



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, May 19, 2016, 3 p.m., at 12 S. 23rd St., Philadelphia, PA 19103

The Annual Meeting of the Philadelphia Housing Authority ("PHA") Board of Commissioners was brought to order at approximately 3:05 p.m. by the Chair, Lynette Brown-Sow. In addition to the Chair, Vice-Chair Wetzel and Commissioners Callahan, Camarda, Coney, Danzy, and Wise were in attendance, as well as President & CEO Kelvin A. Jeremiah ("CEO Jeremiah") and Acting General Counsel, Laurence M. Redican.

The Chair began the meeting by asking for a moment of silence in preparation for the work to be done. The Chair then announced that this meeting is the Annual Meeting and that an executive session had taken place just prior to the meeting, for the purpose of discussing litigation and matters confidential by law.

CEO Jeremiah reviewed the Board meeting procedure for public comment and made the following announcements: 1) our sympathies are with Sam Staten Jr. on the loss of his father; 2) on April 25, 2016, at Raymond Rosen, HUD Secretary Julian Castro and Attorney General Loretta Lynch announced a one hundred thousand dollar (\$100,000.00) grant award for PHA to further the HUD and Department of Justice's Juvenile Reentry Assistance Program to assist young people who are reentering society; and 3) PHA's Oakdale Street Apartments development was nominated for the very prestigious national Award of Excellence from the National Association of Housing and Redevelopment Officials.

In PHA's tradition of a Resident Spotlight, to highlight the achievements of outstanding residents, Iesha Cedeno was recognized. She is a former HCV client participating in the Endow A Homes, Women In Transition Program, which will be ending in June 2016. The founder of that program has worked with PHA to help the participants buy their homes and Ms. Cedeno is the first person from the program to buy her own home. She received a round of applause, in absentia.

Joanne Strauss presented the May Employee of the Month Award to Thomas Magras, Supervisory Property Manager in Operations for his work at PAPMC in improving rent collections. Mr. Magras was applauded for his accomplishments and presented with a check for two hundred fifty dollars (\$250.00) and a certificate.

The Chair inquired whether there were any corrections or amendments to the minutes of the Board Meeting of April 21, 2016. Hearing none, the minutes were accepted as submitted.

Six resolutions were presented and unanimously approved.

Resolution 11859, attached in Appendix 1, was presented by Andrea Bowman, Corporate Secretary, for approval of the election of Lynette Brown-Sow as Chair of the Board, Herbert Wetzel as Vice-Chair and approval of the following Board-appointed officers: Laurence Redican as Secretary, Andrea Bowman as Assistant Secretary, Celeste Fields as Treasurer, and Marlon Montanez as Assistant Treasurer. Board Vice-Chair Wetzel, as Chair of the Policy and Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded,

Vice-Chair Wetzel noted that the committee had met to review the resolution and recommended its approval. Following discussion, including public comment, the motion was unanimously approved.

Resolution 11860, attached in Appendix 1, was presented by Andrea Bowman, Corporate Secretary, for approval of a schedule for regular meetings of the Board of Commissioners from June 2016 through May of 2017. Vice-Chair Wetzel, as Chair of the Policy and Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Vice-Chair Wetzel noted that the committee had met to review the resolution and recommended its approval. After public comment and discussion regarding the location of the meetings, the motion was unanimously approved.

Resolution 11861, attached in Appendix 1, was presented by Andrea Bowman, Corporate Secretary, for approval of the annual reports of the standing committees of Policy & Planning, Finance and Resident Services, pursuant to their charters, which were approved by the Board in May of 2015. Vice-Chair Wetzel, as Chair of the Policy and Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Vice-Chair Wetzel noted that the committee had met to review the resolution and recommended its approval. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 11862, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President of Supply Chain Management, to authorize PHA to contract with North American Roofers, Inc. and Union Roofing Contractors, Inc. for roof replacement and related work at Hillcreek Apartments, Katie B. Jackson Homes, and Westpark Plaza—Building D, with a total contract value not to exceed six hundred fifty-three thousand five hundred five dollars (\$653,505.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Callahan noted that the committee had met to review the resolution. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 11863, attached in Appendix 1, was presented by Erik Soliván, Senior Vice President – Office of Policy, Research and Enterprise Planning (“SVP - PREP”), to authorize PHA to enter into a preliminary agreement for the leasing of an approximately eighteen thousand five hundred (18,500) square foot commercial space to Save-A-Lot for the establishment of a grocery store, containing fresh produce and meats, on Ridge Avenue, in a commercial space to be developed by PHA or its designee. Vice-Chair Wetzel, as Chair of the Policy and Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Vice-Chair Wetzel noted that the committee had met to review the resolution, had obtained follow-up information on questions posed at the review meeting, and recommended approval. Following discussion, including public comment, the motion was unanimously approved.

Resolution 11864, attached in Appendix 1, was presented by Erik Soliván, SVP – PREP, to adopt a Memorandum of Understanding with the Public Health Management Corporation for the administration of an Early Childhood Education Program, with PHA's initial commitment being three hundred thousand dollars (\$300,000.00), for the first two years, with additional funding from PHA for the third and fourth years contingent on performance, the availability of funding, and express Board authorization. Vice-Chair Wetzel, as Chair of the Policy and Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Vice-Chair Wetzel noted that the committee had met to review the resolution and recommended its approval, especially noting the resident training and hiring possibilities involved in this agreement. Following further discussion and the representation by Mr. Soliván that evaluation information on the program would be made

available to be Board in approximately September of 2017, and there being no public comment, the motion was unanimously approved.

The public comment period began at approximately 3:35 p.m., after which the Chair adjourned the meeting at approximately 3:40 p.m.

Sign-up sheets with the names of those who signed up to speak on specific resolutions as well as those who signed up to speak in the general comment period, with a designation of the topic(s) addressed by the speaker(s), are attached as Appendix 2.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Laurence M. Redican". The signature is fluid and cursive, with a long horizontal stroke at the end.

Laurence M. Redican
Acting General Counsel
Philadelphia Housing Authority

APPENDIX 1

THE PHILADELPHIA HOUSING AUTHORITY
ANNUAL MEETING OF THE BOARD OF COMMISSIONERS
12 S. 23rd St.
PHILADELPHIA, PA 19103
THURSDAY, MAY 19, 2016, at 3 p.m.
AGENDA

- A. **Call to Order** Lynette Brown-Sow, Chair of the Board of Commissioners
- B. **Remarks** Kelvin A. Jeremiah, President & CEO
- C. **Approval of Minutes** of the Board Meeting held April 21, 2016, as distributed.
- D. **New Business**
 - 1. **RESOLUTION APPROVING LYNETTE BROWN-SOW AS CHAIR AND HERBERT E. WETZEL AS VICE-CHAIR OF THE PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS AND THE APPOINTMENT OF CERTAIN BOARD-APPOINTED OFFICERS**
(Andrea Bowman)
 - 2. **RESOLUTION ESTABLISHING THE SCHEDULE FOR REGULAR MEETINGS OF THE PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS THROUGH MAY OF 2017**
(Andrea Bowman)
 - 3. **RESOLUTION ADOPTING THE FY 2016 ANNUAL REPORTS OF THE STANDING BOARD COMMITTEES OF POLICY & PLANNING, FINANCE, AND RESIDENT SERVICES**
(Andrea Bowman)
 - 4. **RESOLUTION AUTHORIZING CONTRACTS WITH NORTH AMERICAN ROOFERS, INC. AND UNION ROOFING CONTRACTORS, INC. FOR ROOF REPLACEMENT AND RELATED WORK AT HILLCREEK APARTMENTS, KATIE B. JACKSON HOMES, AND WESTPARK PLAZA - BUILDING D**
(Dave Waish)
 - 5. **RESOLUTION AUTHORIZING AN AGREEMENT WITH SAVE-A-LOT FOR THE ESTABLISHMENT OF A GROCERY STORE ON RIDGE AVENUE**
(Erik Soliván)
 - 6. **RESOLUTION ADOPTING A MEMORANDUM OF UNDERSTANDING WITH THE PUBLIC HEALTH MANAGEMENT CORPORATION**
(Erik Soliván)
- E. **Public Comment Period**

RESOLUTION NO. 11859

RESOLUTION APPROVING LYNETTE BROWN-SOW AS CHAIR AND HERBERT E. WETZEL AS VICE-CHAIR OF THE PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS AND THE APPOINTMENT OF CERTAIN BOARD-APPOINTED OFFICERS

WHEREAS, the Philadelphia Housing Authority ("PHA") Board of Commissioners ("Board") adopted amended By-Laws ("By-Laws") by Resolution No. 11724, on September 25, 2014; and

WHEREAS, under Section 401 of the By-Laws, "[t]he annual meeting of the Board shall be held in either April or May of each year, at such date and time as designated by the then-Chair," and this meeting, on May 19, 2016, is the designated Annual Meeting; and

WHEREAS, Section 311 of the By-Laws states that: "The Chair and Vice-Chair shall be elected biennially in even-numbered years at the annual meeting of the Board, starting with the 2016 annual meeting, from among the members of the Board, and shall hold office until the next annual meeting occurring in an even-numbered year or until their successors are elected and qualified. The Secretary, Treasurer and any Assistant Secretary and/or Assistant Treasurer shall be elected at the same time as the Chair and Vice-Chair and shall serve from their respective elections until their successors are elected and qualified. The Chief Executive Officer, the General Counsel, and all other officers appointed by the Chief Executive Officer, shall serve from the date of their appointment until their resignation or until their successors are appointed and qualified." and

WHEREAS, under the By-Laws, it is required that an election be held at this Annual Meeting for the positions of Chair and Vice-Chair and there are currently vacancies in the Board-appointed officer positions of Secretary, Treasurer, Assistant Secretary and Assistant Treasurer (the position of General Counsel being an officer position that is appointed by the President & CEO, not by the Board); and

WHEREAS, the following slate of Board-appointed and elected officers for the Board is being proposed, with the President & CEO remaining in his position, for the term indicated in the By-Laws:

Chair	Lynette Brown-Sow
Vice-Chair	Herbert E. Wetzel
Treasurer	Celeste Fields, Acting Senior Executive Vice President of Finance and Chief Financial Officer/Executive Vice President of Leased Housing
Secretary	Laurence Redican, Acting General Counsel
Assistant Treasurer	Marlon Montanez, Vice President of Finance
Assistant Secretary	Andrea Bowman, Corporate Secretary

BE IT RESOLVED, that the PHA Board of Commissioners hereby elects Lynette Brown-Sow as Chair and Herbert E. Wetzel as Vice-Chair and appoints the persons otherwise listed above to their respective Board officer positions, effective Immediately, to serve for the terms designated under the By-Laws, as may be amended from time to time, with all other Board-appointed officer positions to remain with the current designees, including Kelvin A. Jeremiah as President & CEO.

I hereby certify that this was
APPROVED BY THE BOARD ON 5/19/16
Laurence M. Redican
ATTORNEY FOR PHA

RESOLUTION NO. 11860

**RESOLUTION ESTABLISHING THE SCHEDULE FOR REGULAR MEETINGS OF THE
PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS THROUGH MAY OF
2017**

WHEREAS, under Section 401 of the amended By-Laws of the Philadelphia Housing Authority ("PHA") Board of Commissioners ("Board"), as adopted by Resolution No. 11724 on September 25, 2014, the annual meeting of the Board shall be held in either April or May of each year and at the annual meeting, "the Authority shall establish a schedule of its regularly scheduled meetings during the ensuing one-year period;" and

WHEREAS, by Resolution No. 11773, adopted by the Board on April 16, 2015, the Board established its schedule of regularly-scheduled meetings for upcoming year, which included this meeting; and

WHEREAS, this Board meeting is the Annual Board meeting for 2016; and

WHEREAS, Section 709 (a) of the Sunshine Act, 65 Pa.C.S.A. §§ 701-716 ("Sunshine Act"), requires, *inter alia*, public notice of an agency's first regular annual meeting and that the agency "shall give public notice of the schedule of its remaining regular meetings;" and

WHEREAS, from this date until the next Annual Board meeting, which is to be held in April or May of 2017, the Board wishes to have the following regularly-scheduled Board meetings on the following dates, unless changed by public notice at least two days (48 hours) prior to the meeting (with special meetings requiring 24 hours' public notice, pursuant to the Sunshine Act), to be held at 12 S. 23rd St., 6th floor, Philadelphia, PA 19103, at 3 p.m.:

June 16, 2016
July 21, 2016
August – None
September 15, 2016
October 20, 2016
November 17, 2016
December 15, 2016
January 19, 2017
February 16, 2017
March 16, 2017
April 20, 2017
May 18, 2017

BE IT RESOLVED, that the PHA Board of Commissioners hereby adopts the schedule, as set forth above, for its regularly-scheduled meetings, from this date through May of 2017.

I hereby certify that this was
APPROVED BY THE BOARD ON 5/19/16
Lawrence M. Reden
ATTORNEY FOR PHA

RESOLUTION NO. 11861

RESOLUTION ADOPTING THE FY 2016 ANNUAL REPORTS OF THE STANDING BOARD COMMITTEES OF POLICY & PLANNING, FINANCE, AND RESIDENT SERVICES

WHEREAS, Section 501 of the amended By-Laws of the Philadelphia Housing Authority ("PHA") Board of Commissioners ("Board"), as adopted by Resolution No. 11724 on September 25, 2014, provides for establishing the standing Board Advisory Committees of Policy & Planning, Finance, and Resident Services; and

WHEREAS, the charters of the Policy & Planning, Finance, and Resident Services Committees were approved by the Board by Resolution No. 11777, on May 21, 2015; and

WHEREAS, each of the three (3) committee charters requires the respective committee to "[r]eport at least annually to the Board with respect to the activities of the Committee;" and

WHEREAS, the committees have concluded that it would be best to have the reporting be consistent with PHA's fiscal year and, accordingly, have prepared annual reports for the time period from April 1, 2015 to March 31, 2016 ("FY 2016"); and

WHEREAS, the Policy & Planning, Finance, and Resident Services Committees have reviewed and approved their respective FY 2016 Annual Committee Reports for submission to the Board, attached hereto, which are the first annual reports for each committee under the committee charters as adopted by the Board on May 21, 2015; and

WHEREAS, the Policy & Planning, Finance, and Resident Services Committees have distributed and presented their respective FY 2016 Annual Committee Reports to the PHA Board of Commissioners and recommend approval of the three (3) reports;

BE IT RESOLVED, that the PHA Board of Commissioners hereby adopts and approves the FY 2016 Annual Committee Reports of the Policy & Planning, Finance, and Resident Services Committees, as attached hereto.

I hereby certify that this was
APPROVED BY THE BOARD ON 5/19/16

Sam M. Redman

ATTORNEY FOR PHA



**FY 2016 ANNUAL REPORT OF THE POLICY & PLANNING COMMITTEE
OF THE PHILADELPHIA HOUSING AUTHORITY,
FOR THE PERIOD FROM APRIL 1, 2015 – MARCH 31, 2016**

Pursuant to the Charter of the Policy & Planning Committee, as adopted by the Philadelphia Housing Authority ("PHA") Board of Commissioners on May 21, 2015, by Resolution No. 11777, the Policy & Planning Committee is to report at least annually to the Board with respect to the activities of the Committee.

This report covers the time period from April 1, 2015 – March 31, 2016, which is the Fiscal Year 2016 for PHA ("FY 2016").

The members of the Policy & Planning Committee during that reporting time period have been the following Board of Commissioner members, as appointed by the Chair of the PHA Board of Commissioners, Lynette Brown- Sow: PHA Board Vice-Chair Herbert Wetzel (Chair of the Policy & Planning Committee, as appointed by the Chair of the PHA Board), Bonnie Camarda, Asia Coney and Amy Kurland.

Pursuant to the charter of the Policy & Planning Committee, the role of the Committee requires that it:

- shall provide oversight and guidance in the development and implementation of PHA's structure, policies and processes. The Committee's role is advisory and it is not authorized to take any official action on behalf of the Board. The primary responsibilities of the Committee are to: 1) assist the Board with developing and maintaining PHA's mission, vision, and strategic direction, 2) oversee the development of PHA's policies and 3) provide advice to the Board and PHA management regarding the adoption or amendment of PHA policies or other action by PHA involving matters of public policy, when such matters are not otherwise to be determined by another committee of the Board.

The Committee is to meet at least four times a year (no less than quarterly).

The Policy & Planning Committee had twelve (12) meetings scheduled in the twelve-month reporting period (two had less than a quorum); none were held in August or October and two (2) were held in in both June and July; and the committee reviewed thirty-two (32) resolutions for recommendation to the Board of Commissioners at its monthly meetings. Seven (7) smoke-free implementation updates were also presented to the Committee during that time-period.

The Policy & Planning Committee was involved in extensive briefings and discussions with PHA staff regarding the development of the Smoke-Free Policy; changes to the Admissions and Continued Occupancy Policy, the Administrative Plan and the form of Public Housing Lease Agreement; as well as other significant policy matters.



FY 2016 ANNUAL REPORT OF THE FINANCE COMMITTEE OF THE PHILADELPHIA HOUSING AUTHORITY, FOR THE PERIOD FROM APRIL 1, 2015 – MARCH 31, 2016

Pursuant to the Charter of the Finance Committee, as adopted by the Philadelphia Housing Authority ("PHA") Board of Commissioners on May 21, 2015, by Resolution No. 11777, the Finance Committee is to report at least annually to the Board with respect to the activities of the Committee.

This report covers the time period from April 1, 2015 – March 31, 2016, which is the Fiscal Year 2016 for PHA ("FY 2016").

The members of the Finance Committee during that reporting time period have been the following Board of Commissioner members, as appointed by the Chair of the PHA Board of Commissioners, Lynette Brown- Sow: Leslie Callahan (Chair of the Finance Committee, as appointed by the Chair of the PHA Board), Julia Danzy, Bonnie Camarda and Board Vice-Chair Herbert Wetzel.

Pursuant to the charter of the Finance Committee, the role of the Committee requires that it:

shall be responsible for recommending financial policies, goals and budgets that support the mission, values and strategic goals of PHA. The Committee shall also regularly review the financial performance of PHA compared with its goals and the financial implications of major transactions and programs. The Committee's role is advisory and it is not authorized to take any official action on behalf of the Board. The primary responsibilities of the Committee are to: 1) assist the Board with securing and maintaining PHA's sound financial status; 2) provide advice to the Board and PHA management regarding the adoption or amendment of financial strategies or policies; and 3) ensure responsible fiscal practices.

The Committee is to meet at least four times a year (no less than quarterly).

The Finance Committee had eleven (11) meetings scheduled in the twelve-month reporting period (one had less than a quorum) and reviewed thirty-four (34) resolutions for recommendation to the Board of Commissioners at its monthly meetings.

The Finance Committee was also involved in briefings and discussions with PHA staff and consultants regarding budget matters, including long-term financial plans for PHA and reviewing, recommending and monitoring the annual operating budget and annual capital budget, consistent with the long-term financial plan and financial policies.



FY 2016 ANNUAL REPORT OF THE RESIDENT SERVICES COMMITTEE OF THE PHILADELPHIA HOUSING AUTHORITY, FOR THE PERIOD FROM APRIL 1, 2015 – MARCH 31, 2016

Pursuant to the Charter of the Resident Services Committee, as adopted by the Philadelphia Housing Authority ("PHA") Board of Commissioners on May 21, 2015, by Resolution No. 11777, the Resident Services Committee is to report at least annually to the Board with respect to the activities of the Committee.

This report covers the time period from April 1, 2015 – March 31, 2016, which is the Fiscal Year 2016 for PHA ("FY 2016").

The members of the Resident Services Committee during that reporting time period have been the following Board of Commissioner members, as appointed by the Chair of the PHA Board of Commissioners, Lynette Brown- Sow: Asia Coney (Chair of the Resident Services Committee, as appointed by the Chair of the PHA Board), Ethel M. Wise and Ken Murphy.

Pursuant to the charter of the Resident Services Committee, the role of the Committee requires that it:

shall be responsible for the promotion of resident programs and services in support of PHA's mission. The Committee's role is advisory and it is not authorized to take any official action on behalf of the Board. The primary responsibilities of the Committee are to: 1) assist the Board in determining the most productive and appropriate ways to enrich the lives of PHA residents and promote opportunities to achieve financial independence; 2) provide advice to the Board and PHA management regarding the adoption or amendment of strategies or policies related to resident services; and 3) enhance the interface between PHA, the Board and PHA residents.

The Committee is to meet at least four times a year (no less than quarterly).

The Resident Services Committee had six (6) meetings scheduled in the twelve-month reporting period (one had less than a quorum) and reviewed seven (7) resolutions for recommendation to the Board of Commissioners at its monthly meetings.

The Resident Services Committee was also was involved in briefings and discussions with PHA staff as a liaison and acted as a voice for PHA residents, advising and making recommendations to PHA on resident services programs and identifying areas that may need improvement, as well as being conscious of seeking to improve interactions between PHA, the Board and residents.

RESOLUTION NO. 11862

RESOLUTION AUTHORIZING CONTRACTS WITH NORTH AMERICAN ROOFERS, INC. AND UNION ROOFING CONTRACTORS, INC. FOR ROOF REPLACEMENT AND RELATED WORK AT HILLCREEK APARTMENTS, KATIE B. JACKSON HOMES, AND WESTPARK PLAZA - BUILDING D

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for roof replacement and related work 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 North American Roofers, Inc. and Union Roofing Contractors, Inc. for a combined total amount not to exceed six hundred fifty-three thousand five hundred five dollars (\$653,505.00); and

WHEREAS, it is further recommended that the contract amount for North American Roofers, Inc. shall be for a total amount not to exceed four hundred seventeen thousand five hundred five dollars (\$417,505.00) for Hillcreek Apartments; and

WHEREAS, it is further recommended that the contract amount for Union Roofing Contractors, Inc. shall be one hundred forty-six thousand three hundred fifty dollars (\$146,350.00) for K.B. Jackson Homes and eighty-nine thousand six hundred fifty dollars (\$89,650.00) for West Park Plaza Building D for a total amount not exceed two hundred thirty-six thousand dollars (\$236,000.00);

BE IT RESOLVED, that the PHA Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with North American Roofers, Inc. and Union Roofing Contractors, Inc., subject to the availability of funds therefor, as set forth above, in a total amount for both contracts combined not to exceed six hundred fifty-three thousand five hundred five dollars (\$653,505.00), and to take all necessary actions relating to such contracts.

I hereby certify that this was
APPROVED BY THE BOARD ON 5/19/16
Laura M. Redic
ATTORNEY FOR PHA

RESOLUTION NO. 11863

RESOLUTION AUTHORIZING AN AGREEMENT WITH SAVE-A-LOT FOR THE ESTABLISHMENT OF A GROCERY STORE ON RIDGE AVENUE

WHEREAS, in November of 2015, the Philadelphia Housing Authority ("PHA") submitted a Transformation Plan for the Sharswood/Blumberg neighborhood ("Transformation Plan") under the Choice Neighborhood Initiative to the U.S. Department of Housing and Urban Development ("HUD") and HUD accepted the Transformation Plan proposal; and

WHEREAS, the Transformation Plan reflected the community's interest in establishing a grocery store in the community, since residents in the neighborhood lack access to fresh food, produce and meats; and

WHEREAS, PHA has identified an appropriate site adjacent to PHA's proposed headquarters and has submitted the proposed development plan to HUD for environmental review approval; and

WHEREAS, PHA worked with a consultant, Urban Partners, to seek out potential and interested grocery store operators to establish a grocery store on Ridge Avenue, in accordance with the Transformation Plan for the neighborhood; and

WHEREAS, Save-A-Lot Food Stores, a member of the Super Value family of companies, offered a term sheet agreement that commits to leasing approximately eighteen thousand five hundred (18,500) square feet of commercial space, to be developed by PHA or its designee using non-federal funding sources; and

WHEREAS, no other potential or interested potential grocery store operator offered a similar or better proposal for the intended space; and

WHEREAS, the lease payments paid by Save-A-Lot to PHA or its designee, over a ten year period, will generate approximately \$1.9 million dollars in revenue; and

WHEREAS, PHA believes that it would be in the best interest of the Sharswood/Blumberg community and consistent with the Transformation Plan to build approximately eighteen thousand five hundred (18,500) square feet of commercial space to lease to Save-A-Lot for the operation of the grocery store, to be operational by the Spring of 2018;

BE IT RESOLVED, that the PHA Board of Commissioners hereby authorizes the President & CEO and/or his designee(s) to take all reasonable and necessary actions to conclude the transaction, including but not limited to: 1) obtaining all necessary governmental approvals, 2) accepting the commitment from Save-A-Lot; and 3) negotiating the final terms of the transaction to close on financing for the development of the commercial space to be leased to Save-A-Lot.

I hereby certify that this was
APPROVED BY THE BOARD ON 5/19/16

ATTORNEY FOR PHA

RESOLUTION NO. 11864

RESOLUTION ADOPTING A MEMORANDUM OF UNDERSTANDING WITH THE PUBLIC HEALTH MANAGEMENT CORPORATION

WHEREAS, the Philadelphia Housing Authority ("PHA") provides quality affordable housing to families with low incomes as a designated Moving to Work Agency and its mission is to provide safe, decent, and sanitary housing for persons of low income, in accordance with the United States Housing Act of 1937, as amended, Title 42, §1437 *et seq.*, United States Code, and the Pennsylvania Housing Authorities Law of 1937, as amended; and

WHEREAS, the Public Health Management Corporation ("PHMC") is an incorporated 501(c)(3) corporation located at 1500 Market Street Philadelphia, PA 19102, whose mission is to build healthier communities through partnerships with government, foundations, businesses and community-based organizations, and which fulfills its mission to improve the health of the community by providing outreach, health promotion, education, research, planning, technical assistance, and direct services; and

WHEREAS, PHMC was a named partner on the Choice Neighborhoods Initiative Planning Grant, which helped develop the People and Neighborhood Plans, and administered a successful pilot Health Assessments Program to support Seniors relocating from the Blumberg Senior Tower, and

WHEREAS, PHMC and PHA entered into an Memorandum of Understanding in 2015, agreeing to partner with each other to collaboratively provide services and programs to residents of Sharswood/Blumberg and residents of PHA and identify resources and funds to expand, support, and develop new programs in accordance with the Sharswood/Blumberg Transformation Plan; and

WHEREAS, in accordance with the Sharswood/Blumberg Transformation Plan, PHA and PHMC wish to amend the MOU, in substantially the form attached hereto, to have PHMC administer an Early Childhood Education Initiative called the Parent Child Home Program, which provides literacy and basic numeracy training to children and parents in the Sharswood/Blumberg community; and

WHEREAS, the amendment to the MOU reflects the Green Light Fund committed investment of three hundred fifty thousand dollars (\$350,000.00) in funding over a four year period to support the Parent Child Home Program as administered by PHMC; and

WHEREAS, under the amendment to the MOU, PHA agrees to provide three hundred thousand dollars (\$300,000) over a two-year period, subject to program performance in the first year, and any additional funds from PHA for two (2) additional years shall be subject to the results of program performance, PHA funding availability, and require approval by the PHA Board of Commissioners;

BE IT RESOLVED, that the PHA Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and to execute the amendment to the MOU with the Public Health Management Corporation in substantially the form attached hereto, for a total amount, over two years, not to exceed three hundred thousand dollars (\$300,000.00), and to take all necessary actions relating to such MOU, including determining whether any options available under the MOU shall be exercised.

I hereby certify that this was
APPROVED BY THE BOARD ON 5/19/16


ATTORNEY FOR PHA

DRAFT Amendment to the PHA and PHMC MOU

The purpose of this amendment is to identify additional service areas where Public Health Management Corporation (PHMC) and Philadelphia Housing Authority (PHA) will collaborate and provide services to PHA residents under the Parent Child Home Program to prepare students to attend the Community School in Sharswood and other educational opportunities.

1. Parent Child Home Program

The Parent-Child Home Program (PCHP) is an evidence-based, voluntary early literacy, school readiness, and parenting home visiting program for under-resourced families, that focuses on increasing parent-child interaction, developing language- and literacy-rich home environments, and supporting children's language, cognitive, and social-emotional development and subsequent school success.

The Parent-Child Home Program along with PHMC, PHA, the Greenlight Fund and other key partners will collaborate to implement this program in Philadelphia Housing Authority communities.

2. Overview of Service Model in PHA Communities

The evidence-based PCHP model provides two years of intensive, twice-weekly home visiting to underserved families with children between the ages of 16 months – 4 years who are challenged by poverty, isolation, limited educational opportunities, language and literacy barriers, and other obstacles to healthy development and educational success.

Each participating family receives a minimum of 46 home visits each year. Over the course of the two years, and 92 home visits, families acquire a library of 46 high quality books and educational toys and 46 curricular guide sheets with tips for verbal interaction, the serve and return of quality conversation; skill development; and additional engagement, literacy, music, and art activities. The home visit staff, who through twice-weekly visits build strong relationships with participants, also connect families to a wide-range of community resources including food, housing, health, and educational services. As families complete PCHP, staff work with them to ensure their children are enrolled in high-quality center-based preschool (pre-k, Head Start or kindergarten).

3. Program Service Plan

- a. Year 1 - 50 families in Blumberg/Sharswood
- b. Year 2 - 100 families in Blumberg/Sharswood expanded

Based on the success of the Program and the acquisition of the necessary funding by PHA or its affiliates, the final two years will provide the following:

- c. Year 3 - 150 families – continue expansion or add new location
- d. Year 4 - 200 families - continue expansion or add new location

4. Roles and Responsibilities – PHA

In accordance with this agreement, PHA agrees to the following:

- a. PHA will provide partial ongoing operating support for the program as stated in Section 4.5;
- b. PHA will collaborate with PHMC to identify office space for use by PHMC employees;
- c. PHA will support recruiting and outreach activities to ensure full utilization of the program by PHA residents as detailed in Section 3, in consultation with partners and based on program enrollment of PHA residents, PHA may decide to extend participation to other neighborhood residents who could benefit from the program;
- d. PHA will meet quarterly, from the start date of the program, with PCHP and PHMC regarding program success and challenges and to problem solve collaboratively;
- e. PHA will consult with PHMC, PCHP, and the Green Light Fund, regarding any press or public relations on this program;
- f. PHA shall provide \$100,000 in Year 1 to support series to 50 families;

- i. based on a yearly performance review, agreed upon by PCHP, PHA and PHMC, stating the measurable achievement of the program, PHA commits to provide ongoing operating support to the program on the following schedule:
- ii. \$200,000 non-federal funds in year 2 to support services to 100 families
- iii. PHA funding after years 1 and 2 shall be contingent on the results of yearly performance, as stated in Section 4(A)(7)(a); the availability of PHA funding; and express approval by the PHA Board of Commissioners; after which PHA or its affiliates commits to provide ongoing operating support to the program on the following schedule:
- iv. \$300,000 from funds to be identified In year 3 to support services to 150 families
- v. \$400,000 from funds to be identified in year 4 to support services to 200 families

- 4.1 Payment will be made to PHMC via PHA or its affiliates.
- 4.2 Funding will be provided as a lump sum in year 1 and on a bi-annual basis in each subsequent year.
- 4.3 PHMC will submit to PHA an invoice attached to an annual budget for year 1 and each subsequent year.
- 4.4 Yearly Performance Review will be conducted by PCHP and provided to PHA, and Targets for Year 1 and 2 are as follows:

Year 1

Performance Measure	Due Date
Complete the required Parent Child Home training for 1st Coordinator Group and Home Visitors.	9/30/16
Enroll 50 families.	12/31/16
Complete the program with 75% of enrolled families.	6/30/17
Complete data entry as per Parent Child Home requirements.	6/30/17
Complete year 1 pre and post assessments with each enrolled family.	6/30/17

Of the children demonstrating deficiencies in language development, ability to follow directions, attention span, familiarity with school readiness concepts, and common school curriculum materials, 50% will exhibit improved language skills, ability to follow directions, attention span and familiarity with school readiness concepts, and common school curriculum materials. As measured by Child Behavior Traits assessment results; School district reports on PCHP participants' scores on school readiness assessments.

Year 2

Performance Measure	Due Date
Recruit and train a 2nd Coordinator and group of Home Visitors.	9/1/17
Enroll 2 nd cohort of 50 families.	10/31/17
Complete the program with the first cohort of families with a graduation rate of 80%.	6/30/18
Complete the program with 75% of enrolled families from the second cohort.	6/30/18
Complete year 2 pre and post assessments with each enrolled family from the first cohort.	6/30/18
Complete year 1 pre and post assessments with each enrolled family from the second cohort.	6/30/18
Complete the Parent Child Home replication certification process successfully.	6/30/18
Refer families to appropriate Pre K opportunities upon completion of the program.	6/30/18

Of the children demonstrating deficiencies in language development, ability to follow directions, attention span, familiarity with school readiness concepts, and common school curriculum materials,

100% will exhibit improved language skills, ability to follow directions, attention span and familiarity with school readiness concepts, and common school curriculum materials. As measured by Child Behavior Traits assessment results; School district reports on PCHP participants' scores on school readiness assessments.

4.5 The payment schedule is as follows.

Year	PHA Payment Amount	Date	Green Light Fund Payment Amount	PHMC (leveraged resources)	Date	Total Per Year
Year 1	\$100,000 (non-federal or federal sources)	6/1/2016 Within 30 Days from the start of the program	\$150,000	\$50,000	5/1/2016	\$300,000
Year 2	\$200,000 (non-federal or federal sources)	Within 30 Days from the start of the new Program Year 7/1/2017	\$100,000	\$150,000	1/1/2018	\$450,000
Year 3	\$300,000 (non-federal or federal sources)	Year 7/1/2018	\$50,000	\$350,000	1/1/2019TBD	\$700,000
Year 4	\$400,000 (non-federal or federal sources)	Year 7/1/2019	\$50,000	\$450,000	1/1/2020TBD	\$900,000

5. Roles and Responsibilities – PHMC

In accordance with this agreement, PHMC agrees to the following:

- a. PHMC will provide PCHP home visiting services in accordance with the model and under the supervision of PCHP.
- b. PHMC will collaborate with PHA, and its partners, to identify office space for use by PHMC employees, and PHMC will cover the cost of reasonable expenses related to leasing office space, which may include rent and other expenses.
- c. PHMC will hire and supervise home visitors, and coordinators delivering services, and where possible, hire residents from the Sharswood community as identified by PHA or its partners.
- d. PHMC will work with PHA and to recruit participants from PHA residences.
- e. PHMC will connect clients with additional PHA, or its partners, services as needed.
- f. PHMC will report to PHA and PCHP, on a quarterly basis from the start date of the program, regarding program success and challenges and problem solve collaboratively.
- g. PHMC will discuss with and receive approval from PHA and PCHP regarding any press or public relations on this program.
- h. PHMC will initiate services on this contract in September 2016 and will begin recruiting participants and building community relationships 60 days prior to September 1, 2016.

- i. Furthermore, PHMC will enter into a *Replication Agreement* and *Site Service Contract* with PCHP and that agreement shall be provided to PHA within five(5) days from the date of execution.
- j. Additional provisions are listed below
 - i. Relationship of Parties - PHMC and PHA employees or PHA affiliates, of PHA partners shall at all times be acting and performing as employees for their own respective organizations and nothing contained herein shall be deemed or construed to constitute any agency, partnership, joint venture, or employer-employee relations between PHMC and PHA.
 - ii. Performance - PHMC shall perform all services under this Memorandum of Understanding in accordance with all applicable laws, regulations, other governing rules and standards, and the requirements of the program to which it relates, and shall perform all services in a manner consistent and in compliance with all accepted and prevailing standards for the proper performance of the same or similar services. If the performance of the services provided through this MOU require licensing, certification, other qualifications or other approvals from a government or other regulatory body, PHMC shall, at all times during term hereof, maintain all such licenses, registrations, or approvals in full force and effect.

6. Incorporation By Reference

All provisions contained in the MOU executed between PHA and PHMC on or about February 16, 2014, which are not inconsistent with the terms of this amendment, are incorporated herein by reference.

7. Terms

This term of this amendment is five (5) years from May 20, 2016, 2016 to May 20, 2021, subject to funding availability and other contingencies, as stated in Section 4, and may be extended one (1) additional year upon agreement of the parties 90 days prior to the final date of the base years.

IN WITNESS WHEREOF, the parties here to have duly executed this amendment to the Memorandum of Understanding.

THE PHILADELPHIA HOUSING AUTHORITY

By: _____
 Title: _____
 Print Name: _____
 Date: _____

PHILADELPHIA HEALTH MANAGEMENT CORPORATION:

By: _____
 Title: _____
 Print Name: _____
 Date: _____

APPENDIX 2

**MAY 2016 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: Judith Fabrese

Maintenance Issue? Yes ___ No ___ Other (topic): Bleumberg / PHA
5th program

2. Name: Omar Griffin

Maintenance Issue? Yes ___ No ___ Other (topic): Youth Programs

3. Name: _____

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

4. Name: _____

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

5. Name: _____

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

6. Name: _____

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

MARCH 2016 SIGN-UP SHEET FOR COMMENT ON SPECIFIC

RESOLUTIONS

(3 minutes per person)



- Reso. #1: RESOLUTION APPROVING LYNETTE BROWN-SOW AS CHAIR AND HERBERT E. WETZEL AS VICE-CHAIR OF BOARD OF COMMISSIONERS AND THE APPOINTMENT OF CERTAIN BOARD-APPOINTED OFFICERS
- Reso. #2 ESTABLISHING THE SCHEDULE FOR REGULAR MEETINGS OF THE PHA BOARD THROUGH MAY OF 2017
- Reso. #3: ADOPTING THE FY 2016 ANNUAL REPORTS OF THE STANDING BOARD COMMITTEES OF POLICY & PLANNING, FINANCE, AND RESIDENT SERVICES
- Reso. #4: ROOF REPLACEMENT AND RELATED WORK AT HILLCREEK APARTMENTS, KATIE B. JACKSON HOMES, AND WESTPARK PLAZA - BUILDING D CONTRACTS WITH NORTH AMERICAN ROOFERS, INC. AND UNION ROOFING CONTRACTORS, INC.
- Reso. #5: AGREEMENT WITH SAVE-A-LOT FOR THE ESTABLISHMENT OF A GROCERY STORE ON RIDGE AVENUE
- Reso. #6: MEMORANDUM OF UNDERSTANDING WITH THE PUBLIC HEALTH MANAGEMENT CORPORATION

Please PRINT your name & check the number of the resolution on which you wish to speak:

1. Name: Juanita Roberson Reso. #1 1 2 3 4 5 6

2. Name: _____ Reso. #1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

3. Name: _____ Reso. #1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

4. Name: _____ Reso. #1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

5. Name: _____ Reso. #1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

6. Name: _____ Reso. #1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____