



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, June 15, 2017, 3 p.m., at 12 S. 23rd St., Philadelphia, PA 19103

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

The Vice-Chair began the meeting by announcing that an executive session had taken place just prior to the meeting, for the purpose of discussing litigation, then congratulated CEO Jeremiah on the anniversary of his 5th year heading PHA, for which there was a round of applause.

Before reviewing the Board meeting procedure for public comment, CEO Jeremiah requested a moment of silence for the passing of long-time PHA resident leader and friend, Virginia Wilks-Sweat.

CEO Jeremiah made the following announcements: 1) after two and a half years of planning, the groundbreaking at the consolidated PHA headquarters on Ridge Ave. will take place on Wednesday, June 21st; 2) Commissioner Coney and Communications Director Nichole Tillman were recognized for having received the 2017 Awards for Excellence for Women Working Behind the Scenes; and 3) June is National Homeownership Month; in Fiscal Year 2017, PHA assisted 59 of its residents in becoming homeowners, with the latest homeowner, Theresa Stanley being recognized for the Resident Spotlight.

Ms. Stanley participated in a number of programs and opportunities offered through PHA and PhillySEEDS to ready herself for achieving financial stability and independence, resulting in her becoming the most recent of PHA's 2017 homeowners, for which she received hearty applause and congratulation.

Dave Walsh then presented the Employee of the Month Award to Irvin Brooks, from the Supply Chain Management Department, for a number of accomplishments, especially his taking ownership of PHA's supply chain recycling program, the success of which has saved substantial funds for PHA. Mr. Brooks received a check for two hundred fifty dollars (\$250.00), a certificate, and congratulations.

The Vice-Chair inquired whether there were any corrections or amendments to the minutes of the Board Meeting of May 18, 2017. Hearing none, the minutes were accepted as submitted.

Six resolutions were presented and unanimously approved.

Resolution 11940, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President of Supply Chain Management ("EVP-SCM"), for PHA to execute contracts for Small General Contractor Services for maintenance-related work with Townes Mechanical Contractors; DKJ Construction, Inc.; W & W Contractors, Inc.; VellNiece Construction; Smith Construction; Clark Roofing & Carpentry Company, Inc.; Cromedy Construction Corporation; Milestone

contracts is not to exceed an aggregate amount of ten million dollars (\$10,000,000.00). 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 reviewed 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 11941, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to enter into Pre-Development Agreements with DEPG Ridge Avenue Associates, LP (aka Legend Properties, Inc.) and Mosaic Development, LLC, to complete a development plan for the Sharswood/Blumberg Commercial Corridor. Commissioner Camarda, as a member of the Policy and Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Camarda 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 11942, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with National Credit Reporting for Criminal, Credit and Background Check Services, in a total amount not to exceed three hundred seventy-five thousand dollars (\$375,000.00). Commissioner Coney, as the chair of the Resident Services Committee, moved for its approval. Following a second, Commissioner Wise stated that the committee had met to review the resolution and recommended its approval as necessary and appropriate. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution No. 11943, attached in Appendix 1, was presented by Wendi Barish, Deputy General Counsel – Office of General Counsel, to authorize PHA to pay an amount not to exceed one hundred fifteen thousand dollars (\$115,000.00) in order to settle employment litigation in exchange for a full release. 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 Board had been briefed on the matter in executive session and the Finance Committee had also reviewed the resolution and recommended approval, as being in the best interest of PHA. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution No. 11944, attached in Appendix 1, was presented by Jennifer Ragen, Director of Policy – Office of General Counsel, to approve the submission of the Moving to Work Annual Report for Fiscal Year 2017 (“MTW Annual Report”) to the U.S. Department of Housing and Urban Development (“HUD”); certify that PHA has met the three (3) MTW statutory requirements specified in the MTW Agreement; and authorize PHA’s President & CEO and/or his designee(s) to take all necessary steps to secure final HUD approval of the MTW Annual Report. Commissioner Camarda, as a member of the Policy and Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Camarda noted that the committee had met to review the resolution, recommended its approval, and was proud of the accomplishments of PHA in FY17. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

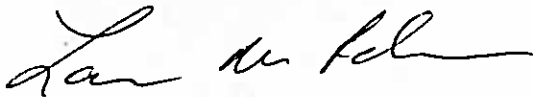
Resolution 11945, attached in Appendix 1, Jennifer Ragen, Director of Policy – Office of General Counsel, for approval of amendments to and amended and restated versions of the Public Housing Admissions and Continued Occupancy Policy (“ACOP”) and Housing Choice Voucher Program Administrative Plan (“Administrative Plan”). The amendments primarily address requirements of the HUD’s Final Rule, which Rule implements housing provisions under the Violence Against Women

Reauthorization Act of 2013, and of HUD's PIH Notice 2016-05, which relates to Streamlining Administrative Regulations for Programs Administered by Public Housing Agencies. Commissioner Camarda, as a member of the Policy and Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Camarda 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. Following that approval, CEO Jeremiah thanked Community Legal Services and Women Against Abuse for their cooperation in working with PHA to successfully and quickly refine the changes made to the documents.

The public comment period began at approximately 3:30 p.m., after which the Vice-Chair adjourned the meeting at approximately 3:35 p.m.

The sign-up sheet with the names of those who signed up to speak in the general comment period (no one signed up to speak on any resolutions), with a designation of the topic(s) addressed by the speaker(s), is attached as Appendix 2.

Respectfully submitted,



Laurence M. Redican
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, JUNE 15, 2017, 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 May 18, 2017, as distributed.
- D. **New Business**
 - 1. **RESOLUTION AUTHORIZING CONTRACTS FOR SMALL GENERAL CONTRACTOR SERVICES FOR MAINTENANCE-RELATED WORK WITH TOWNES MECHANICAL CONTRACTORS; DKJ CONSTRUCTION, INC.; W & W CONTRACTORS, INC.; VELLNIECE CONSTRUCTION; SMITH CONSTRUCTION; CLARK ROOFING & CARPENTRY COMPANY, INC.; CROMEDY CONSTRUCTION CORPORATION; MILESTONE CONSTRUCTION; AND C.P.R. PLUMBING INC.**

Dave Walsh
 - 2. **RESOLUTION AUTHORIZING THE SELECTION OF TWO DEVELOPERS FOR PRE-DEVELOPMENT ADVISORY AND COMMERCIAL REAL ESTATE DEVELOPMENT SERVICES IN THE SHARSWOOD/BLUMBERG COMMERCIAL AREA**

Dave Walsh
 - 3. **RESOLUTION AUTHORIZING A CONTRACT FOR CRIMINAL, CREDIT AND BACKGROUND CHECK SERVICES WITH NATIONAL CREDIT REPORTING**

Dave Walsh
 - 4. **RESOLUTION AUTHORIZING SETTLEMENT OF LITIGATION**

Wendi Barish
 - 5. **RESOLUTION APPROVING THE PHILADELPHIA HOUSING AUTHORITY'S ANNUAL MOVING TO WORK REPORT FOR FISCAL YEAR 2017 FOR SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND CERTIFYING THAT THE THREE STATUTORY REQUIREMENTS HAVE BEEN MET**

Jennifer Ragen

6. RESOLUTION APPROVING AMENDMENTS TO AND AMENDED AND RESTATED VERSIONS OF THE PHILADELPHIA HOUSING AUTHORITY'S PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY AND THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN

Jennifer Ragen

E. Public Comment Period

RESOLUTION NO. 11940

RESOLUTION AUTHORIZING CONTRACTS FOR SMALL GENERAL CONTRACTOR SERVICES FOR MAINTENANCE-RELATED WORK WITH TOWNES MECHANICAL CONTRACTORS; DKJ CONSTRUCTION, INC.; W & W CONTRACTORS, INC.; VELLNIECE CONSTRUCTION; SMITH CONSTRUCTION; CLARK ROOFING & CARPENTRY COMPANY, INC.; CROMEDY CONSTRUCTION CORPORATION; MILESTONE CONSTRUCTION; AND C.P.R. PLUMBING INC.

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for small general contractor services for maintenance-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 and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that contracts be awarded to Townes Mechanical Contractors; DKJ Construction, Inc.; W & W Contractors, Inc.; VellNiece Construction; Smith Construction; Clark Roofing & Carpentry Company, Inc.; Cromedy Construction Corporation; Milestone Construction; and C.P.R. Plumbing Inc.; and

WHEREAS, it is recommended that the aggregate amount to be expended under the nine (9) contracts, shall not exceed ten million dollars (\$10,000,000.00) with a two (2) year base period and three (3) one (1) year option periods, as follows:

- 1) The not-to-exceed aggregate amount for the two (2) year base period is four million dollars (\$4,000,000.00); and
- 2) The not-to-exceed aggregate amount for each of the three (3) one (1) year option periods is two million dollars (\$2,000,000.00);

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 Townes Mechanical Contractors; DKJ Construction, Inc.; W & W Contractors, Inc.; VellNiece Construction; Smith Construction; Clark Roofing & Carpentry Company, Inc.; Cromedy Construction Corporation; Milestone Construction; and C.P.R. Plumbing Inc. for a total aggregate amount not to exceed ten million dollars (\$10,000,000.00) subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

RESOLUTION NO. 11941

RESOLUTION AUTHORIZING THE SELECTION OF TWO DEVELOPERS FOR PRE-DEVELOPMENT ADVISORY AND COMMERCIAL REAL ESTATE DEVELOPMENT SERVICES IN THE SHARSWOOD/BLUMBERG COMMERCIAL AREA

WHEREAS, the Philadelphia Housing Authority ("PHA") issued a solicitation to choose developers to develop the commercial corridor within the Sharswood/Blumberg neighborhood; and

WHEREAS, a Request for Qualifications 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 DEPG Ridge Avenue Associates, LP (aka Legend Properties, Inc). and Mosaic Development, LLC be selected as qualified advisors and developers for commercial development for the neighborhood; and

WHEREAS, PHA seeks to execute Pre-Development Agreements with the recommended awardees that will allow them to advise PHA regarding strategies to best develop the Sharswood/Blumberg commercial area and to act on PHA's behalf, within the parameters set forth in the Pre-Development Agreements, to attract and recruit commercial entities, prepare financing methods and prepare development plans for commercial parcels; and

WHEREAS, under the terms of the Request for Qualifications, Legend Properties Inc. and Mosaic Development LLC must comply with Section 3, MBE and WBE requirements for any services provided to PHA; and

WHEREAS, any final plans for development, including recommendations for award of development contracts with the recommended pre-development awardees or any related financial commitments, will be subject to subsequent approval by PHA's Board of Commissioners and the U.S. Department of Housing and Urban Development;

BE IT RESOLVED, the Board of Commissioners hereby authorizes PHA's President & CEO and/or his authorized designee(s) to enter into Pre-Development Agreements with DEPG Ridge Avenue Associates, LP (aka Legend Properties, Inc.) and Mosaic Development, LLC, as set forth above, and to take all steps necessary to complete a development plan for the Sharswood/Blumberg Commercial Corridor.

I hereby certify that this was
APPROVED BY THE BOARD ON 6/15/17
[Signature]
ATTORNEY FOR PHA

RESOLUTION NO. 11942

RESOLUTION AUTHORIZING A CONTRACT FOR CRIMINAL, CREDIT AND BACKGROUND CHECK SERVICES WITH NATIONAL CREDIT REPORTING

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for criminal, credit and background check services 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 proposal was 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 National Credit Reporting; 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 this contract shall not exceed three hundred seventy-five thousand dollars (\$375,000.00) with a two-year base period and three (3) one (1) year option periods, as follows:

- 1) The not-to-exceed amount for the two-year base period is one hundred fifty thousand dollars (\$150,000.00); and
- 2) The not-to-exceed amount for the first one-year option period is seventy-five thousand dollars (\$75,000.00);
- 3) The not-to-exceed amount for the second one-year option period is seventy-five thousand dollars (\$75,000.00); and
- 4) The not-to-exceed amount for the third one-year option period is seventy-five thousand dollars (\$75,000.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute a contract with National Credit Reporting for a total amount not to exceed three hundred seventy-five thousand dollars (\$375,000.00), 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 contract shall be exercised.

I hereby certify that this was
APPROVED BY THE BOARD ON 6/15/17

ATTORNEY FOR PHA

RESOLUTION NO. 11943

RESOLUTION AUTHORIZING SETTLEMENT OF LITIGATION

WHEREAS, a former employee ("Plaintiff") brought this employment action seeking monetary damages against the Philadelphia Housing Authority ("PHA"); and

WHEREAS, based on an evaluation of the case made by the Office of General Counsel ("OGC"), in cooperation with outside legal counsel, PHA reached a comprehensive settlement agreement with the Plaintiff for the amount of one hundred fifteen thousand dollars (\$115,000.00), as more specifically set forth in the settlement agreement, in exchange for Plaintiff's release of all claims known through the date of settlement; and

WHEREAS, this resolution was discussed with the Board of Commissioners in executive session, in accordance with the Sunshine Act, 65 Pa. C.S.A. §§ 701 *et seq.*; and

WHEREAS, the settlement was determined by OGC and represented to the Board in executive session to be in the best interests of PHA;

BE IT RESOLVED, that Board of Commissioners hereby authorizes PHA's President & CEO and/or his authorized designee(s) to make payment in an amount not to exceed one hundred fifteen thousand dollars (\$115,000.00), as more specifically set forth in the settlement agreement, to settle the claim, as referenced above, and to take all other action necessary to conclude the settlement of the litigation and dismissal of the case, including executing the settlement agreement.

I hereby certify that this was
APPROVED BY THE BOARD ON 6/15/17


ATTORNEY FOR PHA

RESOLUTION NO. 11944

RESOLUTION APPROVING THE PHILADELPHIA HOUSING AUTHORITY'S ANNUAL MOVING TO WORK REPORT FOR FISCAL YEAR 2017 FOR SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND CERTIFYING THAT THE THREE STATUTORY REQUIREMENTS HAVE BEEN MET

WHEREAS, the U.S. Department of Housing and Urban Development ("HUD") requires the Philadelphia Housing Authority ("PHA"), as a participant in the Moving to Work Demonstration Program ("MTW"), to submit an Annual Report on the status of its programs, operations, and finances in a form specified and required by HUD; and,

WHEREAS, under the MTW Agreement, HUD will assess PHA's performance on an annual basis by comparing, at the end of PHA's fiscal year, its goals as stated in its approved MTW Annual Plan, to its actual performance, as stated in its Annual Report; and

WHEREAS, PHA must include in the MTW Annual Report all required elements as described in the MTW Agreement; and,

WHEREAS, Attachment B of the MTW Agreement, HUD Form 50900 Section VI (A), requires a certification in the Annual Report that PHA has met the three MTW statutory requirements of: 1) assuring that at least 75 percent of the families assisted by PHA are very low-income families; 2) continuing to assist substantially the same total number of eligible low-income families under MTW as would have been served had the funding amounts not been combined under MTW; and, 3) maintaining a comparable mix of families by family size, as would have been served or assisted had the amounts not been used under the MTW demonstration; and,

WHEREAS, the Annual Report must be submitted 90 days after the end of PHA's fiscal year; and

WHEREAS, PHA's fiscal year ended on March 31, 2017 and its Annual Report is due to HUD on or before June 30, 2017; and

WHEREAS, PHA has prepared its Annual MTW Report for Fiscal Year 2017, from April 1, 2016 to March 31, 2017, which is ready for timely submission to HUD and contains all the required elements;

BE IT RESOLVED, that the PHA Board of Commissioners hereby approves PHA's Annual Report for the MTW Demonstration Program for Fiscal Year 2017, as distributed to the Board, for submission to HUD, and certifies that the report reflects that PHA has met the three MTW statutory requirements of: 1) assuring that at least 75 percent of the families assisted by PHA are very low-income families; 2) continuing to assist substantially the same total number of eligible low-income families under MTW as would have been served had the funding amounts not been combined under MTW; and 3) maintaining a comparable mix of families by family size as would have been served or assisted had the amounts not been used under the MTW demonstration; and authorizes the President & CEO and/or his designee(s) to undertake all necessary actions to secure HUD approval for the MTW Annual Report, including, but not limited to, responding to HUD comments and requests for additional information.

RESOLUTION NO. 11945

RESOLUTION APPROVING AMENDMENTS TO AND AMENDED AND RESTATED VERSIONS OF THE PHILADELPHIA HOUSING AUTHORITY'S PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY AND THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN

WHEREAS, the Philadelphia Housing Authority ("PHA") has an Admissions and Continued Occupancy Policy ("ACOP"), applicable to the Public Housing program, which provides for PHA to update the ACOP to reflect changes in regulations and/or other requirements from the U.S. Department of Housing and Urban Development ("HUD"), new or modified PHA Moving to Work ("MTW") initiatives, and PHA policy determinations, with the approval of the Board of Commissioners; and

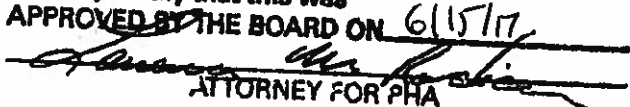
WHEREAS, PHA has an Administrative Plan ("Administrative Plan), applicable to the Housing Choice Voucher Program, which provides for PHA to update the Administrative Plan to reflect changes in HUD regulations and/or other HUD requirements, new or modified PHA MTW initiatives, and PHA policy determinations, with the approval of the Board of Commissioners; and

WHEREAS, PHA has proposed amendments to and amended and restated versions of the ACOP and the Administrative Plan, which proposed changes have been made available to the public, the Board, and to resident leadership, along with amended and restated versions of such documents incorporating the proposed amendments; and

WHEREAS, PHA has provided opportunities for resident and public participation and comment on the proposed changes, including: 1) meeting with resident leadership; 2) holding a Public Hearing on May 19, 2017; 3) posting the proposed amendments and amended and restated versions of the documents on PHA's website; 4) making full copies of the proposed amendments and amended and restated versions of the documents available at the PHA site offices specified in the public notice; 5) accepting public comments over a period lasting from May 3, 2017 to June 2, 2017; and 7) considering the same; and

WHEREAS, PHA has determined that the proposed changes are necessary and appropriate and most practical if incorporated into amended and restated versions of the documents;

BE IT RESOLVED, that the PHA Board of Commissioners hereby approves the amendments to the ACOP and the Administrative Plan, and the amended and restated versions of such documents, as set forth above, in substantially the form made available to the Board, the public and resident leadership, which shall be effective immediately for both the ACOP and Administrative Plan.

I hereby certify that this was
APPROVED BY THE BOARD ON 6/15/17

ATTORNEY FOR PHA

APPENDIX 2

APPENDIX 2

JUNE 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: Dr. Prince

Maintenance Issue? Yes No Other (topic): Congrad's

Name: Candis Halsey

Maintenance Issue? Yes No Other (topic): ^{TRANS}
^{end}
~~SA~~ few terms

Name: _____

Maintenance Issue? Yes No Other (topic): _____