensure such compliance.

#### **2. EXECUTIVE ASSISTANT/ADMINISTRATIVE SPECIALIST**

- Participates in Website planning and development projects.
- Assists in developing and maintaining operational procedures for the Website.



- Publishes and updates Administration content in a timely manner, including but not limited to the following:
  - Description of GHA's mission and responsibilities.
  - Open Public Meetings Act (OPMA) notices of GHA Board of Commissioners ("Board") meetings in compliance with OPMA.
  - Board meeting agendas for the current fiscal year.
  - Board Resolutions for the current fiscal year.
  - Approved Board meeting minutes for the most recent three consecutive fiscal years.
  - Commissioner information when there is any change to such information.
  - Current Policies in accordance with *N.J.S.A. 40A:5A-17.1(7)(5)*.
- Publishes Website content submitted by other Content Editors for publication on the Website.
- Works with the IT Director, or designee, to maintain consistency in publishing content to the Website.
- Conversion of documents to pdf format for publishing on the Website.
- Works directly with the other Content Editors to finalize Website content as directed by the Executive Director/Deputy Executive Director.

### **3. FINANCE DIRECTOR**

- Submits Finance content to the Executive Assistant/Administrative Specialist for publishing on the Website in a timely manner, including but not limited to the following:
  - Budget once adopted for the current and immediately prior fiscal years for a total of three consecutive fiscal years.
  - Comprehensive Annual Financial Report (Unaudited) or other similar financial information.
  - Annual audit for the most recent and immediately prior fiscal years for a total of three consecutive fiscal years.
  - List of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to GHA.
- Works with the IT Director, or designee, to maintain consistency in publishing content to the Website.
- Annual information must be available for publishing by January 31<sup>st</sup> of the subsequent year.

### **4. AFFORDABLE HOUSING OPERATIONS (AHO) DIRECTOR**

- Submits AHO content to the Executive Assistant/Administrative Specialist for publishing on the Website in a timely manner, including but not limited to the following:
  - Requests for proposals (RFPs).

- Invitations for Bids (IFBs).
- Works with the IT Director, or designee, to maintain consistency in publishing content to the Website.

## **5. HUMAN RESOURCES (HR) DIRECTOR**

- Submits Human Resources (HR) content to the Executive Assistant/Administrative Specialist for publishing on the Website in a timely manner, including but not limited to the following:
  - Name, mailing address, electronic mail address, if available, and phone number of every person who exercises day-to-day supervision or management over some or all the operations of GHA.
  - Job posting announcements.
  - Employment notices required by Federal and/or State law.
- Works with the IT Director, or designee, to maintain consistency in publishing content to the Website.

## **6. INTAKE SUPERVISOR**

- Submits Intake content to the Executive Assistant/Administrative Specialist for publishing on the Website in a timely manner, including but not limited to the following:
  - General applicant/application information.
  - Waitlists.
  - Downloadable application forms.
  - Applicant Frequently Asked Questions (FAQs) and responses.
  - Applicant How-To Guides.
- Works with the IT Director, or designee, to maintain consistency in publishing content to the Website.

## **7. SECTION 8 SUPERVISOR**

- Submits Section 8 content to the Executive Assistant/Administrative Specialist for publishing on the Website in a timely manner, including but not limited to the following:
  - General participant (tenant)/owner (landlord) information.
  - Downloadable participant and owner forms.
  - Participant/owner Frequently Asked Questions (FAQs) and responses.
  - Participant/owner How-To Guides.
- Works with the IT Director, or designee, to maintain consistency in publishing content to the Website.

## **III. WEBSITE CONTENT PUBLISHING/UPDATE REQUESTS**

Content Editors shall submit all Website content publishing and update requests as follows:



- Content Editors shall submit requests by email to the IT Director, or designee, to assure that requests are properly fulfilled.
- Requests shall reference the exact web address of the page where new content shall be published or existing content for updating is located to assure the correct page for publication/updating and to prevent confusion or multiple requests for information to verify the correct page for publication/updating.
- Requests shall clearly identify the location on the subject page where new content shall be published or existing content for updating is located. If an update is to a specific sentence in a paragraph, that paragraph and sentence should be identified. (Example: Please make the requested update to paragraph 3 sentence 2)
- Requests shall include the exact content for publication or updated content. For updates, the original content shall also be included in the email.
- Requests to publish or update a document on the Website shall include the complete document or the location where the complete document is electronically stored. Documents already published on the Website cannot be updated and must be replaced by a new or edited document. Documents do not have to be converted to PDF format. Requests are subject to prior approval by the Executive Director/Deputy Executive Director to verify content accuracy and appropriateness for the Website.

#### **IV. WEBSITE ACCESSIBILITY**

All Website content shall be accessible to people with disabilities as required by the ADA. The IT Director is responsible for ensuring all Website content complies with Federal and State law governing accessibility to people with disabilities. To ensure all Website content is accessible, the IT Department, or third-party contractor, shall:

- Check the HTML1 of all new Website pages. Make sure that accessible elements are used, including alt tags, long descriptions, and captions, as needed.
- If images are used, including photos, graphics, scanned images, or image maps, make sure to include alt tags and/or long descriptions for each.
- Make all online forms and tables accessible.
- When posting documents on the Website, always provide such documents in HTML or a text-based format, even if provided in another format, such as Portable Document Format (PDF).
- Ensure that in-house staff and contractor personnel responsible for Website development are properly trained.
- Provide a way for visitors to request accessible information or services by posting a telephone number or email address on the Website. Establish procedures to assure a quick response to users with disabilities who are trying to obtain information or services this way.
- Periodically enlist disability groups to test the Website for ease of use and utilize the information obtained therefrom to increase accessibility.



**RESOLUTION #2023-30**  
**RESOLUTION APPROVING ADOPTION OF**  
**CYBERSECURITY INCIDENT**  
**RESPONSE PLAN POLICY**

**WHEREAS,** the Housing Authority of the Borough of Glassboro has developed a policy and procedures to ensure that the Authority is well-prepared to rapidly detect and respond to Cybersecurity Incidents; and

**WHEREAS,** this policy applies to GHA offices and personnel. It also extends to all employees, contractors, consultants, temporary personnel, business partners/vendors who access, use, or come into contact with GHA's information systems, covering all Cybersecurity Incidents that may affect the Confidentiality, Availability, and Integrity of GHA's information assets.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the Cybersecurity Incident Response Plan Policy, as attached hereto, be and hereby is, approved and adopted.

**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 18th day of April 2023 by a vote of 5 in favor, 0 opposed and 0 abstentions.

| <u>Commissioners</u>           | <u>Motion</u> | <u>Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstention</u> | <u>Absent</u> |
|--------------------------------|---------------|---------------|------------|------------|-------------------|---------------|
| Jay Lapp                       |               |               | ✓          |            |                   |               |
| Edward Hutchinson              |               | ✓             | ✓          |            |                   |               |
| Shirley Anderson               |               |               | ✓          |            |                   |               |
| Andrew Halter                  |               |               | ✓          |            |                   |               |
| Jacob Hines                    | ✓             |               | ✓          |            |                   |               |
| Thuraisingham<br>Mohanakanthan |               |               |            |            |                   | ✓             |

**THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO**

  
\_\_\_\_\_  
JAY LAPP, CHAIRMAN

**ATTEST:**

  
\_\_\_\_\_  
KIMBERLY GOBER, EXECUTIVE DIRECTOR

**DATED:** April 18, 2023



# **CYBERSECURITY INCIDENT RESPONSE PLAN POLICY**

Adopted April 18, 2023; RES#2023-30

## **I. PURPOSE**

To ensure that the Housing Authority of the Borough of Glassboro (GHA) and its services providers are well-prepared to rapidly detect and respond to Cybersecurity Incidents (hereinafter individually referred to as an "Incident" and collectively referred to as "Incidents") through formal development of Cybersecurity Incident Response Plans (IRPs) that ensure clear communications and coordination of efforts, mitigation of damages, prevention of reoccurrence and full documentation.

## **II. BACKGROUND**

Incidents can originate from many sources and manifest in many ways. For example, a nation-state actor seeking to gain trade secret intellectual property may use phishing or vishing attacks to compromise authentication credentials, install key-logger software or a Remote Access Trojan (RAT), and then elevate access to network administrator levels. A criminal enterprise may leverage system vulnerabilities to deploy ransomware that spreads rapidly across the network, locking and encrypting devices until a Bitcoin ransom is paid (or the devices can be reimaged from bare metal or restored from backups). Other Incidents could be as simple as a stolen or lost laptop containing confidential data, or deliberate employee exfiltration of company information not in keeping with job responsibilities.

Preparing for the full range of likely and possible Incidents, including anticipating, planning for, testing and practicing IRPs, is critical to successful recovery from Incidents, and is, therefore, required for all major classes and types of Incidents.

## **III. WHO NEEDS TO KNOW**

All users of information technology resources, GHA's workforce members, vendors and third-party individuals that access the GHA network or systems.

## **IV. SCOPE**

This policy applies to all GHA employees, officers, directors, contractors, consultants, temporary personnel, business partners/vendors who access, use, or come into contact with GHA's information systems. This policy also applies to the Housing Authority of Gloucester County (HAGC), and its employees, officers, contractors, consultants, temporary personnel, business partners/vendors, as the managing agent of GHA. It covers all Incidents that may affect the Confidentiality, Availability, and Integrity of GHA information assets.

## **V. DEFINITIONS**

### **A. INCIDENT IDENTIFICATION**

An Incident is a cyber event that is a: cyber security breach, cyber extortion threat, or data breach. These events together will serve as a robust guideline in identifying an Incident, although other types of events also may constitute an Incident.

### **B. CYBER EXTORTION THREAT**

A threat against a network to:

- Disrupt operations.
- Alter, damage, or destroy data stored on the network.
- Use the network to generate and transmit malware to third parties.



- Deface the website.
- Access personally identifiable information, protected health information, or confidential business information stored on the network made by a person or group, whether acting alone, or in collusion with others, demanding payment, or a series of payments in consideration for the elimination, mitigation, or removal of the threat.

#### **C. CYBER SECURITY BREACH**

Any unauthorized access to, use, or misuse of, modification to the network, and/or denial of network resources by attacks perpetuated through malware, viruses, worms, Trojan horses, spyware, adware, zero-day attack, hacker attack, or denial of service attack.

#### **D. DATA BREACH**

The actual or reasonably suspected theft, loss, unauthorized acquisition of, or unauthorized access to data that has or may compromise the security, confidentiality and/or integrity of personally identifiable information, protected health information, or confidential business information.

#### **E. OTHER CYBER EVENTS**

Other cyber events include:

- Attempts from unauthorized sources to access systems or data.
- Unplanned disruption to a service or denial of a service.
- Unauthorized processing or storage of data.
- Unauthorized changes to system hardware, access rights, firmware, or software.
- Presence of a malicious application, such as ransomware, or a virus.
- Presence of unexpected/unusual programs.
- Non-malicious or non-unauthorized failures or mistakes of your data, applications, systems, or network.

### **VI. INCIDENT RESPONSE TEAM**

The HAGC IT Director shall establish an Incident Response Team (IRT) including key members from both the GHA/HAGC staff and Insurance policy providers. The HAGC IT Director shall lead the IRT in maintaining a prioritized list of possible Incidents (and classes of Incidents), giving higher priority to Incidents with higher probabilities and greater consequences. The HAGC IT Director shall work with the IRT to develop, test and practice specific IRPs to ensure GHA is prepared for Incidents.

| <b>IRT Title / Position</b>             | <b>Name</b>              | <b>Telephone #</b> |
|---|--------------------------|--------------------|
| Executive Director                      | Kimberly Gober           | 856-845-4959 x215  |
| Gloucester County High Tech Crimes Unit |                          | 856-384-5500       |
| HAGC In House Counsel                   | Jeffrey Daniels, Esquire | 856-845-4959 x508  |

|   |               |                  |
|---|---------------|------------------|
| HAGC Human Resources Director                   | Elida Ortiz   | 856-845-4959x217 |
| Incident Response Manager /<br>HAGC IT Director | Alma Asllanaj | 856-845-4959x224 |
| JIF Claims Administrator                        |               |                  |
| Technology Support Contact                      |               |                  |
| AXA XL Data Breach Hotline                      |               | 855-566-4724     |

JIF Risk Management Consultant will be handling the required breach notifications including, but potentially not limited to, those agencies listed below.

|   |  |
|---|--|
| IC3   | FBI Internet Crime Complaint Center: <a href="https://www.ic3.gov/">https://www.ic3.gov/</a>                           |
| NJ Cybersecurity and<br>Communications Integration<br>Cell (NJCCIC) | Incident Reporting: <a href="https://www.cyber.nj.gov/report">https://www.cyber.nj.gov/report</a><br>609-963-6900x7865 |

## VII. INCIDENT RESPONSE PLANS

Development of IRPs provides structure for security, technology, legal, safety and business functions to plan and document the way they would respond to Incidents, ensuring communication, coordination, and escalation to crisis management procedures as needed.

Specifically, IRPs identify and categorize possible Incidents, anticipate the different ways Incidents might manifest themselves and evolve, identify how Incidents would be detected, and, specifically, detail the actions to take in response to Incidents, including steps for:

1. early estimation of the nature and severity of the Incident;
2. containment, communications, and coordination;
3. evidence preservation and forensic investigation;
4. recovery; and
5. post-Incident review and reporting.

Overall, the IRP should operate within the structure in the following order:

### A. CYBERSECURITY IRP REQUIREMENTS

IRPs must balance the need for clear and detailed processes with the need for flexibility in the face of Incidents inherently difficult to predict. Therefore, in developing IRPs, it is essential to specify details where possible, but allow for deviations where necessary.

With that understanding, all IRPs should include the following:

1. Contact information for redundant representatives of internal functional groups;
2. Contact information for all external parties who will or may need to be involved;
3. Details about relevant Service Level Agreements (SLA), including when and how to trigger escalation if necessary;
4. Procedures and technologies for:
  - a. Detection of the Incident;



- b. Early estimation of Incident severity;
- c. Containment to isolate the Incident and limit damage;
- d. Preservation of the unaltered system state as evidence for forensic analysis and possible legal proceedings, if possible;
- e. Investigating the impact and scope;
- f. Identifying root and contributing causes;
- g. Testing and deploying measures to nullify the Incident;
- h. Implement steps to mitigate whatever factors led to the Incident;
- i. Recovery, remediating and restoring all affected systems to normal business operations; and
- j. Testing and monitoring to ensure that the Incident has been remediated and to prevent reinfection.

Handling of all Incidents should include a Post-Incident Review to reflect on the Incident and the steps taken to reach the resolution, leveraged to ensure that all relevant IRT members understand why the Incident occurred, how it was remediated, how similar Incidents might be prevented in the future, and how the entire Incident response could have been improved.

Further, reporting to Executives and Leadership Teams will be appropriate for some Incidents.

## **B. DETECTION, REPORTING, & ANALYSIS**

1. If a user, employee, contractor, or vendor observes a potential Incident they should notify the Incident Response Manager immediately. If the Incident Response Manager is not available, the potential Incident should be immediately reported to the Executive Director.
2. The Incident Response Manager is responsible for communicating the Incident, its severity, and the action plan to the Executive Director.
3. If the Incident Response Manager or the Executive Director are not available, a user should isolate the affected devices from the network or internet by removing the network cable from the device. If operating via wireless, turn off the wireless connection. If isolating the machine from the network is not possible then unplug the machine from its power source.
4. If you have determined or suspect the Incident is a cyber security breach, cyber extortion threat, or data breach (*see Definitions Related to Incident identification – Section 4 of this document*) proceed to Step 5. If not, proceed to Step 6.
5. For a cyber security breach, cyber extortion threat, or data breach, immediately contact the AXA XL Data Breach Hotline (“Hotline”). If the Hotline does not answer, leave a message with your contact information. Do not delay in calling the Hotline. When the Hotline responds, follow the Hotline’s instructions. The Hotline will refer the matter to a “breach advisor/counsel” (an attorney experienced in Incidents (“Breach Counsel”)) who will coordinate the response. The Breach Counsel will gather information about the Incident and work with you to determine an action plan.



6. If the Incident is determined not to be a cyber security breach, cyber extortion threat, or data breach, the Incident Response Manager will work with the IRT to assess the Incident, develop a plan to contain the Incident, and ensure the plan is communicated to and approved by the Executive Director.
7. The Incident Response Manager should ensure all actions are documented as they are taken and that the Executive Director, IRT, and outside support are regularly updated.

### **C. CONTAINMENT, ERADICATION, & RECOVERY**

Containment is the act of limiting the scope and magnitude of the attack as quickly as possible. Containment has two goals: preventing data of note from being exfiltrated and preventing the attacker from causing further damage.

#### **Immediate triage:**

1. Immediately contact the Incident Response Manager to report the Incident and follow their instructions. It is now the responsibility of the Incident Response Manager to notify management of the Incident and to execute the IRP.
2. If the Incident Response Manager is not available, isolate the affected devices from the network or internet by removing the network cable from the device. If operating via wireless, turn off the wireless connection. **DO NOT TURN OFF DEVICE OR REMOVE POWER SOURCE** unless instructed by the Incident Response Manager.
3. The IRT assembles and assesses if the Incident is a cyber security breach, cyber extortion threat, or data breach. If it is, or if there is any question the Incident may or may not be one, management shall contact their JIF Claims Administrator to advise them of the Incident and management (or technology support) shall call the Hotline. Work with the breach coach and the other partners the JIF Claims Administrator/Hotline suggest to help resolve the Incident.
4. Document all actions as they are taken.
5. The Incident Response Manager should compile the following:
  - List of IP addresses involved.
  - Logs.
  - User accounts compromised.

Eradication is the removal of malicious code, accounts, or inappropriate access. Eradication also includes repairing vulnerabilities that may have been the root cause of the compromise. A complete reinstallation of the operating system (OS) and applications is preferred.

Recovery allows business processes affected by the Incident to recover and resume operations. It generally includes:

- Reinstall and patch the OS and applications.
- Change all user and system credentials.
- Restore data to the system.

- Return affected systems to an operationally ready state.
- Confirm that the affected systems are functioning normally.

#### **D. FORENSICS**

Incidents of a significant magnitude may require that a forensics investigation take place. Once that need has been established all additional investigation/containment activities need to be directed and/or performed by a forensics specialist to ensure that the evidence and chain of custody is maintained. The Executive Director, in consultation with the Incident Response Manager and/or the insurer will advise if engaging a forensics firm is required.

#### **E. POST-INCIDENT REVIEW**

To improve the Incident response processes and identify recurring issues, each Incident should be reviewed, and a formal report created. The report should include:

- Information about the Incident type.
- A description of how the Incident was discovered.
- Information about the systems that were affected.
- Information about who was responsible for the system and its data.
- A description of what caused the Incident.
- A description of the response to the Incident and whether it was effective.
- A timeline of events, from detection to Incident closure.
- Recommendations to prevent future Incidents.
- A discussion of lessons learned that will improve future responses.

#### **VIII. PERIODIC REVIEW**

This policy and associated subordinate procedures will be reviewed at least annually by the Incident Response Manager to adjust processes considering new risks and security best practices. Material changes in this policy shall be approved by the Board of Commissioners.

#### **IX. SPECIAL SITUATIONS/EXCEPTIONS**

Any personally owned devices, such as PDAs, phones, wireless devices, or other electronic devices which have been used to access organizational data and are determined to be relevant to an Incident, may be subject to retention until the Incident has been eradicated.

#### **VII. CONFIDENTIALITY**

All information related to an Incident must be treated as confidential information until the Incident is understood and contained. This will serve both to protect employees' reputations (if an Incident is due to an error, negligence, or carelessness), and to ensure that appropriate regulatory and internal requirements are followed.

#### **VIII. VIOLATIONS**

Any violation of this policy may result in disciplinary action, up to and including termination of employment.



**RESOLUTION #2023-31**

**RESOLUTION DESIGNATING A**

**REASONABLE ACCOMMODATION COORDINATOR**

**WHEREAS**, the purpose of 24 CFR Part 8 is to effectuate section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C 794), to the end that no otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development; and

**WHEREAS**, 24 CFR 8.53 (a) requires recipients of federal funds employing fifteen or more persons to designate at least one person to coordinate efforts to provide for the prompt and equitable resolution of complaints alleging any action prohibited under 24 CFR Part 8; and

**WHEREAS**, the GHA, although not required, wishes to designate a point of contact for all matters concerning discrimination in admission or access to, or treatment or employment in, its federally assisted programs and activities.

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) management agent for the Housing Authority of the Borough of Glassboro (GHA) is required to designate a Reasonable Accommodation Coordinator and has designated its Deputy Executive Director to serve in this role; and

**WHEREAS**, the GHA feels designating the same person to fulfill this role is efficient and reasonable.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the Borough of Glassboro does hereby appoint the Deputy Executive Director of the Housing Authority of Gloucester County, as its Reasonable Accommodation Coordinator.

**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 18th day of April 2023 by a vote of 5 in favor, 0 opposed and 0 abstentions.

| <u>Commissioners</u>           | <u>Motion</u> | <u>Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstention</u> | <u>Absent</u> |
|--------------------------------|---------------|---------------|------------|------------|-------------------|---------------|
| Jay Lapp                       |               |               | ✓          |            |                   |               |
| Edward Hutchinson              |               | ✓             | ✓          |            |                   |               |
| Shirley Anderson               |               |               | ✓          |            |                   |               |
| Andrew Halter                  | ✓             |               | ✓          |            |                   |               |
| Jacob Hines                    |               |               | ✓          |            |                   |               |
| Thuraisingham<br>Mohanakanthan |               |               |            |            |                   | ✓             |



THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

  
\_\_\_\_\_  
JAY LAPP, CHAIRMAN

ATTEST:   
\_\_\_\_\_  
KIMBERLY GOBER, EXECUTIVE DIRECTOR  
DATED: April 18, 2023

TABLED

RESOLUTION #2023-32

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, While the Sen. Byron M. Baer Open Public Meetings Act (OPRA, NJSA 10:4-6 et seq.) requires all meetings of the Borough of Glassboro Housing Authority 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 Borough of Glassboro Housing Authority 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 April 18th, 2023, 5:00 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 statute 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 Borough of Glassboro Housing Authority 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 Borough of Glassboro Housing Authority will go into Executive Session for only the above stated reasons;

**BE IT FURTHER RESOLVED** that the Chairman, Vice Chairman, or their designee, 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 be 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 BOROUGH OF GLASSBORO HOUSING AUTHORITY AT IT’S PUBLIC MEETING HELD ON APRIL 18, 2023.**

**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 18th day of April 2023 by a vote of \_\_\_\_\_in favor, \_\_\_\_\_opposed and \_\_\_\_\_abstentions.

| <u>Commissioners</u>           | <u>Motion</u> | <u>Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstention</u> | <u>Absent</u> |
|--------------------------------|---------------|---------------|------------|------------|-------------------|---------------|
| Jay Lapp                       |               |               |            |            |                   |               |
| Edward Hutchinson              |               |               |            |            |                   |               |
| Shirley Anderson               |               |               |            |            |                   |               |
| Andrew Halter                  |               |               |            |            |                   |               |
| Jacob Hines                    |               |               |            |            |                   |               |
| Thuraisingham<br>Mohanakanthan |               |               |            |            |                   |               |

**THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO**

\_\_\_\_\_  
**JAY LAPP, CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**KIMBERLY GOBER, EXECUTIVE DIRECTOR**

**DATED:** April 18, 2023