

August 24, 2012

The Special Board Meeting of the Philadelphia Housing Authority Board of Commissioner for August was held on Friday, August 24, 2012, 2:00 pm, at the Philadelphia Housing Authority, 12 S. 23<sup>rd</sup> Street, Philadelphia, Pennsylvania.

Present: Estelle Richman, Board of Commissioner  
Kelvin Jeremiah, Interim Executive Director/Interim Administrative Receiver  
Barbara Adams, Esq., General Counsel

The Board of Commissioner, Ms. Estelle Richman, called the meeting to order and asked the Interim Executive Director/Interim Administrative Receiver, Mr. Kelvin Jeremiah, for remarks. Mr. Jeremiah made several announcements; since the last meeting, PHA held a successful Family Affair Event at the John F. Street Center with over 400 in attendance, 37 organizations and agencies also participated. The event included entertainment courtesy of the partnership with the Philadelphia Youth Music Program and the PhillyRising.

PHA is also preparing for Senior Week with several other agencies around the City, beginning September 10<sup>th</sup> and ending September 15<sup>th</sup>. PHA will host a diversity affair at John F. Street Center on September 12<sup>th</sup> from 10 am to 2 pm and Jazz in the Park at the Wilson Park Pavilion September 14<sup>th</sup> from 11 am to 2 pm. Mr. Jeremiah requested Dr. Samuel Little to come forth and speak about last month's event at Cheyney University as well as PHA's book bag give away.

Finally, Mr. Jeremiah announced that PHA has a standard Board Meeting Schedule through March 2013. Meetings will be held the 4<sup>th</sup> Friday of every month. He reminded the audience of the two opportunities to address the board for three minutes and of the sign-in procedure, in accordance with the Resolution adopted in January 2012, whereas copies were available if needed. Mr. Jeremiah advised the Commissioner that PHA was presenting seven (7) resolutions to be considered.

The next order of business was the approval of the minutes. Commissioner Estelle Richman moved for the adoption of the minutes for the July 20, 2012 board meeting.

Commissioner Estelle Richman moved for the adoption of the following minutes.

**RESOLUTION NO. 11550**

**RESOLUTION APPROVING MINUTES OF THE BOARD OF COMMISSIONER MEETING HELD ON  
JULY 20, 2012**

**BE IT RESOLVED**, that the minutes of the Board Meeting of the Philadelphia Housing Authority Meeting held on July 20, 2012, copies of which have already been provided, be the same are hereby ratified, confirmed and approved.

Commissioner Estelle Richman thereupon declared the Minutes unanimously adopted.

8/24/12  
Barbara Wilson, General Counsel

Commissioner Estelle Richman moved for the adoption of the following resolution.

**RESOLUTION NO. 11551**

**RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR/INTERIM ADMINISTRATIVE RECEIVER OR HIS DULY AUTHORIZED DESIGNEE TO AWARD A SOLE SOURCE CONTRACT FOR LEGAL SERVICES WITH KLEINBARD, BELL & BRECKER FOR DEFENSE OF PHA ET AL., AGAINST AN ACTION FOR BREACH OF CONTRACT AND DENIAL OF DUE PROCESS, CAPTIONED GREENE V STREET ET AL., NO. 2:10-CV-04529 AGAINST THE BOARD OF COMMISSIONERS ("BOARD") OF THE PHILADELPHIA HOUSING AUTHORITY AND AMENDED SAID COMPLAINT TO INCLUDE THE PHILADELPHIA HOUSING AUTHORITY ("PHA") AND ALL RELATED MATTERS**

**WHEREAS**, PHA has entered into an Annual Contributions Contract with the Secretary of Housing and Urban Development ("HUD") pursuant to the U.S. Housing Act of 1937, 42 U.S.C. §1437, which contract, in conjunction with applicable regulations, governs the operations of PHA; and

**WHEREAS**, on September 7, 2010, Carl R. Greene filed a complaint in the United States District Court for the Eastern District of Pennsylvania, captioned *Greene v Street et al.*, No. 2:10-cv-04529, for damages alleging that PHA breached Carl Greene's employment contract and denied him due process; and

**WHEREAS**, the matter was referred to Kleinbard, Bell & Brecker ("Kleinbard") for defense after Sprague and Sprague was dismissed as defense counsel; and

**WHEREAS**, the Housing Authority Risk Retention Group, Inc. ("HAARG") provides PHA with commercial general liability coverage for employment practice defense coverage only, and breach of contract defense coverage only, subject to a sub-limit of \$2,000,000 per wrongful act and \$5,000,000 in the aggregate; and

**WHEREAS**, PHA and HAARG have determined that the coverage limit for this policy will be soon be exhausted; and

**WHEREAS**, when the HAARG coverage limit for the policy is exhausted, PHA will be solely responsible for defense coverage costs; and

**WHEREAS**, PHA deems the procurement of further legal services from Kleinbard for the ongoing defense as necessary and meets the standards of a noncompetitive procurement since the ongoing litigation would not permit the delay that would result from a competitive bid process as per 24 CFR §85.36(d)(4); and

**WHEREAS**, PHA estimates that the costs for the provision of legal services for the aforementioned lawsuits and related matters will not exceed **SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000.00)**; and

**WHEREAS**, it is further recommended that the contract awarded to Kleinbard, Bell & Brecker shall be one (1) base period followed by one (1) one-year option period. The total amount of the contract shall not be more than **FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00)** for the one-year base period and shall not be more than **TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00)** for the one-year option period, for a total contract amount not to exceed **SEVEN HUNDRED AND FIFTY THOUSAND DOLLARS (\$750,000.00)** for the entire two-year contract period.

**BE IT RESOLVED**, by and for The Philadelphia Housing Authority, the Interim Executive Director /Interim Administrative Receiver, or his duly authorized designee, is hereby authorized to negotiate,

conclude and execute contract with Kleinbard Bell & Becker consistent with the "WHEREAS" clauses above; and

**BE IT FURTHER RESOLVED**, that (1) the Interim Executive Director/Interim Administrative Receiver, the General Counsel and all other appropriate personnel of PHA are authorized to take all actions necessary to implement these resolutions in accordance with their terms and the "WHEREAS" clauses above; (2) the contract is subject to the availability of PHA funds therefor; and (3) no contract shall exist until signed by the Interim Executive Director/Interim Administrative Receiver, or his designee.

**BE IT FURTHER RESOLVED**, that if any increases to the dollar amount of the awarded contracts become necessary, such increases must be approved by PHA's Board of Commissioner regardless of the dollar amount.

Commissioner Estelle Richman thereupon declared the Resolution unanimously adopted.

Commissioner Estelle Richman moved for the adoption of the following resolution.

## **RESOLUTION NO. 11552**

### **RESOLUTION ADOPTING THE PHILADELPHIA HOUSING AUTHORITY SUSTAINABILITY POLICY**

**WHEREAS**, in 2009, HUD Secretary Shaun Donovan created a HUD Office of Sustainable Housing and Communities to create strong, sustainable communities by connecting housing to jobs, fostering local innovation, and helping to build a clean energy economy; and

**WHEREAS**, in 2011, PHA issued a Request for Proposals for an agency-wide sustainability assessment to (1) identify current successes and future opportunities regarding green building, energy cost savings and sustainability, (2) develop quantifiable metrics for sustainability efforts, and (3) develop short and medium-term recommendations for PHA to further its primary mission in a more sustainable manner; and

**WHEREAS**, Oystertree Consulting, an experienced sustainability advisor with substantial public housing expertise, has completed a report (the "Sustainability Report") of such assessment and its recommendations; and

**WHEREAS**, the Sustainability Report states that utility costs will consume over \$30 Million of PHA's 2012 operating budget, or approximately 25% of its \$117.8 Million operating subsidy; and

**WHEREAS**, the Sustainability Report states that more than 70% of the staff of PHA are not aware of PHA's current efforts in regard to sustainability; and

**WHEREAS**, based upon the Sustainability Report, it is recommended that PHA formally adopt a policy to take initial steps to identify appropriate sustainability goals, develop budget proposals for advancing these goals, and take immediate steps to reduce PHA's energy expenses.

**NOW THEREFORE, BE IT RESOLVED**, that the PHA Board of Commissioner hereby adopts the following policy and principles:

**The Philadelphia Housing Authority Sustainability Policy:** The Philadelphia Housing Authority will pursue its mission of providing quality housing for low and moderate income families in a manner that uses sustainable practices to meet the present needs of the community without compromising the ability of future generations to meet their own needs.

The Philadelphia Housing Authority Sustainability Policy includes commitments to the following Sustainability Principles:

- PHA will conduct its housing development and property management activities in a socially, environmentally and economically responsible manner
- PHA will reduce its energy consumption and increase its use of alternative energy sources
- PHA will minimize its environmental impacts in the areas of waste, water, energy and air quality
- PHA will provide leadership and education for its staff and resident families about best sustainability practices and healthy living choices
- PHA will increase the number of opportunities in low-skill and high-skill green jobs

**BE IT FURTHER RESOLVED**, that the Interim Executive Director/Interim Administrative Receiver is hereby authorized to appoint a PHA staff Sustainability Working Group; the Working Group will be directed to:

- Take immediate steps to develop for Board approval an energy procurement strategy to manage fuel price risk and secure optimal energy pricing;
- Develop proposals for appropriate short-term and medium-term strategic goals based upon the Sustainability Policy and Principles, the Sustainability Report and the expertise of members of the Working Group;
- Develop a draft budget for implementing the Sustainability Policy and Principles;
- Develop guidelines for sustainability metrics, data collection, reporting and measuring progress in pursuit of the Sustainability Policy; and
- Respond to opportunities that become available to PHA from time to time to implement energy efficiency and sustainability initiatives.

**BE IT FURTHER RESOLVED**, that the Interim Executive Director/Interim Administrative Receiver, or his designee, is hereby directed to develop and issue a Request for Proposals for an energy pricing and efficiency expert to advise on developing the energy procurement strategy; the RFP shall require services that include negotiation of new energy supply contracts, analysis of tariffs and utility rates, advice on energy benchmarking and goal-setting, drafting of an energy management plan, training of staff in sustainability and energy-saving measures, and such other services as the Interim Executive Director/Interim Administrative Receiver, or his designee, shall determine are necessary and appropriate.

Commissioner Estelle Richman thereupon declared the Resolution unanimously adopted.

Commissioner Estelle Richman moved for the adoption of the following resolution.

**RESOLUTION NO. 11553**

**RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR/INTERIM ADMINISTRATIVE RECEIVER OR HIS DULY AUTHORIZED DESIGNEE TO CONCLUDE AND TO EXECUTE A CONTRACT WITH URBAN AFFAIRS COALITION FOR TECHNICAL ASSISTANCE TO PHA RESIDENT COUNCIL ELECTIONS (SOLICITATION NO. P-004134)**

**WHEREAS**, the Philadelphia Housing Authority (PHA) has identified a need for technical assistance to PHA for resident council elections; and

**WHEREAS**, Solicitation No. P-004134 was developed according to established procedures and all applicable laws regarding public contracts and was advertised in the Philadelphia Inquirer and several community newspapers; and

**WHEREAS**, the Request for Proposal was mailed to the appropriate companies on PHA Bidders' List, and distributed to those who responded to the invitation through the publications; and

**WHEREAS**, three (3) offerors responded to the solicitation by submitting a proposal as follows:

**Urban Affairs Coalition**

Sydney Lei & Associates  
Election-America Inc.; and

**WHEREAS**, the proposals were reviewed and evaluated by the evaluation committee appointed for such purpose (the "Evaluation Committee") and the supporting documents were reviewed by the Contracting Officer; and

**WHEREAS**, based upon the evaluation, it was recommended that a contract be awarded to the Urban Affairs Coalition; and

**WHEREAS**, it is further recommended that the contract, if awarded, shall be for a two (2) year base period with an additional three (3) one year option periods in an amount not to exceed **SIXTY-TWO THOUSAND SEVEN HUNDRED DOLLARS (\$62,700.00)** for base year one (1); **SIXTY-THREE THOUSAND EIGHT HUNDRED TEN DOLLARS (\$63,810.00)** for base year two (2); **SIXTY-FOUR THOUSAND NINE HUNDRED EIGHTY DOLLARS (\$64,980.00)** if PHA exercises option year one (1); and **SIXTY-SIX THOUSAND ONE HUNDRED FIFTY DOLLARS (\$66,150.00)** if PHA exercises option year two (2), and **SIXTY-SEVEN THOUSAND THREE HUNDRED EIGHTY DOLLARS (\$67,380.00)** if PHA exercises option year three (3); for a total contract amount not to exceed **THREE HUNDRED TWENTY-FIVE THOUSAND TWENTY DOLLARS (\$325,020.00)** to the Urban Affairs Coalition.

**THEREFORE, BE IT RESOLVED**, by and for the Philadelphia Housing Authority, that, based on the recommendation of the Evaluation Committee, the Interim Executive Director/Interim Administrative Receiver is hereby authorized to conclude and to execute a contract with Urban Affairs Coalition (for election and reporting); and

**BE IT FURTHER RESOLVED**, that (1) the Interim Executive Director/Interim Administrative Receiver and all other appropriate personnel of PHA are authorized to take all actions necessary to implement this resolution in accordance with its terms and the "WHEREAS" clauses above; (2) the contract is subject to the availability of funds therefore; (3) no contract shall exist until signed by the Interim Executive Director/Interim Administrative Receiver, or his designee and; (4) if PHA and the offeror have not mutually agreed on the terms of a contract within ninety days (90) following the next regularly scheduled Board meeting, then this resolution shall be void and the authority of the Interim Executive Director/Interim Administrative Receiver shall cease.

Commissioner Estelle Richman thereupon declared the Resolution unanimously adopted.

Commissioner Estelle Richman moved for the adoption of the following resolution.

**RESOLUTION NO. 11554**

**RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR/INTERIM ADMINISTRATIVE RECEIVER OR HIS DULY AUTHORIZED DESIGNEE TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF PHILADELPHIA, ACTING THROUGH ITS DEPARTMENT OF HUMAN SERVICES FOR A DEMONSTRATION PROGRAM THAT WILL PROVIDE UP TO FIFTY (50) PUBLIC HOUSING OPPORTUNITIES FOR ELIGIBLE YOUTH AGING OR AGED OUT OF THE DHS SYSTEM THAT LACK THE PERMANENT, STABLE HOUSING NECESSARY TO TRANSITION TO SELF-SUFFICIENCY AND TO MODIFY PHILADELPHIA HOUSING AUTHORITY POLICIES AND PROCEDURES, WHERE NECESSARY, INCLUDING BUT NOT LIMITED TO THE PUBLIC HOUSING LEASE AND THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN, TO IMPLEMENT THE NEW PROGRAM**

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) is committed to providing accessible housing opportunities for eligible low-income persons and households; and

**WHEREAS**, it is the mission of the City of Philadelphia, through its Department of Human Services (“DHS”), to provide and promote safety, permanency, and well-being for children and youth at risk of abuse, neglect and delinquency; and

**WHEREAS**, PHA has determined that it is in its best interest to enter into a Memorandum of Understanding (“MOU”) with DHS to further their mutual goals of assisting eligible low-income individuals aging or aged out of the DHS system that lack permanent and stable housing in order to assist them in transitioning to self-sufficiency and permanent housing; and

**WHEREAS**, pursuant to the MOU, PHA will make housing opportunities available to qualified DHS participants and DHS will provide for coordinated case management services for said participants; and

**WHEREAS**, the two-year MOU specifies that 1) PHA will reserve up to fifty (50) public housing opportunities for eligible participants, as defined in the MOU, to be referred to PHA by DHS; 2) DHS will provide for coordinated case management services for participants to assist in and monitor the transition to self-sufficiency and compliance with lease and program obligations; 3) DHS will pay rent for any participants with rent 60 or more days in arrearage in order to avoid the eviction of such participant; and 4) PHA and DHS will meet quarterly, or as often as agreed, to ensure program goals are being met.

**NOW THEREFORE, BE IT RESOLVED**, that the Philadelphia Housing Authority’s Board of Commissioner hereby authorizes the Interim Executive Director/Interim Administrative Receiver or his duly authorized designee to conclude and to execute an MOU with DHS in accordance with the terms and conditions set forth in this resolution, and to modify PHA policies and procedures, where necessary, including, but not limited to, the Public Housing Lease and the Admissions and Continued Occupancy Plan (“ACOP”); and

**BE IT FURTHER RESOLVED**, that the modification of the Public Housing Lease for these housing opportunities shall not become effective until after 30 days’ notice is provided to affected resident(s) and those residents have had an opportunity to present written comments to PHA.

Commissioner Estelle Richman thereupon declared the Resolution unanimously adopted.



Commissioner Estelle Richman moved for the adoption of the following resolution.

**RESOLUTION NO. 11555**

**RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR/INTERIM ADMINISTRATIVE RECEIVER OR HIS DULY AUTHORIZED DESIGNEE TO CONCLUDE AND TO EXECUTE A CONTRACT MODIFICATION WITH TWO OF PHA'S COMMUNITY PARTNERS TO PROVIDE TRAINING, CAREER DEVELOPMENT AND CASE MANAGEMENT IN SUPPORT OF A PENNSYLVANIA DEPARTMENT OF LABOR & INDUSTRY CERTIFIED NURSING ASSISTANT (CNA) PROGRAM GRANT (CONTRACT NOS. P-003787, P-004130 AND P-004116A).**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") continues to provides Certified Nursing Assistant (CNA) Training Program with a successful track record in training and placing public housing residents in the health care field; and

**WHEREAS**, PHA entered into a contract with Educational Data Systems Inc., and P&A Nurse Aide Training; and

**WHEREAS**, the Pennsylvania Department of Labor and Industry has granted PHA an additional 12 month extension for a total of 24 months to the 2010 CNA grant through June 30, 2013; and

**WHEREAS**, PHA has identified a continued need to serve and assist PHA Residents in Self-Sufficiency efforts, such as additional career training and development in the health care industry; and

**WHEREAS**, a modification to cover grant award, including an additional 12 months, with costs resulting from the PA Department of Labor approved grant extension, is required for services provided by community partners, in support of training, career development and case management.

**BE IT RESOLVED**, by and for the Philadelphia Housing Authority, that the PHA Interim Executive Director/Interim Administrative Receiver or his duly authorized designee is hereby authorized to conclude and to execute a contract modification amending PHA Contract No. P-003787 with Educational Data Systems Inc. (EDSI) for career development services delivered in support of the PA L&I CNA grant, for an amount of \$125,000, and

**BE IT RESOLVED**, by and for the Philadelphia Housing Authority, that the PHA Interim Executive Director/Interim Administrative Receiver or his duly authorized designee is hereby authorized to conclude and to execute a contract modification extending and amending PHA Contract No. P-004130 with Educational Data Systems Inc. (EDSI) for case management services delivered in support of the PA L&I CNA grant, for an additional 22 months in the amount of \$40,000, and

**BE IT FURTHER RESOLVED**, by and for the Philadelphia Housing Authority, that the PHA Interim Executive Director/Interim Administrative Receiver or his duly authorized designee is hereby authorized to conclude and to execute a contract modification amending PHA Contract No. P-004116A with P&A Nurse Aid Training Program and Services, for CNA training and certification, in the amount of \$250,000.

Commissioner Estelle Richman thereupon declared the Resolution unanimously adopted.

Commissioner Estelle Richman moved for the adoption of the following resolution.

**RESOLUTION NO. 11556**

**RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR/INTERIM ADMINISTRATIVE RECEIVER TO CONCLUDE AND TO EXECUTE A CONTRACT MODIFICATION WITH EACH OF AFFORDABLE HOUSING CENTERS OF PENNSYLVANIA AND PHILADELPHIA COUNCIL FOR COMMUNITY ADVANCEMENT INC. FOR COMPREHENSIVE HOUSING COUNSELING IN RELATION TO THE 2008 RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY (ROSS) FAMILY/HOMEOWNERSHIP PROGRAM GRANT (CONTRACT NO. P-003857-A AND P-003857-B)**

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) continues to have a need for Comprehensive Housing Counseling in support of the 2008 ROSS Family/Homeownership Program Grant; and

**WHEREAS**, PHA entered into a contract with Affordable Housing Centers of Pennsylvania on July 15, 2009, and with Philadelphia Council for Community Advancement Inc., on September 1, 2009 to provide comprehensive housing counseling for PHA Residents; and

**WHEREAS**, HUD has granted PHA a second 12 month extension for a total of 24 months to the 2008 ROSS Family/Homeownership Program grant; and

**WHEREAS**, PHA has identified a continued need to serve and assist PHA Residents in Self-Sufficiency efforts, such as in becoming homeowners through housing counseling and homeownership preparation services; and

**WHEREAS**, a modification to cover an increased length of contract for an additional 12 months, with no additional costs resulting from the HUD approved grant extension, is required.

**BE IT RESOLVED**, by and for the Philadelphia Housing Authority, that the PHA Interim Executive Director/Interim Administrative Receiver or his duly authorized designee is hereby authorized to conclude and to execute a contract modification extending PHA Contract No. P-003857-A with Affordable Housing Centers of Pennsylvania for an additional 12 months.

**BE IT FURTHER RESOLVED**, by and for the Philadelphia Housing Authority, that the PHA Interim Executive Director/Interim Administrative Receiver or his duly authorized designee is hereby authorized to conclude and to execute a contract modification extending PHA Contract No. P-003857-B with Philadelphia Council for Community Advancement Inc., for an additional 12 months.

Commissioner Estelle Richman thereupon declared the Resolution unanimously adopted.

Commissioner Estelle Richman moved for the adoption of the following resolution.

**RESOLUTION NO. 11557**

**RESOLUTION ADOPTING VARIOUS STANDARD OPERATING PROCEDURES, A QUALITY CONTROL PROCEDURE, A POLICY DIRECTIVE AND A REVISED FORM OF LEGAL SERVICES CONTRACT OF THE OFFICE OF GENERAL COUNSEL AND THE USE OF SUCH AS THE BASIS OF MANDATORY TRAINING PROGRAMS, AND DIRECTING THE PHA OAC TO AUDIT LEGAL SERVICES CONTRACTS AND PAYMENTS AND IMPOSES THE PHA STANDARDS OF ETHICAL CONDUCT ON ALL PHA COMMISSIONERS**

**WHEREAS**, the United States Department of Housing and Urban Development (“HUD”) has sent to the Philadelphia Housing Authority (“PHA”) notice of its Management Decisions with respect to the HUD Office of Inspector General Report: 2011-PH-1007 issued March 10, 2011; and

**WHEREAS**, various of those Management Decisions require that the PHA Board adopt resolutions approving the required Standard Operating Procedures, the Quality Control Procedure, a Policy Directive and a revised form of legal services contract of PHA’s Office of General Counsel (“OGC”) and that PHA make provision for the training of all applicable staff with respect to such Standard Operating Procedures, Quality Control Procedure, Policy Directive and revised legal services contract; and

**WHEREAS**, by Board Resolutions Nos. 11469 dated July 22, 2011 and 11477 dated September 29, 2011, the PHA Board provided for the adoption of Financial Disclosure Statement Policies and Procedures and Standards of Ethical Conduct to meet the HUD requirement that the PHA Board adopt a Conflict of Interest Policy and there has been mandatory training of all PHA employees, including all PHA General Managers, and its Board member regarding such conflict of interest policies; and

**WHEREAS**, PHA is committed to ensuring that all OGC procedures are conducted in the mutual interest of PHA, HUD and the public and in conformance with all applicable federal, state, and local laws and regulations and all HUD requirements pertaining thereto; and

**WHEREAS**, PHA OGC has conducted a comprehensive review of its legal services contract terms and its policies regarding enforcing those contracts, making payments pursuant thereto and having them periodically audited, its procedures regarding making reports relating to litigation to HUD, its use of outside counsel in connection with HUD audits and program reviews and PHA’s conflict of interest policies and has updated OGC’s policies and procedures relating to the foregoing and intends to use them as the basis of mandatory training programs for all applicable PHA staff; and

**BE IT THEREFORE RESOLVED**, that the Board of Commissioner of PHA hereby approves the following:

- A. Standard Operating Procedures of the PHA Office of General Counsel for Making Payments for Outside Counsel Legal Services attached hereto as Exhibit A;
  - B. Standard Operating Procedures of the PHA Office of General Counsel regarding Notice to HUD of Litigation and HUD Approval of Settlements and Appeals, attached hereto as Exhibit B;
  - C. Approval of the PHA Form of Legal Services Contract – Part V providing for the Restoration of Certain Contract Provisions Identified by the HUD OIG, attached hereto as Exhibit C;
  - D. Standard Operating Procedures of the PHA Office of General Counsel for Enforcing the Requirements of PHA Legal Services Contracts, attached hereto as Exhibit D;
  - E. Quality Control Procedure of the PHA Office of Audit and Compliance regarding Periodic Audits of Legal Services Contracts and Payments, attached hereto as Exhibit E;
  - F. Policy Directive of the PHA Office of General Counsel regarding the use of Outside Counsel in connection with HUD oversight activities, attached hereto as Exhibit F;
- and the use of the foregoing as the basis of mandatory training programs;

**AND FURTHER RESOLVED**, that the PHA office of Audit and Compliance (OAC) is directed to periodically audit a sample of legal services contracts and payments pursuant thereto to ensure that responsible personnel are enforcing legal services contract requirements and are only reimbursing law firms for allowable expenses;

**AND FURTHER RESOLVED**, that the PHA Board by Resolution on September 29, 2011 adopted the PHA Standards of Ethical Conduct (the "Standards") imposing such Standards upon all PHA employees and hereby clarifies and confirms that such Standards are applicable to and imposed upon PHA Commissioners.

**AND FURTHER RESOLVED**, that the members of this Board of Commissioners has read, understands and agrees to the Standards and directs that at such time as the PHA Board is no longer appointed by HUD, but has been allowed to revert to local control, immediately prior to such reversion to local control, the Standards shall be presented to the newly appointed PHA Board and each member of such new Board shall be trained regarding such Standards.

**AND FURTHER RESOLVED**, that these approvals shall become effective immediately.

Commissioner Estelle Richman thereupon declared the Resolution unanimously adopted.

The resolutions were adopted. With that, Commissioner Estelle Richman opened the meeting for public comments. Comments were given by Marsha Davis, Rebecca Terry, Leroy Dryden, Sharmine Gregory, Roland Smalls, Gordon D. Brown, Prince Mohammad, Doris Seldon, Marguerite Harris, Asia Coney, Louise Hannible, Mozelle Jackson, Olivia Smith, Mr. Parsons, Sherell Hall, Chanel Folger, Ms. Mason, Mr. Nasser. With no other public comments being heard, Commissioner adjourned the meeting. (Copies of the actual transcript will be provided upon written request).