



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, April 16, 2015, 3 p.m., at 12 S. 23rd St., Philadelphia, PA 19103

The regular meeting of the Philadelphia Housing Authority (“PHA”) Board of Commissioners was brought to order at approximately 3:07 p.m. by the Chair, Lynette Brown-Sow. Vice-Chair Wetzel and Commissioners Callahan, Camarda, Coney, Danzy and Kurland were in attendance, as well as President & CEO, Kelvin Jeremiah (“CEO Jeremiah”) and Board Secretary and General Counsel, Barbara Adams.

The Chair began the meeting by asking for a moment of silence in preparation for the work to be done in the meeting and then announced that this was the Annual Meeting.

CEO Jeremiah reviewed the procedure for public comment at the Board meeting and made the following announcements: 1) for the first time in PHA’s history, housing has been made available to over 17,000 families through PHA’s Housing Choice Voucher/Leased Housing Department, compared to approximately 14,620 families in 2012; Celeste Fields was recognized for her leadership; 2) cooperation between PHA, the Mayor, HUD and other partners, has resulted in significant progress in providing housing for veterans through the Veterans Affairs Supportive Housing (VASH) program; 3) PHA’s Resident Empowerment Week begins on May 11, 2015 and a number of social service programs will be available; and 4) applications are now being accepted for PHA scholarships, through PhillySEEDS.

As part of the monthly Resident Spotlight, highlighting a PHA resident who has been able to excel with help from PHA’s resident services programs, CEO Jeremiah recognized Deborah Smith. She and her two sons became PHA residents more than 20 years ago, at which time she started school to become an electrician, finished in less than a year, was hired by PHA as one of the first women electricians, and has been working for PHA ever since. Her sons have now moved out and Ms. Smith recently finished PHA’s homeownership program and purchased a home. Ms. Smith was not able to attend, but received a round of applause.

As part of PHA’s employee recognition program, Joanne Strauss introduced two winners for April: Trisha Das, an employee in the department of Information System Management, was recognized as Employee of the Month and Desmond King, an employee in the office of Community Operations and Resident Development, was recognized for Excellence in Customer Service. Each was presented with a check for \$250.00, a certificate, and congratulatory applause.

CEO Jeremiah then stated that earlier that day the Philadelphia City Council unanimously passed a resolution calling upon the President of the United States and the Secretary of HUD to protect PHA’s subsidy under the Moving-to-Work Demonstration (MTW) program, which funding is critical to PHA’s ability to effectively provide affordable housing assistance. CEO Jeremiah also stated that Philadelphia City Councilwoman Jannie Blackwell, who regularly attends PHA Board meetings and was in attendance, introduced the bill and was a co-sponsor. Vice-Chair Wetzel, who is Executive Director of Housing and Community Development for the Philadelphia City Council, noted the significance of the unanimous approval of the resolution and the importance of the MTW funding.

The Chair then inquired whether there were any corrections or amendments to the minutes of the Special Board Meeting of April 7, 2015. Hearing none, the minutes were accepted as submitted.

Four resolutions were presented, all of which were unanimously approved.

Resolution 11773, attached in Appendix 1, was presented by Andrea Bowman, Corporate Secretary – Office of General Counsel, to approve a calendar of regularly-scheduled Board meetings through May of 2016, pursuant to the requirement of the By-Laws that this be done at the Annual Meeting. Vice-Chair Wetzel, as Chair of the Policy and Planning Committee that reviewed the resolution, moved for its approval. The motion was seconded and Vice-Chair Wetzel noted that the reviewing Committee recommended approval of the resolution. There being no further discussion or public comment, for which an opportunity was provided, the resolution was unanimously approved.

Resolution 11774, attached in Appendix 1, was presented by Erik Soliván, Senior Vice President - Policy, Research, and Enterprise Planning, to authorize PHA to approve submission of PHA's Act 130 report for fiscal year 2015, , as required by the Pennsylvania Housing Authorities Law. Vice-Chair Wetzel, as Chair of the Policy and Planning Committee that reviewed the resolution, moved for its approval. The motion was seconded and Vice-Chair Wetzel noted that the reviewing Committee recommended approval of the resolution and that the submission of the report is required under the Housing Authorities Law. There being no further discussion or public comment, for which an opportunity was provided, the resolution was unanimously approved.

Resolution 11775, attached in Appendix 1, was presented by Larry Redican, Deputy General Counsel – Office of General Counsel, to authorize the President & CEO of PHA and/or his designee(s) to extend existing unit based voucher housing assistance payments contracts for a period not to exceed 15 years, in accordance with Chapter 23 of the PHA Administrative Plan. Vice-Chair Wetzel, as Chair of the Policy and Planning Committee that reviewed the resolution, moved for its approval. The motion was seconded and Vice-Chair Wetzel noted that the reviewing Committee, in recommending approval of the resolution, had particularly considered the detailed explanation provided by PHA to the reviewing committee regarding the evaluation process used for renewals and the distinction made between vouchers being renewed and new ones that would need approval by the Board. There being no further discussion or public comment, for which an opportunity was provided, the resolution was unanimously approved.

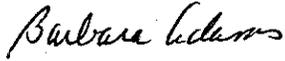
Resolution 11776, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President - Supply Chain Management, to authorize PHA to contract with Allied Construction; Noble Strategy; JD Bravo Co., Inc.; BFW Group; Tilmar Designs; Milestone Construction; and Armand Corp. for a total aggregate amount, for all the contracts combined, not to exceed forty-five million dollars (\$45,000,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. The motion was seconded and Commissioner Callahan noted that the reviewing Committee recommended approval of the resolution and had particularly considered Section 3 and WBE/MBE commitments made by the awardees. There being no further discussion or public comment, for which an opportunity was provided, the resolution was unanimously approved.

Before opening the meeting to public comment, CEO Jeremiah stated that the Board had been presented with his Annual Report for FY15, as is customary at the Annual Meeting and that he would be pleased to answer any questions regarding it, of which there were none at the meeting.

The public comment period was then held, beginning at 3:30 p.m.

The Chair adjourned the meeting at approximately 4:30 p.m. A sign-up sheet with the name of each member of the public who signed up to speak in the general comment period, with a designation of the topic(s) addressed by the speaker, is attached as Appendix 2.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara Adams".

Barbara Adams
Secretary
Philadelphia Housing Authority

APPENDIX 1

**THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS
12 S. 23rd St.
PHILADELPHIA, PA 19103
THURSDAY, APRIL 16, 2015, at 3 p.m.
AGENDA – ANNUAL MEETING**

- A. Call to Order** Lynette M. Brown-Sow, Chair of the Board of Commissioners
The Philadelphia Housing Authority Board of Commissioners
- B. Remarks** Lynette M. Brown-Sow, Chair of the Board of Commissioners
Kelvin A. Jeremiah, President & CEO
- C. Approval of Minutes** of the Board Meeting held April 7, 2015, as distributed.
- D. New Business**
- 1. RESOLUTION ESTABLISHING THE SCHEDULE FOR REGULAR MEETINGS OF THE PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS THROUGH MAY OF 2016**

(Andrea Bowman)
 - 2. RESOLUTION APPROVING THE PHILADELPHIA HOUSING AUTHORITY'S ACT 130 REPORT FOR FISCAL YEAR 2015, TO BE SUBMITTED AS REQUIRED BY THE PENNSYLVANIA HOUSING AUTHORITIES LAW**

(Erik Soliván)
 - 3. RESOLUTION AUTHORIZING RENEWALS OF CERTAIN UNIT BASED VOUCHER HOUSING ASSISTANCE PAYMENT CONTRACTS**

(Larry Redican)
 - 4. RESOLUTION AUTHORIZING A CONTRACT WITH ALLIED CONSTRUCTION, NOBLE STRATEGY, JD BRAVO CO., BFW GROUP, TILMAR DESIGNS, MILESTONE CONSTRUCTION, AND ARMAND CORP. FOR MASTER SMALL CONSTRUCTION MANAGEMENT SERVICES**

(Dave Walsh)
- E. Public Comment Period**

RESOLUTION NO. 11773

RESOLUTION ESTABLISHING THE SCHEDULE FOR REGULAR MEETINGS OF THE
PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS THROUGH
MAY OF 2016

WHEREAS; the Amended By-Laws of the Philadelphia Housing Authority ("PHA"), as adopted on September 25, 2014 in Resolution 11725, require the Board of Commissioners to establish a schedule of its regularly-scheduled meetings at its Annual Meeting; and

WHEREAS, the Annual Board meeting is being held on this date, as announced at the March 19, 2015 Board meeting and publicized pursuant to the Sunshine Act, below;

BE IT RESOLVED, that the regularly-scheduled meetings of the Philadelphia Board of Commissioners, from this date until the next Annual Board meeting, which is to be held in April or May of 2016, shall be held at 12 S. 23rd St., 6th floor, Philadelphia, PA 19103, at 3 p.m. on the following dates, unless changed by public notice at least two days (48 hours) prior to the meeting:

May 21, 2015
June 18, 2015
July 16, 2015
No Meeting in August
September 17, 2015
October 15, 2015
November 19, 2015
December 17, 2015
January 21, 2016
February 18, 2016
March 17, 2016
April 21, 2016
May 19, 2016

I hereby certify that this was
APPROVED BY THE BOARD ON 4/16/15
Andrew Adams, General Counsel
ATTORNEY FOR PHA

RESOLUTION NO. 11774

RESOLUTION APPROVING THE PHILADELPHIA HOUSING AUTHORITY'S ACT 130 REPORT FOR FISCAL YEAR 2015, TO BE SUBMITTED AS REQUIRED BY THE PENNSYLVANIA HOUSING AUTHORITIES LAW

WHEREAS, the Pennsylvania General Assembly amended the Housing Authorities Law, Act of May 28, 1937, P.L. 955, on July 5, 2012 through P.L. 1093, No.130 (the "Act 130") and required that the Philadelphia Housing Authority ("PHA") submit an annual report on its operations, administration, management, finances, legal affairs, housing production and development and other relevant activities (the "Act 130 Report"); and

WHEREAS, PHA's Office of Policy, Research and Enterprise Planning has written the Act 130 Report for Fiscal Year 2015 and incorporated other documents in it that provide details on PHA's operations, administration, management, finances, legal affairs, housing production and development and other relevant activities; and

WHEREAS, PHA's Act 130 Report must be provided to the Secretary of Community and Economic Development, the Majority and Minority Leaders of the Senate, the Chair and Minority Chair of the Committee on Urban Affairs and Housing of the Senate, the Majority and Minority Leaders of the House of Representatives, the Chair and Minority Chair of the Committee on Urban Affairs of the House of Representatives, the Mayor and the President of Council (collectively, the "Elected Officials"), within thirty (30) days after the end of PHA's fiscal year, which ends on March 31, and after approval by PHA's President & CEO and the PHA Board of Commissioners; and

WHEREAS, PHA's President & CEO and the Board of Commissioners have been provided with the Act 130 Report, as developed by PHA's Office of Policy, Research and Enterprise Planning, for PHA's Fiscal Year 2015, a short summary of which is attached to this resolution;

BE IT RESOLVED, that the Board of Commissioners hereby approves the Act 130 Report as referenced herein and directs the President & CEO and/or his authorized designee(s) to submit such report to the Elected Officials, as required by Act 130.

I hereby certify that this was

APPROVED BY THE BOARD ON 4/16/15

Debra Adams, General Counsel
ATTORNEY FOR PHA

ATTACHMENT TO RESOLUTION ON ACT 130

SUMMARY OF PHA's ACT 130 REPORT FOR FY 2015

On July 5, 2012, Governor Corbett signed Senate Bill 1174 into law as Act 130 of 2012, thus amending the Pennsylvania Housing Authorities Law (Act 265 of 1937) and restructuring the Board of the Philadelphia Housing Authority (PHA.) The Act took effect 60 days from the date of signature, on September 3, 2012. The key provisions of the bill affecting PHA include:

- 1) a restructuring of the Board of Commissioners appointments including the appointment process and terms;
- 2) the establishment of at-will employment for the President and Chief Executive Officer and staff reporting to the individual holding this position; and
- 3) the requirement that PHA annually prepare a written report regarding its operations, administration, management, finances, legal affairs, housing production and development, and other relevant activities.

The law requires that the report be submitted to the Secretary of the Pennsylvania Department of Community and Economic Development, leadership in the General Assembly, the Mayor of Philadelphia and President of City Council.

This report includes commentary from PHA's President & CEO, short biographies of the Executive Team and the Board of Commissioners, statistics on PHA's resident population, a summary of current programs under this PHA administration, financial summaries, and a statement from PHA's legal department. As a designated Moving to Work (MTW) agency, PHA has substantial budget flexibility and regulatory relief. This allows PHA to make program changes that increase efficiency, help residents become self-sufficient and provide housing options. The MTW Fiscal Year 2015 Plan carefully considers the immediate and long-term needs and programs for residents in public housing and the Section 8 - Housing Choice Voucher Program.

While PHA had been under a Recovery Plan that was required by a Cooperative Agreement between PHA, the U. S. Department of Housing and Urban Development, and the City of Philadelphia, that Plan has been completed; the CEA is terminated and PHA has returned to local control.

This report fulfills the requirements of Act 130 of 2012 - Section 24.1 by summarizing and providing complete copies of PHA's annual reports on operations, management, administration, finances, legal affairs, housing production and development and other relevant activities.

RESOLUTION NO. 11775

RESOLUTION AUTHORIZING RENEWALS OF CERTAIN UNIT BASED VOUCHER HOUSING ASSISTANCE PAYMENT CONTRACTS

WHEREAS, the Philadelphia Housing Authority ("PHA") has established a local unit based voucher ("UBV") rental assistance program in an effort to increase the availability of affordable, high-quality housing throughout the City, where the initial awards were approved by the Board, for varying terms depending upon when the HAP contract was executed; and

WHEREAS, PHA currently has 75 Housing Assistance Payments ("HAP") contracts for UBVs, which cover 1890 UBV units; and

WHEREAS, UBV awards and HAP contracts are governed by Chapter 23 of PHA's Administrative Plan ("Plan"); and

WHEREAS, the UBV program helps preserve a stable portfolio of affordable rental housing, especially in neighborhoods that may be undergoing transition with owners opting out of rentals under the regular Section 8 program; many of the current HAP contracts are with owners who serve a particular population of tenants and provide specialized services to those tenants; and UBVs help provide a stable source of revenue to affordable housing owners to ensure housing availability; and

WHEREAS, the PHA Leased Housing Department, throughout the term of the HAP contract, conducts unit inspections, monitors tenant income verification and vacancy rates, responds to tenant complaints, and conducts overall reviews of the owner's compliance with the terms and conditions of each HAP contract; and

WHEREAS, the Plan provides for an initial term of fifteen (15) years and subsequent extensions of up to 15 years for HAP contracts covering UBVs, if PHA "determines an extension is appropriate to continue providing affordable housing for low-income families" and the "extension is in the interests of PHA and its low-income clients;" and

WHEREAS, the continuation of the current HAP contracts for UBVs is in the best interest of PHA, as it preserves affordable housing for low-income families in the City; and

WHEREAS, it is in PHA's interest, for the Board of Commissioners to authorize the President & CEO or his designee(s) to approve extensions of current HAP contracts, upon verification that the owners are in compliance with the terms and conditions of their HAP contracts; and

WHEREAS, it would also be appropriate and a best practice, in terms of transparency and accountability, to provide a biennial report to the Board of Commissioners with a description of the HAP contracts extended;

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to extend current HAP contracts for terms not to exceed fifteen (15) years, provided that the owners are in compliance with the requirements of their HAP contracts and all state, local and federal laws, and to provide a biennial report to the Board on all HAP contracts renewed pursuant to this resolution.

I hereby certify that this was

APPROVED BY THE BOARD ON 4/16/15

Barbara Adams, General Counsel
ATTORNEY FOR PHA

RESOLUTION NO. 11776

RESOLUTION AUTHORIZING A CONTRACT WITH ALLIED CONSTRUCTION; NOBLE STRATEGY; JD BRAVO CO., INC.; BFW GROUP; TILMAR DESIGNS; MILESTONE CONSTRUCTION; AND ARMAND CORP. FOR MASTER SMALL CONSTRUCTION MANAGEMENT SERVICES

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for Master Small Construction Management Services and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

WHEREAS, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation, it is recommended that contracts be awarded to Allied Construction; Noble Strategy; JD Bravo Co., Inc.; BFW Group; Tilmar Designs; Milestone Construction; and Armand Corp.; and

WHEREAS, work is to be assigned to each of the seven (7) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered at any time during the course of this contract; and

WHEREAS, it is recommended that the aggregate amount to be expended under the seven (7) contracts, combined, shall not exceed forty-five million dollars (\$45,000,000.00) with a two-year base period and a one (1) year option period, as follows:

- 1) The aggregate not-to-exceed amount for the two-year base period is thirty million dollars (\$30,000,000.00); and
- 2) The aggregate not-to exceed amount for the one-year option period is fifteen million dollars (\$15,000,000.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with Allied Construction; Noble Strategy; JD Bravo Co., Inc.; BFW Group; Tilmar Designs; Milestone Construction; and Armand Corp. for a total aggregate amount not to exceed (\$45,000,000.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contract, including determining whether the options available under the contracts shall be exercised.

I hereby certify that this was
APPROVED BY THE BOARD ON 4/16/15
Barbara Bloomer, General Counsel
ATTORNEY FOR PHA

APPENDIX 2

**APR. 16, 2015 SIGN-UP SHEET FOR THE
GENERAL PUBLIC COMMENT PERIOD
AT THE END OF THE BOARD MEETING
(3 minutes per person)**



Please **PRINT** your name and generally identify your topic:

1. Name: Richard Knight
Maintenance Issue? Yes ___ No ___ Other (topic): security

2. Name: Judith Johnson
Maintenance Issue? Yes ___ No Other (topic): More cameras
around Raymond Rosen Manor

3. Name: M. Stephens
Maintenance Issue? Yes ___ No Other (topic): Kidnes

4. Name: M. Dolderer Maria Dolderer
Maintenance Issue? Yes ___ No ___ Other (topic): Housing appeal
denial

5. Name: _____
Maintenance Issue? Yes ___ No ___ Other (topic): _____