



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, January 19, 2017, 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 3:00 p.m. by the Chair, Lynette Brown-Sow. In addition to the Chair, Vice-Chair Wetzel and Commissioners Camarda, Coney and Danzy 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.

CEO Jeremiah reviewed the Board meeting procedure for public comment and announced that: 1) resident leaders Donna Richardson and Rose Bryant were to be commended for their efforts surrounding the celebration of Martin Luther King, Jr. Day and their organizing of over 100 volunteers; and 2) HUD awarded approximately seven hundred twenty-one thousand dollars (\$721,000.00) to PHA for a Resident Self Sufficiency grant, bringing the total for such grants that has been received since the beginning of December 2016 to over one million dollars.

CEO Jeremiah then congratulated the recipient of this month's Resident Spotlight, Lenita Melendez, who successfully completed the Human Services Program in September and has been employed at The Bridge since October. Ms. Melendez appeared in person at the end of the meeting, to applause and congratulation.

Dave Walsh presented the Employee of the Month award to contract manager Shaunte Haley, from the Supply Chain Management Department, for her work in improving the functioning of the fleet department. She received a check for two hundred fifty dollars (\$250.00) and applause for her accomplishments.

The Chair inquired whether there were any corrections or amendments to the minutes of the Board Meeting of December 15, 2016. Hearing none, the minutes were accepted as submitted.

Two resolutions were presented and unanimously approved.

Resolution 11911, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President of Supply Chain Management ("EVP-SCM"), to authorize PHA to contract with Industrial Health Services for Employee Medical services, including drug and alcohol testing related to new hires and work accidents, for a total not-to-exceed contract amount of two hundred ninety-two thousand nine hundred eighteen dollars (\$292,918.00). Commissioner Danzy, as a member of the Finance Committee that reviewed the resolution, moved for its adoption. Following a second, Commissioner Danzy noted that the Finance Committee had met and reviewed the resolution and recommended that it be approved. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 11912, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with USA Environmental Management, Inc. for demolition services for various

properties, for a total not-to exceed contract amount of four million fifty thousand nine hundred fifty-seven dollars (\$4,050,957.00). Commissioner Danzy, as a member of the Finance Committee that reviewed the resolution, moved for its adoption. Following a second, Commissioner Danzy noted that the Finance Committee had met and reviewed the resolution and recommended that it be approved. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved

The public comment period began at approximately 3:10 p.m. The sign-up sheet with the names of those who signed up to speak in the general comment period, with a designation of the topic(s) addressed by the speaker(s), is attached as Appendix 2.

There being no further business, the Chair announced that the next meeting would be on February 16, 2017 and the meeting was adjourned at approximately 3:20 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Laurence M. Redican". The signature is fluid and cursive.

Laurence M. Redican
Acting General Counsel
Philadelphia Housing Authority

APPENDIX 1

THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS
12 S. 23rd St.
PHILADELPHIA, PA 19103
THURSDAY, JANUARY 19, 2017, at 3 p.m.
AGENDA

- 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 December 15, 2016, as distributed.
- D. **New Business**
 - 1. **RESOLUTION AUTHORIZING A CONTRACT FOR EMPLOYEE MEDICAL SERVICES WITH INDUSTRIAL HEALTH SERVICES**

Dave Walsh
 - 2. **RESOLUTION AUTHORIZING A CONTRACT FOR DEMOLITION SERVICES WITH USA ENVIRONMENTAL MANAGEMENT, INC.**

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

RESOLUTION NO. 11911

RESOLUTION AUTHORIZING A CONTRACT FOR EMPLOYEE MEDICAL SERVICES WITH INDUSTRIAL HEALTH SERVICES

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for an employee medical service provider and a Request for Proposal was developed for the selection of a company 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 and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that a contract be awarded to Industrial Health Services; and

WHEREAS, work is to be assigned to the awardee at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered in accordance with the contract terms at any time during the course of this contract; and

WHEREAS, it is recommended that the amount to be expended under the contract shall not exceed two hundred ninety-two thousand nine hundred eighteen dollars (\$292,918.00) with a two-year base period and three (3) one-year option periods, as follows:

- 1) the not-to-exceed amount for the two-year base period is one hundred fourteen thousand one hundred six dollars (\$114,106.00);
- 2) the not-to exceed amount for the first one-year option period is fifty eight thousand seven hundred sixty-two dollars (\$58,762.00);
- 3) the not-to exceed amount for the second one-year option period is fifty eight thousand nine hundred twenty-eight dollars (\$58,928.00); and
- 4) the not-to exceed amount for the third one-year option period is sixty one thousand one hundred twenty-two dollars (\$61,122.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute a contract with Industrial Health Services for a total amount not to exceed two hundred ninety-two thousand nine hundred eighteen dollars (\$292,918.00), 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 contract shall be exercised.

I hereby certify that this was
APPROVED BY THE BOARD ON 1/19/17

ATTORNEY FOR PHA

RESOLUTION NO. 11912

RESOLUTION AUTHORIZING A CONTRACT FOR DEMOLITION SERVICES WITH USA ENVIRONMENTAL MANAGEMENT, INC.

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for demolition services at various properties 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 and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that a contract be awarded to USA Environmental Management, Inc.; and

WHEREAS, it is recommended that the amount to be expended under the contract shall not exceed four million fifty thousand nine hundred fifty-seven dollars (\$4,050,957.00) with a two (2) year base period and one (1) one-year option period, as follows:

- 1) the not-to-exceed amount for the two-year base period is two million six hundred seventy-four thousand one hundred sixty-one dollars (\$2,674,161.00); and
- 2) the not-to exceed amount for the single one-year option period is one million three hundred seventy-six thousand seven hundred ninety-six dollars (\$1,376,796.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute a contract with USA Environmental Management, Inc., subject to the availability of funds therefor, as set forth above, in a total contract amount not to exceed four million fifty thousand nine hundred fifty-seven dollars (\$4,050,957.00), and to take all necessary actions relating to such contract.

I hereby certify that this was
APPROVED BY THE BOARD ON 11/19/12

James Miles
ATTORNEY FOR PHA

APPENDIX 2

JANUARY 2017 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:

Name: Donna Rehner

✓ Book distribution
and thanks to Bd.
and maintenance
dep't.

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

Name: Marilyn Hollins

✓ Clark Roofing Co.
question about
timing of work

Maintenance Issue? Yes ___ No Other (topic):

Name: Louise Hanible

Scattered sites and
housing

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

Name: _____

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

Name: _____

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

Name: _____

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