



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES Thursday, March 19, 2015, 3 p.m., at 12 S. 23rd St., Philadelphia, PA 19103

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

The Chair began the meeting by welcoming new Commissioner Amy Kurland, who was sitting as a Commissioner for the first time; asking for a moment of silence in preparation for the work to be done in the meeting; and then announcing that the April 16, 2015 meeting will be the Annual Meeting.

CEO Jeremiah reviewed the procedure for public comment at the Board meeting and made the following announcements: 1) applications are now being accepted for PhillySEEDS scholarships; 2) over 200 housing applications have been received for the 12 units that will be available at the Oakdale Apartments development in Strawberry Mansion, which underscores the deep need for affordable housing in Philadelphia; and 3) the Housing Choice Voucher wait list update is now complete.

As part of the monthly Resident Spotlight, highlighting a PHA resident who has been able to excel with help from PHA’s resident services programs, CEO Jeremiah recognized Woodrow Webb, an HCV client. Mr. Webb was unemployed when he started PHA’s Commercial Driver’s License Program and is now employed as a driver for FedEx. Mr. Webb was not in attendance, as he is in Kansas City for training, but received a round of applause in congratulation.

As part of PHA’s employee recognition program, Joanne Strauss introduced the winner for March Employee of the Month, Juan Ward, property manager for Emlen Arms and Plymouth Hall, who was applauded and presented with a check for \$250.00 and a certificate.

The Chair then inquired whether there were any corrections or amendments to the minutes of the Board meeting of February 19, 2015. Hearing none, the minutes were accepted as submitted.

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

The first resolution was **Resolution 11767**, attached in Appendix 1, for which Commissioner Kurland announced that she would recuse herself due to a conflict, as she was the individual being proposed as a member for the Audit Committee, and the Commissioner left the room. Thereafter, Janea Jordon, Executive Vice President - Office of Audit and Compliance, presented the resolution to appoint Commissioner Amy Kurland as a voting member of the Audit Committee. Commissioner Murphy, as a member of the Audit Committee, moved for its approval. The motion was seconded and Commissioner Murphy noted that the Audit Committee recommended approval. Following the opportunity for public comment, of which there was none, the resolution was unanimously approved and Commissioner Kurland returned to participate in the rest of the meeting.

Resolution 11768, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President - Supply Chain Management ("EVP-SCM"), and Celeste Fields, Executive Vice President - Leased Housing, to authorize PHA to contract with People's Emergency Center (Jannie's Place), People's Emergency Center (Fattah Homes II), Methodist Family Services, Intercommunity Action, Inc., and CATCH Inc. for an total award of eighty-three (83) Unit (Project) Based Vouchers. Vice-Chair Wetzel, as Chair of the Policy and Planning Committee that reviewed the resolution, moved for its approval. The motion was seconded and Vice-Chair Wetzel noted that the reviewing Committee recommended approval of the resolution. Commissioners noted that to avoid confusion with public housing scattered sites, going forward, the reference to "scattered sites" for the unit-based vouchers should be changed to something else, such as "sites that are scattered" or "multiple sites" or "various sites." Following further discussion and the opportunity for public comment, of which there was none, the resolution was unanimously approved.

Resolution 11769, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with Scotlandyard Security Services, Inc. and Sovereign Security, LLC for uniformed unarmed and armed security guard services in a total aggregate amount for both contracts, if all options are exercised, not to exceed twelve million five hundred thousand dollars (\$12,500,000.00). Commissioner Coney, as Chair of the Resident Services Committee that reviewed the resolution, moved for its approval. The motion was seconded and Commissioner Coney noted that the reviewing Committee recommended approval of the resolution. The Commissioner also noted the suggestion made at the Pre-Board meeting on March 17, 2015, that residents be included on contract evaluation committees used in the procurement process, which CEO Jeremiah had stated that he would follow up on. Following discussion, including public comment, resolution was unanimously approved.

Resolution 11770, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with The Philadelphia Catering Company, Foodarama Caterers, and Victoria's Kitchen & Catering for food and beverage catering services, in a total aggregate amount for the three contracts, if all options are exercised, not to exceed seven hundred fifty thousand dollars (\$750,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. The motion was seconded and Commissioner Callahan noted that the reviewing Committee recommended approval of the resolution. Following the opportunity for public comment, of which there was none, the resolution was unanimously approved.

Resolution 11771, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to issue task orders under its existing contract with JD Bravo Company, Inc. for construction management services for Collegeview mechanical and electrical upgrades, in an amount not to exceed three million eight thousand seven hundred eighteen dollars (\$3,008,718.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. The motion was seconded and Commissioner Callahan noted that the reviewing Committee recommended approval of the resolution. Following the opportunity for public comment, of which there was none, and there being no further discussion, the resolution was unanimously approved.

The public comment period was then held, beginning at 3:45 p.m.

The first person speaking was Commissioner Wise, who expressed concern about the amount of vacant units at Wilson Park. After PHA staff provided various explanations as to factors involved in turnover, CEO Jeremiah indicated that a report detailing PHA's plan to expedite turnover, which is

already partially underway, will be prepared for the Board, to include data such as: the number of people on various waiting lists, the length of time between when a unit is offered and when it is occupied (including for different size units), information on the costs and time needed for making vacated units available, the amount of personnel now being used for turnovers, and the pilot program that requires certain sites to allow evicted residents to keep their belongings in a unit for 30 days.

In response to a comment noting a change in certain SSI payments to later in the month, Chair Brown-Sow and CEO Jeremiah indicated that PHA would look into a solution for the category of persons affected, noting that the timing for such payments may change every year. In response to another comment, the Chair further suggested that tenants with low rents, such as a dollar, might pre-pay for a year or more, instead of having to incur the cost of monthly money orders, since PHA cannot accept cash for rental payments.

The Chair adjourned the meeting at approximately 4:30 p.m. Sign-up sheets with the names of members of the public who signed up to address specific resolutions, as well as those who spoke in the general comment period, with a designation of the topic, are attached as Appendices 1 and 2.

Respectfully submitted,



Barbara Adams
Secretary
Philadelphia Housing Authority

APPENDIX 1

**THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS
12 S. 23rd St.
PHILADELPHIA, PA 19103
THURSDAY, MARCH 19, 2015, 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 February 19, 2015, as distributed.
- D. New Business**
- 1. RESOLUTION APPOINTING ONE MEMBER TO THE PHILADELPHIA HOUSING AUTHORITY AUDIT COMMITTEE**

(Janea Jordan)
 - 2. RESOLUTION AUTHORIZING CONTRACTS FOR UNIT-BASED (ALSO KNOWN AS PROJECT-BASED) VOUCHERS WITH PEOPLE'S EMERGENCY CENTER (JANNIE'S PLACE and FATTAH HOMES II); METHODIST FAMILY SERVICES; INTERCOMMUNITY ACTION, INC.; AND CATCH INC.**

(Celeste Fields)
 - 3. RESOLUTION AUTHORIZING CONTRACTS WITH SCOTLANDYARD SECURITY SERVICES, INC. AND SOVEREIGN SECURITY, LLC FOR UNIFORMED UNARMED AND ARMED SECURITY GUARD SERVICES**

(Dave Walsh)
 - 4. RESOLUTION AUTHORIZING A CONTRACT WITH THE PHILADELPHIA CATERING COMPANY, FOODARAMA CATERERS, AND VICTORIA'S KITCHEN & CATERING FOR FOOD AND BEVERAGE CATERING SERVICES**

(Dave Walsh)
 - 5. RESOLUTION AUTHORIZING A CONTRACT WITH JD BRAVO COMPANY, INC. FOR CONSTRUCTION MANAGEMENT SERVICES FOR COLLEGEVIEW MECHANICAL AND ELECTRICAL UPGRADES**

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

RESOLUTION NO. 11767

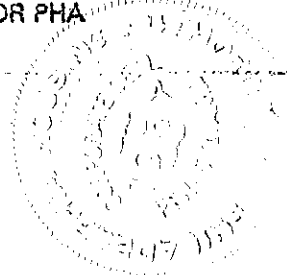
**RESOLUTION APPOINTING ONE MEMBER TO THE PHILADELPHIA HOUSING AUTHORITY
AUDIT COMMITTEE**

WHEREAS, the Philadelphia Housing Authority ("PHA") created an Audit Committee, by Resolution No. 11571 ("Audit Resolution") on November 30, 2012, the charter of which was amended by Resolution No. 11735 on October 23, 2014; and

WHEREAS, all positions on the Audit Committee are currently filled, with the exception of one position for a voting member and the Audit Committee has recommended that the Board of Commissioners appoint PHA Commissioner Amy Kurland for the remaining vacant position;

BE IT RESOLVED, that the PHA Board of Commissioners does hereby approve and consent to the appointment of Amy Kurland, as a member of PHA's Audit Committee, pursuant to the terms and conditions set forth in the Audit Resolution Charter.

I hereby certify that this was
APPROVED BY THE BOARD ON 3/19/15
Sebastian Adams, General Counsel
ATTORNEY FOR PHA



RESOLUTION NO. 11768

RESOLUTION AUTHORIZING CONTRACTS FOR UNIT-BASED (ALSO KNOWN AS PROJECT-BASED) VOUCHERS WITH PEOPLE'S EMERGENCY CENTER (JANNIE'S PLACE and FATTAH HOMES II); METHODIST FAMILY SERVICES; INTERCOMMUNITY ACTION INC.; AND CATCH INC.

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for providing rental assistance to low-income families through the Housing Choice Voucher Program; and

WHEREAS, PHA may award unit based vouchers ("UBV") to a specific development in accordance with the Unit Based Voucher provisions contained in Chapter 23 of PHA's Administrative Plan; and

WHEREAS, a Request for Proposal ("RFP") was developed to generate proposals through a competitive process and the RFP was distributed to those who responded to the invitation through the publications; 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 Housing Assistance Payment ("HAP") contracts be awarded, subject to the requirements set forth in the RFP, to:

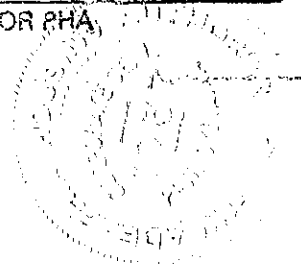
- 1) People's Emergency Center (Jannie's Place), for eleven (11) UBVs;
- 2) People's Emergency Center (Fattah Homes II), for six (6) UBVs;
- 3) Methodist Family Services (Hope Bridge), for twenty-eight (28) UBVs;
- 4) Intercommunity Action, Inc. (Scattered Sites), for thirteen (13) UBVs;
- 5) CATCH Inc. (SRO Program), for twenty-five (25) UBVs; and

WHEREAS, it is further recommended that each of the HAP contracts be for an initial term of fifteen (15) years, with an option to extend for up to an additional fifteen (15) years, as provided in the Administrative Plan;

BE IT RESOLVED, that the President & CEO or his authorized designee is hereby authorized to conclude and to execute Housing Assistance Payment contracts with each of the following: People's Emergency Center (Jannie's Place), People's Emergency Center (Fattah Homes II), Methodist Family Services, Intercommunity Action, Inc., and CATCH Inc., subject to the terms and conditions set forth in the RFP, for a total of eighty-three (83) unit based vouchers and to take all necessary actions relating to such HAP contracts.

I hereby certify that this was
APPROVED BY THE BOARD ON 3/19/85

Suzanne Adams, General Counsel
ATTORNEY FOR PHA



RESOLUTION NO. 11769

RESOLUTION AUTHORIZING CONTRACTS WITH SCOTLANDYARD SECURITY SERVICES, INC. AND SOVEREIGN SECURITY, LLC FOR UNIFORMED UNARMED AND ARMED SECURITY GUARD SERVICES

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for uniformed unarmed and armed security guard services and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

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

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

WHEREAS, it is recommended that contracts be awarded to Scotlandyard Security Services, Inc. and Sovereign Security, LLC; and

WHEREAS, work is to be assigned to each of the two (2) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered at any time during the course of this contract; and

WHEREAS, the aggregate total to be spent under the two contracts with each of the two (2) awardees shall not exceed twelve million five hundred thousand dollars (\$12,500,000.00), with a two-year base period and three one-year option periods, as follows:

- 1) The aggregate not-to-exceed amount for the two-year base period is five million dollars (\$5,000,000.00); and
- 2) The aggregate not-to exceed amount for the first one-year option period is two million five hundred thousand dollars (\$2,500,000.00); and
- 3) The aggregate not-to-exceed amount for the second one-year option period is two million five hundred thousand dollars (\$2,500,000.00); and
- 4) The aggregate not-to-exceed amount for the third one-year option period is two million five hundred thousand dollars (\$2,500,000.00);

BE IT RESOLVED, that the President & CEO or his authorized designee is hereby authorized to conclude and execute contracts with each of the following: Scotlandyard Security Services, Inc. and Sovereign Security, LLC, for a total aggregate amount not to exceed twelve million five hundred thousand dollars (\$12,500,000.00), 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.

I hereby certify that this was
APPROVED BY THE BOARD ON 3/19/15
Page 8 of 12 *Barbara Adams, General Counsel*
ATTORNEY FOR PHA

RESOLUTION NO. 11770

RESOLUTION AUTHORIZING A CONTRACT WITH THE PHILADELPHIA CATERING COMPANY, FOODARAMA CATERERS, AND VICTORIA'S KITCHEN & CATERING FOR FOOD AND BEVERAGE CATERING SERVICES

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

WHEREAS, the Request for Proposal was mailed to the appropriate companies, chambers of commerce and business agencies on PHA's Outreach List and distributed to those who responded to the invitation through the publications; 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 The Philadelphia Catering Company, Foodarama Caterers, and Victoria's Kitchen & Catering; and

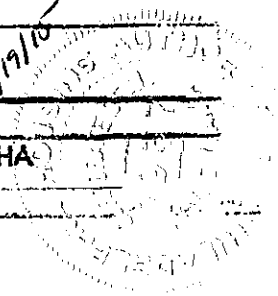
WHEREAS, work is to be assigned among the three (3) awardees, The Philadelphia Catering Company, Foodarama Caterers, and Victoria's Kitchen & Catering at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered at any time during the course of this contract; and

WHEREAS, the aggregate total to be spent under the three (3) contracts with each of the following: The Philadelphia Catering Company, Foodarama Caterers, and Victoria's Kitchen & Catering, shall not exceed seven hundred fifty thousand dollars (\$750,000.00), with a two-year base period and three one-year option periods, as follows:

- 1) The not-to-exceed amount for the two-year base period is three hundred thousand dollars (\$300,000.00); and
- 2) The not-to-exceed amount for the first one-year option period is one hundred fifty thousand dollars (\$150,000.00); and
- 3) The not-to-exceed amount for the second one-year option period is one hundred fifty thousand dollars (\$150,000.00); and
- 4) The not-to-exceed amount for the third one-year option period is one hundred fifty thousand dollars (\$150,000.00);

BE IT RESOLVED, that the President & CEO or his authorized designee is hereby authorized to conclude and execute contracts with each of the following: The Philadelphia Catering Company, Foodarama Caterers, and Victoria's Kitchen & Catering, for a total aggregate amount not to exceed seven hundred fifty thousand dollars (\$750,000.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contract, including determining whether the options available under the contracts shall be exercised.

I hereby certify that this was
APPROVED BY THE BOARD ON 5/19/10
Barbara Ches
ATTORNEY FOR PHA



RESOLUTION NO. 11771

RESOLUTION AUTHORIZING A TASK ORDER CONTRACT WITH JD BRAVO COMPANY, INC. FOR CONSTRUCTION MANAGEMENT SERVICES FOR COLLEGEVIEW MECHANICAL AND ELECTRICAL UPGRADES

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for construction management services for its Collegeview site, for mechanical and electrical upgrades, to include but not be limited to, architectural, mechanical, electrical, and plumbing design and construction including commissioning for gas boilers, gas hot water heaters and electrical replacement; and

WHEREAS, a Request for Proposal, for task orders to be issued under existing small construction management contracts with PHA, 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 mailed to the appropriate companies among PHA's contracted vendors under the Small Construction Management Contract; and

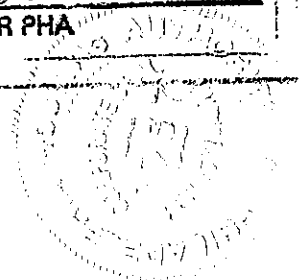
WHEREAS, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation, it is recommended that task orders under its existing contract with PHA be awarded to JD Bravo Company, Inc.; and

WHEREAS, it is further recommended that the task orders be for a total amount not to exceed three million eight thousand seven hundred eighteen dollars (\$3,008,718.00);

BE IT RESOLVED, that the President & CEO or his authorized designee is hereby authorized to conclude and execute task orders under the existing contract with JD Bravo Company Inc., in a total amount not to exceed three million eight thousand seven hundred eighteen dollars (\$3,008,718.00), subject to availability of funds therefor, as set forth above, and to take all necessary actions relating to such task orders.

I hereby certify that this was
APPROVED BY THE BOARD ON 3/19/15
Barbara Dennis, General Counsel
ATTORNEY FOR PHA



APPENDIX 2

**MARCH 2015 SIGN-UP SHEET FOR
COMMENT ON SPECIFIC RESOLUTIONS
(3 minutes per person)**



Reso. #1: PHA Audit Committee;

Reso. #2: Contracts for Unit-Based Vouchers

Reso #3: Security Guard Services

Reso. #4: Contracts for Food & Beverage Catering Svcs.

Reso #5: Construction Mgmt. Svcs. at Collegeview

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

- | | |
|--------------------------------|--|
| 1. Name: <u>Cores Brickley</u> | Reso. #1 ___ 2 ___ 3 <input checked="" type="checkbox"/> 4 ___ 5 ___ |
| 2. Name: <u>Ms. Hanible</u> | Reso. #1 ___ 2 ___ 3 <input checked="" type="checkbox"/> 4 ___ 5 ___ |
| 3. Name: _____ | Reso. #1 ___ 2 ___ 3 ___ 4 ___ 5 ___ |
| 4. Name: _____ | Reso. #1 ___ 2 ___ 3 ___ 4 ___ 5 ___ |
| 5. Name: _____ | Reso. #1 ___ 2 ___ 3 ___ 4 ___ 5 ___ |
| 6. Name: _____ | Reso. #1 ___ 2 ___ 3 ___ 4 ___ 5 ___ |
| 7. Name: _____ | Reso. #1 ___ 2 ___ 3 ___ 4 ___ 5 ___ |
| 8. Name: _____ | Reso. #1 ___ 2 ___ 3 ___ 4 ___ 5 ___ |
| 9. Name: _____ | Reso. #1 ___ 2 ___ 3 ___ 4 ___ 5 ___ |

APPENDIX 3

**MAR. 19, 2015 SIGN-UP SHEET FOR THE
GENERAL PUBLIC COMMENT PERIOD
 AT THE END OF THE BOARD MEETING**
 (3 minutes per person)



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

1. ✓ Name: Glenn Reed
 Maintenance Issue? Yes ___ No Other (topic): PIHA Police

2. ✓ Name: Denise Eubanks
 Maintenance Issue? Yes ___ No Other (topic): Section 8 Problem / Home
Qs re: Cmr. decision-making process; lack of MBEs on catering reso; eviction process; Abbotsford April 17 celebratory event for PTA maintenance invited the Cmr.

3. Name: Greg Brinkley
 Maintenance Issue? Yes ___ No ___ Other (topic): _____

4. ✓ Name: Jackie McDowell
 Maintenance Issue? Yes ___ No ___ Other (topic): Seeks Residents on all procurement evaluation committees.

5. ✓ Name: d. Hawible
 Maintenance Issue? Yes ___ No ___ Other (topic): Logo; SSI adjustments + timing of pymts, vs. rents; explanation of utility withholding; charges for money orders (cash rent not accepted) and suggests hiring residents to clean out units.

6. Sally Claud - concern re:
 PTHA not able to take cash rent may have to pay \$1 for a money order to pay a \$1/mo. rent.