



## PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES

Thursday, May 21, 2020, 3 p.m.

The regularly scheduled annual meeting of the Philadelphia Housing Authority (“PHA”) Board of Commissioners was conducted via a virtual platform, due to the COVID-19 pandemic and federal, Commonwealth and City of Philadelphia guidelines and declarations, as well as PHA’s By-Laws that provide for remote participation, and respecting the goals and requirements of the Sunshine Act. The protocols for public participation, including opportunities to submit written or verbal comments and questions, were posted on the PHA website as of April 8, 2020, with directions for real-time public audio access for the May meeting provided thereafter, as well.

The meeting was brought to order at approximately 3:05 p.m. by the Chair, Lynette Brown-Sow. She proceeded to call the names of all the Commissioners, to verify their participation and establish that a quorum was present. The Commissioners participating in the meeting were: Chair Lynette Brown-Sow, Vice-Chair Wetzel, and Commissioners Callahan, Camarda, Coney, and Purnell, as well as President & CEO (“CEO”) Kelvin A. Jeremiah and General Counsel and Board Secretary, Laurence M. Redican. Commissioners Mayo and Wise did not participate, but the Chair stated that Commissioner Mayo had contacted her to say that while she would not be able to attend due to a last minute situation, she had participated in the May PreBoard meeting with Resident Leadership, had reviewed the resolutions, and was in favor of their adoption.

After opening the meeting, the Chair requested a moment of silence, to help prepare for the work to be done, thanked the PHA staff and resident leadership for their tremendous efforts during this difficult time, and noted that an Executive Session regarding litigation had taken place just prior to this meeting.

The CEO reiterated the Chair’s thanks to PHA staff, residents, and to the Board itself, reviewed the public comment procedure in place for this virtual meeting, and made the following announcements:

1. **PHA Operations:** All PHA offices are still closed to the public and to residents, although managers are in the office, checking the drop boxes, processing hardships, and rent. PHA is working with residents to submit financial hardship forms, if needed.
2. **CNI Grant:** PHA was awarded a \$30 million Choice Neighborhoods Initiative implementation grant for the Blumberg/Sharswood Transformation Plan, and the use of these funds for the implementation will give the economy a badly needed boost in the wake of the pandemic.
3. **Meal Service:** Six PHA community centers are distribution locations for meals for children and, as of May 8th, over 50,000 meals were served.
4. **Partnership with PCA:** The Philadelphia Corporation for Aging (PCA), in partnership with PHA, has tripled the number of senior developments receiving meals and the number of developments served has increased from three to nine.
5. **Sixers and Tobias Harris:** Thanks to the generosity of the 76ers, PHA received a grant for the purchase of over 18,000 masks for resident and Tobias Harris, of the Sixers, provided over 1,000 books for PHA residents.

The Chair asked whether there were any corrections or amendments to the minutes of the Board meeting of April 16, 2020. Hearing none, the minutes were accepted as submitted.

Five (5) resolutions were presented and unanimously approved.

**Resolution 12094**, attached in Appendix 1, was presented by Andrea Bowman, Corporate Secretary, pursuant to the biennial election schedule in the amended By-Laws, for approval of the election of Lynette Brown-Sow as Chair of the Board, Herbert Wetzel as Vice-Chair and the following Board-appointed officers: Laurence Redican as Secretary, Celeste Fields as Treasurer, Andrea Bowman as Assistant Secretary, and Nnena Ukwa as Assistant Treasurer. The Chair noted that the resolution had been sent to the entire Board for review. There being no questions from the Board, the recorded audio public comment submitted by Jennifer Bennetch regarding her opposition to the re-election of the Chair and Vice-Chair was played (it had been submitted pursuant to the protocols regarding comments for virtual meetings), to which CEO Jeremiah responded. Thereafter, Commissioner Callahan moved for adoption of the resolution, which was seconded, and the motion was unanimously approved.

**Resolution 12095**, attached in Appendix 1, was presented by Andrea Bowman, Corporate Secretary, to establish the schedule for regularly-scheduled public meetings of the PHA Board of Commissioners through May of 2021, as required under the amended By-Laws of the Board, as well as under the Sunshine Act, 65 Pa.C.S.A. §§ 701–716. The resolution had been sent to the entire Board for review and Commissioner Callahan moved for its approval. The motion was seconded and, there being no discussion or public comment, for which an opportunity was provided (as it was for all the resolutions), the motion was unanimously approved.

**Resolution 12096**, attached in Appendix 1, was presented by Andrea Bowman, Corporate Secretary, for the Board to approve the Fiscal Year 2020 Annual Reports for the committees of Risk Management and Audit, as well as the standing Board committees of Finance, Policy & Planning, and Resident Services, pursuant to their respective resolutions or charters, for the period from April 1, 2019 to March 31, 2020. The resolution had been sent for review to the respective committees, as well as the full Board. Following a motion from Commissioner Purnell, a second, and there being no discussion or public comment, the motion was unanimously approved.

**Resolution 12097**, attached in Appendix 1, was presented by Nicholas Dema, Executive Vice-President, Planning & Development, for approvals related to the Hunt Phase I (“Development”) new construction of sixty (60) affordable rental units, in the first phase of development under the Transformation Plan for the Sharswood/Blumberg neighborhood. The resolution authorized the negotiation and execution of the ground lease, as well as related contracts with the developer, Hunt Development Group, LLC, or affiliate, and documents necessary to develop, finance, construct, and operate the Development, and to provide a financing commitment in an amount of up to four million seven hundred thousand dollars (\$4,700,000.00). Commissioner Wetzel, as Chair of the Policy & Planning Committee to which the resolution had been sent for review, moved for its adoption. Following a second and discussion, including playing a recorded audio public comment from Jennifer Bennetch relating to the timing of approvals sought and a response from CEO Jeremiah, and there being no further discussion, the motion was unanimously approved.

**Resolution 12098**, attached in Appendix 1, was presented by Lopa Kolluri, Senior Executive Vice President and Chief Development and Operating Officer, to authorize PHA, to negotiate, finalize, and submit various documents to the U.S. Department of Housing and Urban

Development for approval and undertake other required actions in order to: 1) award a five hundred thousand dollar (\$500,000.00) long term loan of MTW funds for capital expenses to both the Rafael Porrata-Doria senior development (30 units) and to the Mamie Nichols development (33 units, of which 20 will be public housing units), which development includes family units and units with a preference for veterans with special needs; 2) award an ACC operating subsidy for the Rafael Porrata-Doria development; and 3) change the February 2020 designation of Mamie Nichols from a Mixed Finance - Operating Subsidy Only to a Mixed-Finance Operating Subsidy and Capital transaction. Commissioner Wetzel, as Chair of the Policy & Planning Committee to which the resolution had been sent for review, moved for its adoption. Following a second and discussion, including reading a public comment from the Maria Gonzalez, the President of HACE, thanking PHA for its support for HACE's Rafael Porrata-Doria development, and there being no further discussion, the motion was unanimously approved.

The meeting was then opened for **public comment** at approximately 3:45 p.m. Jennifer Bennetch was the only person who provided a public comments. Her recorded audio comment was played regarding conditions at PHA developments, complaints about the PHA Police Department, and seeking information/explanations related to former PHA tenants, to which comments CEO Jeremiah responded.

The meeting ended at approximately 3:55 p.m.

Respectfully submitted,



*Laurence M. Redican*  
*General Counsel*  
*Philadelphia Housing Authority*

# APPENDIX 1

THE PHILADELPHIA HOUSING AUTHORITY  
ANNUAL MEETING OF THE BOARD OF COMMISSIONERS  
2013 RIDGE AVE., PHILADELPHIA, PA 19121<sup>1</sup>  
THURSDAY, MAY 21, 2020, at 3 p.m.  
AGENDA

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- 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 16, 2020, 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 2021**  
  
Andrea Bowman
  3. **RESOLUTION ADOPTING THE FY 2020 ANNUAL REPORTS OF THE COMMITTEES OF AUDIT, RISK MANAGEMENT, FINANCE, POLICY & PLANNING, AND RESIDENT SERVICES**  
  
Andrea Bowman
  4. **RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO TAKE ALL NECESSARY ACTIONS AND RELATED ACTIVITIES IN CONNECTION WITH THE HUNT PHASE I DEVELOPMENT**  
  
Nicholas Dema

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<sup>1</sup> This meeting is being conducted virtually, pursuant to the procedures on the PHA website at [www.pha.phila.gov](http://www.pha.phila.gov), due to safety and health concerns for our residents, staff, the Board, and the public, raised by the COVID-19 pandemic.

5. **RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO OBTAIN APPROVAL FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO PROVIDE OPERATING SUBSIDY AND CAPITAL FUNDS FOR TWO NEW ANNUAL CONTRIBUTIONS CONTRACT ALTERNATIVELY-MANAGED ENTITY DEVELOPMENTS AND CLOSE THE TRANSACTIONS**

Lopa Kolluri

**E. Public Comment Period**

**RESOLUTION NO. 12094**

**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 21, 2020, 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, as the last election was on May 17, 2018, for the positions of Chair and Vice-Chair, and officers shall be elected at the same time, for the Board-appointed positions of Secretary, Treasurer, Assistant Secretary, and Assistant Treasurer (the position of General Counsel is 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 C. Fields, Senior Executive Vice President – Chief Administrative and Financial Officer
Secretary	Laurence M. Redican, Executive Vice President – Office of General Counsel, Chief Ethics Officer and General Counsel
Assistant Treasurer	Nnena Ukwu, 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.

**RESOLUTION NO. 12095**

**RESOLUTION ESTABLISHING THE SCHEDULE FOR REGULAR MEETINGS OF THE PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS THROUGH MAY OF 2021**

**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. 12043, adopted by the Board on May 16, 2019, 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 2020; 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 2021, the Board wishes to have the following regularly-scheduled Board meetings on the following dates, to be held at 2013 Ridge Ave., Philadelphia, PA 19121, at 3 p.m., 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:

June 18, 2020  
July 16, 2020  
*No August Meeting*  
September 17, 2020  
October 15, 2020  
November 19, 2020  
December 17, 2020  
January 21, 2021  
February 18, 2021  
March 18, 2021  
April 15, 2021  
May 20, 2021

**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 2021.

I hereby certify that this was  
APPROVED BY THE BOARD ON 5/21/2020  
  
ATTORNEY FOR PHA

**RESOLUTION NO. 12096**

**RESOLUTION ADOPTING THE FY 2020 ANNUAL REPORTS OF THE COMMITTEES OF  
AUDIT, RISK MANAGEMENT, FINANCE, POLICY & PLANNING, 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 Finance, Policy & Planning, and Resident Services (collectively, “Standing Committees”); and

**WHEREAS**, the charters of the Standing Committees were approved by the Board by Resolution No. 11777, on May 21, 2015; and

**WHEREAS**, each of the three (3) Standing 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 charter of the Audit Committee, most recently approved by the Board by Resolution No. 11785 on May 21, 2015, states in Section VI that the Audit Committee is to “submit a written, annual report to the Board summarizing its activities;” and

**WHEREAS**, pursuant to the Risk Management Framework, as adopted by the PHA Board of Commissioners on July 17, 2014, by Resolution No. 11721, the Risk Management Committee, which reports regularly to the Audit Committee, is also to provide the Board with an annual report; and

**WHEREAS**, the last annual reports submitted to the Board of Commissioners by the Standing Committees and the joint report submitted by the Audit Committee and the Risk Management Committee were for the period of Fiscal Year 2019, from April 1, 2018 to March 31, 2019, which reports were approved by Board Resolution No. 12042 on April 18, 2019; and

**WHEREAS**, the Audit Committee and the Risk Management Committee have prepared a joint FY 2020 report, and those two committees, as well as the three (3) Standing Committees have distributed and presented their FY 2020 Annual Reports to the PHA Board of Commissioners, in substantially the form attached hereto, and the respective committees recommend their approvals;

**BE IT RESOLVED**, that the PHA Board of Commissioners hereby adopts and approves the FY 2020 Annual Committee Reports of the Audit Committee and Risk Management Committees, as well as those of the Board Standing Committees of Finance, Policy & Planning, and Resident Services, in substantially the form attached hereto.

I hereby certify that this was  
APPROVED BY THE BOARD ON 5/24/2020  
  
ATTORNEY FOR PHA



**ATTACHMENT TO RESOLUTION RE: FY 2020 ANNUAL REPORTS OF THE COMMITTEES  
OF AUDIT, RISK MANAGEMENT, FINANCE, POLICY & PLANNING, AND RESIDENT  
SERVICES**

**FY 2020 ANNUAL REPORT OF THE AUDIT COMMITTEE  
AND THE RISK MANAGEMENT COMMITTEE  
OF THE PHILADELPHIA HOUSING AUTHORITY,  
FOR THE PERIOD FROM APRIL 1, 2019 – MARCH 31, 2020**

Pursuant to the amended Charter of the Audit Committee, as adopted by the Philadelphia Housing Authority (“PHA”) Board of Commissioners on May 15, 2015, by Resolution No. 11785, the Audit Committee is to report at least annually to the Board with respect to the activities of the Committee. The Risk Management Committee, which reports regularly to the Audit Committee, is also to provide the Board with an annual report, pursuant to the Risk Management Framework as adopted by the PHA Board of Commissioners on July 17, 2014, by Resolution No. 11721.

This report is for both committees and covers the time period from April 1, 2019 – March 31, 2020, which is the Fiscal Year 2020 for PHA (“FY 2020”).

**Voting Members:**

The voting members of the Audit Committee during all of FY 2020, as appointed by the Board, were:

Frederick S. Purnell, Sr.: a PHA Commissioner, appointed for a two-year term by Board Resolution No. 11920 on March 16, 2017, and re-appointed for another 2-year term by Resolution No. 12036 on March 21, 2019;

Chenora Burkett: appointed by the Board on February 15, 2018, by Resolution No. 11976, and re-appointed for another 2-year term by Resolution No. 12080 on February 20, 2020;

Francis McLaughlin: appointed for a two-year term by the Board, by Resolution No. 12007 on July 19, 2018; and

Bonnie Camarda: a PHA Commissioner appointed to a two-year term by Resolution No. 12013 on September 20, 2018

**Officers:**

In FY 2020, as elected by the committee, Commissioner Purnell was the Chair and Commissioner Camarda was the Vice Chair.

**Advisory Members:** Under the Audit Committee Charter, its Advisory Members are PHA’s Executive Vice President of the Office of Audit and Compliance (“OAC”) and PHA’s Senior Executive Vice President of Finance - Chief Financial Officer (“CFO”).

During the reporting period, **Janea Jordon** was Executive Vice President of OAC and served on the Audit Committee for all of FY 2020, as did **Celeste Fields**, Senior Executive Vice President/ Chief Administrative & Financial Office.

Under the charter, the Committee is to meet at least four times a year (no less than quarterly). The Audit Committee held four (4) meetings in the twelve-month reporting period.

In FY 2020, the Committee met on March 5, 2019, June 4, 2019, October 9, 2019 and December 9, 2019 (with that meeting lacking a quorum). A meeting was also scheduled for March 16, 2019 but was cancelled, minutes after the scheduled starting time, as a quorum could not be established.

Pursuant to the charter of the Audit Committee, the Committee's responsibilities are in the areas of ensuring:

- 1) the integrity of financial reporting (including selecting an auditor then coordinating with PHA's Executive and Finance departments);
- 2) the adequacy of internal controls (including risk management and working with the Office of Audit and Compliance, and PHA's departments of Finance and Information Systems); and
- 3) compliance with statutory and regulatory requirements (including working with the independent auditor and PHA's Offices of General Counsel and Audit and Compliance).

In performing these responsibilities, and as detailed in the minutes for the meetings of the Audit Committee during this reporting period, the work of the committee included detailed presentations and discussion regarding internal and external audits from the auditors and the Office of Audit and Compliance, reviewing areas of particular attention for the purposes of the audits, reports on compliance updates, regular reports from PHA's Risk Management Committee in the Office of General Counsel, and informational updates from PHA's President & CEO, Kelvin Jeremiah.

Meeting participants included the external auditors and PHA staff, as appropriate, as well as the voting and advisory members and PHA President & CEO Kelvin Jeremiah. A quorum of the voting members participated in the meetings during the time in FY 2020, except for the December 9, 2019 meeting.

The external auditor for FY 2020 was RSM, as it has been for several years, whose representatives met with the committee, both formally as a group and in informal discussions, regarding the annual independent audit. Due to the excellent working relationship between RSM and PHA, the comprehensive annual financial report and the associated financial statement for the period of April 1, 2018 through March 31, 2019, were completed in a very timely manner and were recommended by the Audit Committee to the Board for approval, after review and discussion by the Audit Committee. Approval was granted by the PHA Board of Commissioners by Resolution No. 12066 on October 17, 2019.

The Risk Management Committee is to report annually to the Board as to its activities and also provides regular reports during the year to the Audit Committee, with a representative from the committee attending the Audit Committee meetings to present those reports and answer questions regarding them.

In FY 2020, the Risk Management Committee met on April 23, 2019, July 25, 2019, October 29, 2019, and January 22, 2020.

During the reporting period, its members were: **Wendi Barish**, Senior Deputy General Counsel – Office of General Counsel (“OGC”); **Thomas Callahan**, Senior Counsel, Risk Management – OGC; **Antoinette Eberhart**, Deputy Chief of Public Safety - Police Dept.; **Lynda Enaco**, Risk Administrator - OGC; **Celeste Fields**, Senior Executive Vice President of Finance - Chief Financial Officer; **Faisal Hassan**, Executive Vice President - Information Systems Mgt. & CITO; **Bret Holden**, Vice President - Leased Housing; **Dinesh Indala**, Executive Vice President - Housing Operations; **Janea Jordon**, Executive Vice President - Audit & Compliance; **Hagop Keshishian**, Vice President of Maintenance - Housing Operations; **Joseph Marker**, Chief of Public Safety - Police Dept.; **Josh McQuoid**, Acting Assistant Vice President - Human

Resources; **Stacey Thomas**, Acting Manager - Labor and Employee Relations - HR; **Nnena Ukwa**, Vice President - Finance; and **David Walsh**, Executive Vice President - Supply Chain Mgt.

The Risk Management Committee attempts to identify and manage risks that could impact PHA's operations and results. Therefore, as detailed in the minutes for those meetings and as reported to the Audit Committee, the areas reviewed at the meetings of the Risk Management Committee included: reports on fire drills conducted at PHA locations; reports on safety trainings conducted at PHA by its insurers and broker; claims trends for workers compensation, general liability, and automobile; and an explanation of insurance coverages in place for PHA. Recommendations are also made for new coverages and changes in limits of coverage.

FY 2020 ANNUAL REPORT OF THE FINANCE COMMITTEE OF THE PHILADELPHIA  
HOUSING AUTHORITY,  
FOR THE PERIOD FROM APRIL 1, 2019 – MARCH 31, 2020

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, 2019 – March 31, 2020, which is the Fiscal Year 2020 for PHA ("FY 2020").

The members of the Finance Committee during all of the 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;  
Bonnie Camarda;  
Herbert Wetzel; and  
Samuel Staten, Jr.

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 eight (8) meetings scheduled in FY 2020, of which five (5) had less than a quorum. No committee meetings were scheduled during the months of August 2019, November 2019 and January 2020, when there were no Board meetings, and no meeting was scheduled for October, as there were no resolutions assigned to the committee for review. In FY

2020, the committee met (whether with or without a quorum) and reviewed twenty-seven (27) resolutions for recommendation to the Board of Commissioners.

Celeste Fields, Senior Executive Vice President of Finance - Chief Financial Officer, provided the following presentations to the Finance Committee, after which the presentations were made available to the full Board: 1) Quarterly Financial Overview on July 9, 2019; 2) midyear financial update on December 10, 2019; and 3) the proposed FY 2021 Comprehensive Operating and Capital Budgets, on February 11, 2020.

Further, the Finance Committee assisted the Board with securing and maintaining PHA's sound financial status, provided advice to the Board and PHA management regarding the adoption or amendment of financial strategies or policies, and ensured that responsible fiscal practices were followed, by its review and recommendations regarding expenditures appropriately brought to the Board under PHA's Controlled Policy & Procedure #10 and overall budget matters.

The committee also reviewed, made recommendations as appropriate, and monitored PHA's annual operating budget and annual capital budget consistent, with the long-term financial plan and financial policies, as assisted by the presentations from the Finance Department and regular updates from the President & CEO as to federal funding updates and related matters.

FY 2020 ANNUAL REPORT OF THE POLICY & PLANNING COMMITTEE OF THE  
PHILADELPHIA HOUSING AUTHORITY,  
FOR THE PERIOD FROM APRIL 1, 2019 – MARCH 31, 2020

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, 2019 – March 31, 2020, which is the Fiscal Year 2020 for PHA ("FY 20").

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, all of whom served for the entire reporting period:

Herbert Wetzel (the elected Vice-Chair of the Board and Chair of the Policy & Planning Committee, appointed by the Chair of the PHA Board),  
Bonnie Camarda,  
Asia Coney, and  
Frederick S. Purnell, Sr.

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 nine (9) meetings scheduled in the twelve-month reporting period for FY 2020, of which one (1) meeting had less than a quorum. No committee meetings were scheduled during the months of August 2019, November 2019 and January 2020, when there were no Board meetings.

The committee reviewed eighteen (18) resolutions for recommendation to the Board of Commissioners.

With regard to policy initiatives, the Policy & Planning Committee continued to be involved in the strategy for the continued revitalization of the Sharswood/Blumberg neighborhood and other areas, to increase and preserve affordable housing by a number of effective and creative means, including decisions regarding land use, disposition, and development; Rental Assistance Demonstration ("RAD") amendments for transfers of assistance; determinations as to operating subsidies; amendments to the Admissions and Continued Occupancy Policies for public housing and the Administrative Plan applicable to the Housing Choice Voucher Program; and a number of other policy initiatives.

FY 2020 ANNUAL REPORT OF THE RESIDENT SERVICES COMMITTEE OF THE  
PHILADELPHIA HOUSING AUTHORITY,  
FOR THE PERIOD FROM APRIL 1, 2019 – MARCH 31, 2020

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, 2019 – March 31, 2020, which is the Fiscal Year 2020 for PHA ("FY 2020").

The members of the Resident Services Committee during the entire 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  
Belinda Mayo

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 four (4) meetings in FY 2020, with all having a quorum. Three (3) resolutions were reviewed.

Recognizing its responsibility for the promotion of resident programs and services, as well as resident involvement and participation, in addition to the review of proposed resolutions, the committee was involved in the review, discussion, and recommendations for direction regarding presentations on contracting for resident education, job opportunities, training and development, as well as on the Section 3 Resource Center to be opened at the Vaux Community Building, and other initiatives.

**RESOLUTION NO. 12097**

**RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO TAKE ALL NECESSARY ACTIONS AND RELATED ACTIVITIES IN CONNECTION WITH THE HUNT PHASE I DEVELOPMENT**

**WHEREAS**, in 2014 the Philadelphia Housing Authority ("PHA") was awarded a Choice Neighborhood Planning Grant by the U.S. Department of Housing and Urban Development ("HUD") for the development of a Transformation Plan ("Plan") for the Blumberg/Sharswood neighborhood; and

**WHEREAS**, the Plan involves the development of approximately one thousand two hundred (1,200) housing units, which includes five hundred ten (510) replacement units from the demolition of the Blumberg campus; and

**WHEREAS**, PHA was recently awarded a thirty million dollar (\$30,000,000.00) Choice Neighborhood Implementation Grant by HUD for Plan initiatives; and


**WHEREAS**, the housing units under the Plan will be developed by PHA and development partners; and

**WHEREAS**, by Resolution No. 11938, approved by the Board on May 18, 2017, Hunt Development Group, LLC ("Developer") was selected by PHA as its development partner, pursuant to a Request for Qualifications issued in 2016, for development of four hundred (400) units under the Plan; and

**WHEREAS**, the first phase of development ("Development") will be located on PHA-owned parcels bounded by Master Street, North College Avenue, North 21st Street and Ridge Avenue and will include the new construction of sixty (60) affordable rental units of which thirty (30) will be designated as Blumberg Replacement Units, for which PHA will provide a twenty (20) year project based contract under the Rental Assistance Demonstration Program ("RAD"); and

**WHEREAS**, in furtherance of the Development, PHA will: enter into a long term ground lease with the Developer and/or its affiliate; provide PHA financing in an amount not to exceed four million seven hundred thousand dollars (\$4,700,000.00); and obtain all necessary HUD and other approvals in connection with the construction, RAD conversion, and operation of the Development;

**BE IT RESOLVED**, that the PHA Board of Commissioners hereby authorizes the President & CEO, and/or his designee(s), to provide a capital expenditure, as set forth above, in a not-to-exceed amount of four million seven hundred thousand dollars (\$4,700,000.00), and to negotiate, execute and enter into all related agreements, contracts and documents necessary or appropriate to develop, finance, construct, and operate the Development with the Developer and/or its affiliate, as further set forth above, and pursuant to Control Policy & Procedure #10, as amended, subject to the availability of funds therefor.

I hereby certify that this was  
APPROVED BY THE BOARD ON 5/21/2020  
  
ATTORNEY FOR PHA

## RESOLUTION NO. 12098

### **RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO OBTAIN APPROVAL FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO PROVIDE OPERATING SUBSIDY AND CAPITAL FUNDS FOR TWO NEW ANNUAL CONTRIBUTIONS CONTRACT ALTERNATIVELY-MANAGED ENTITY DEVELOPMENTS AND CLOSE THE TRANSACTIONS**

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) desires to increase the number of affordable housing units in the City of Philadelphia through public-private partnerships; and

**WHEREAS**, PHA annually issues an Annual Contributions Contract (“ACC”) Request for Proposals (“RFP”) for an Operating Subsidy Only and makes initial operating subsidy commitments to projects that typically then apply for an award of four or nine percent low-income housing tax credits (“LIHTC”) from the Pennsylvania Housing Finance Agency (“PHFA”) in order to obtain the funding necessary to make the project financially viable; and

**WHEREAS**, the ACC Operating Subsidy Only RFP is substantially the same from year to year and PHA’s initial awards to projects are valid for a period of three (3) years, as long as the projects remain substantially the same, in order to allow for the project sponsor to resubmit the project to PHFA for consideration in subsequent years, if not approved in its first or second submission, or 4% LIHTC transactions, the time to accumulate the funds to make the project viable; and

**WHEREAS**, on December 6, 2019 PHA issued an addendum to the 2019 ACC RFP, under which it would accept proposals on a rolling basis through June 19, 2020, to increase the RFP’s scope from just a Mixed Finance - Operating Subsidy Only to include an award of capital funds from PHA, but only if the project had a previous or simultaneous award of the operating subsidy, so that the awards would then be Mixed Finance – Operating Subsidy and Capital; and

**WHEREAS**, two proposals, as detailed below, have satisfied the required criteria and are recommended for approval as Mixed Finance – Operating Subsidy and Capital awards, based on the consensus evaluation of the Review Committee and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, for Mixed Finance Operating Subsidy and Capital awards, with each one to receive:

- 1) an operating subsidy and
- 2) a capital award of a long term (30 year minimum) low or no interest non-amortizing deferred loan of Moving-to-Work (“MTW”) funds in the amount of five hundred thousand dollars (\$500,000.00), for construction related capital expenses; and


**WHEREAS**, the proposal for the Mamie Nichols development (P-004731-2017), which will contain thirty-three (33) units, 20 of which will be public housing, and include family units and units with a preference for veterans with special needs, was received from Women’s Community Revitalization Project (“WCRP”) and was already awarded a Mixed Finance -Operating Subsidy Only, in an amount not to exceed five hundred (\$500.00) dollars, per unit, per month, on February 20, 2020, by Resolution No. 12082; and

**WHEREAS**, the Mamie Nichols development, is now recommended for an additional capital award, as noted above, so that the February 2020 approval would change from a Mixed Finance – Operating Subsidy Only to a Mixed Finance – Operating Subsidy and Capital transaction; and



**WHEREAS**, the proposal for the Rafael Porrata-Doria senior development (P-004806-2018), received from HACE, for its 30-unit development, is recommended for an ACC operating subsidy award in an amount not to exceed five hundred (\$500.00) dollars, per unit, per month for the thirty (30) units, as well as the capital award noted above;

**BE IT RESOLVED**, that the PHA President & CEO or his authorized designee is hereby authorized to: 1) negotiate a long term (30 year minimum) low or no interest non-amortizing deferred loan of MTW funds in the amount of five hundred thousand dollars (\$500,000.00) for both the Mamie Nichols and Rafael Porrata-Doria developments, for construction-related capital expenses; 2) submit certain evidentiaries to the U.S. Department of Housing and Urban Development ("HUD"), then enter into an Mixed-Finance Amendment to the Consolidated ACC, a Declaration of Restrictive Covenants, a Regulatory and Operating Agreement and such other ancillary documents as may be required to close the Mamie Nichols and Rafael Porrata-Doria transactions (collectively referred to herein as the "Closing Documents"); negotiate, finalize, and submit the Closing Documents to HUD for approval; 3) execute, deliver and perform the obligations under such Closing Documents once finalized and approved by HUD; 4) obtain or facilitate all other government approvals; and 5) take all actions necessary or desirable to effectuate this resolution and provide the operating subsidy to the Developments, subject to the availability of funding therefor.

I hereby certify that this was  
APPROVED BY THE BOARD ON 5/21/2020  
  
ATTORNEY FOR PHA