



PHA BOARD of COMMISSIONERS MEETING MINUTES
Thursday, September 19, 2013, 3 p.m., at 12 S. 23rd St., Philadelphia, PA 19103

The regular meeting of the Board of Commissioners was brought to order at approximately 3:10 p.m. by the Vice-Chair Nelson A. Diaz, with Commissioners Callahan, Jackson, Markman, Tate and Wetzel in attendance, as well as President & CEO Kelvin A. Jeremiah ("CEO Jeremiah") and Board Secretary and General Counsel, Barbara Adams. The Vice-Chair noted that he was chairing the meeting, as Chair Brown-Sow was unable to attend. He also noted that Commissioners Camarda and Murphy had conflicts that precluded their attendance at this meeting. The Vice-Chair then asked for a moment of silence, in preparation for the meeting and confirmed with General Counsel Adams that there was a quorum present for the meeting.

CEO Jeremiah's opening remarks included: 1) congratulating Chair Brown-Sow on being named as one of Philadelphia's Most Influential African-American Women by Tribune Magazine; 2) noting that stenographic services are not being used, but the meeting is being recorded and a copy is available upon request; 3) stating that the election for Resident Commissioners is still on hold, since the Mayor, the City Council President and PHA must come to an agreement before they can proceed and a proposal is forthcoming; 4) reporting that the Queen Lane project is advancing and PHA remains committed to construction in accordance with its original plans; and 5) announcing that the public comment period for the proposed MTW amendments has been extended through Monday, October 7, 2013.

CEO Jeremiah shared staff announcements and mentioned the following recent awards: a Certificate of Achievement from the Pennsylvania Association of Housing and Redevelopment Agencies for Norris Apartments; an Outstanding Achievement Award from the National Association of Housing and Redevelopment Officials for Paschall Village; awards from the Apartment Association of Greater Philadelphia for Mantua Square, Plymouth Hall and Paschall Village; and a Merit Award of Appreciation from the U.S. Communities Government Purchasing Alliance for PHA's Procurement Department, recognizing PHA's exceptional leadership in professional public procurement practice.

News from the Department of Community Operations & Resident Development was then reviewed: an MOU with Cheney University for educational opportunities for PHA residents and employees and recognition for the four top students in the most recently completed educational pre-training in the Pre-Apprenticeship program. Those students, Cathy Black, Latoya Little, Ruby Hunt and Sierra Scott, were present and received a round of applause.

Barbara Moore, PHA's Sustainability Coordinator, then gave a PowerPoint presentation (a copy is attached as Appendix 1) regarding the accomplishments of the Sustainability Working Group, which was created pursuant to a resolution adopted by the Board in August of 2012.

The Vice-Chair then inquired whether there were any corrections to the minutes of the Board meeting of August 15, 2013, and hearing none, declared the minutes approved as submitted.

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

Resolution 11643, attached in Appendix 2, related to the appointment of three members to PHA's Audit Committee. As Commissioner Markman was one of the candidates in the resolution, she stated that this was a reason for a conflict of interest, recused herself and left the room so as not to participate in any discussion or in any vote. Janea Jordon, Senior Vice President - Office of Audit and Compliance, then presented the resolution, which was to appoint Commissioner Markman, Commissioner Murphy (who was not in attendance, so that no recusal was needed) and Matthew Stitt, Assistant Chief Financial Officer, Office of the President, Philadelphia City Council, to the Audit Committee. Following a motion to approve by Commissioner Callahan, a second and discussion, including public comment, the resolution was unanimously approved.

Resolution 11644, attached in Appendix 2, was presented by Heather McCreary, Executive Vice President - Administration, to authorize PHA to conclude and execute a task order contract with Dale Corporation for construction management services at the Strawberry Mansion Oakdale Street Redevelopment Project, in a total contract amount not to exceed twenty million nine hundred ninety four thousand five hundred ninety-two dollars (\$20,994,592.00). Following a motion to approve by Commissioner Callahan, a second and discussion, including public comment, the resolution was unanimously approved.

Resolution 11645, attached in Appendix 2, was presented by Heather McCreary, Executive Vice President – Administration, to authorize PHA to conclude and to execute contracts with Hispanic Ventures, Torrado Construction and Ashley Enterprises/MFO Painting Brigade, for required interior unit painting services for PHA, in a collective amount not to exceed one million eight hundred thousand dollars (\$1,800,000.00) for each contracted firm or, if all options are exercised, five million four hundred thousand dollars (\$5,400,000) for the three contracts, over a four-year period. Following a motion to approve by Commissioner Callahan, a second and, there being no discussion, the resolution was unanimously approved.

Resolution 11646, attached in Appendix 2, was presented Kyle Flood, Director - Community Development and Design Development, to authorize PHA to take all necessary steps to award and provide three (3) project based vouchers to Walnut Park Plaza LLC for its Walnut Park Plaza development. Following a motion to approve by Commissioner Callahan, a second and, there being no discussion, the resolution was unanimously approved.

Resolution 11647, attached in Appendix 2, related to contracts with law firms. Vice-Chair Diaz stated that he had a conflict of interest, as he is employed by one of the firms and therefore recused himself and left the room so as not to participate in any discussion or in any vote. Commissioner Callahan presided over the meeting for this resolution. The resolution was presented by Heather McCreary, Executive Vice President - Administration, and Barbara Adams, General Counsel, to authorize PHA to contract with ten law firms to provide non-litigation legal services to PHA, in a total contract amount not to exceed an average of two

million dollars (\$2,000,000.00) per year over a five (5) year period. Following a motion to approve by Commissioner Markman, a second and discussion, including public comment, the resolution was unanimously approved.

Vice-Chair Diaz then returned to the room and presided over the remainder of the meeting, which was the public comment period.

The meeting was adjourned by Vice-Chair Diaz at approximately 5:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara Adams".

Barbara Adams
Secretary
Philadelphia Housing Authority

APPENDIX 1



Philadelphia Housing Authority
Building Beyond Expectations



PHA's Sustainability Report

September 2013

PHA's Sustainability Policy

adopted by Board Resolution on August 24, 2012

PHA is committed to using sustainable practices to meet the present needs of the community without compromising the ability of future generations to meet their own needs and to be guided by the following Sustainability Principles:


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

PHA's Sustainability Working Group

formed in October 2012

Under the Resolution on PHA's Sustainability Policy, the Sustainability Working Group, which has members from all PHA departments and is headed by Sustainability Coordinator Barbara Moore, was tasked with:

- Developing an energy procurement strategy for optimal energy pricing and
- Issuing a Request for Proposals for an energy pricing and an efficiency expert to advise the agency on energy procurement and management.



Accomplishments of the Sustainability Working Group

1. PHA has been awarded full Accreditation as an Energy Performing Agency by HUD and The Sustainable Performance Institute.
2. Energy Advisor, Mondre Energy, Inc., was selected and has begun developing an energy procurement strategy.



Accomplishments of the Sustainability Working Group (cont'd)

3. PHA developed a Green Action Plan and SMART Goals and developed a Green Operations & Maintenance Plan.
4. PHA is developing projects that feature a wide array of sustainability initiatives, at Strawberry Mansion, Norris Apartments Blumberg Apartments and Queen Lane.




Accomplishments of the Sustainability Working Group (cont'd)

5. PHA has implemented an in-house selling and recycling program, resulting in over \$15,000 in revenue from recycling and savings of \$29,930, with more planned.
6. PHA's Procurement Department has issued an announcement to all vendors regarding PHA's Sustainability Policy.



Accomplishments of the Sustainability Working Group (cont'd)

7. Residents of Paschall Village and Norris Apartments were surveyed on sustainability and Paschall residents received training in the use of energy-efficient products.
8. PHA received a grant from Johnson Controls to fund the work of Facility Dude, to review and monitor over 5,000 utility bills per month for errors and rates tracking.




Accomplishments of the Sustainability

Working Group (cont'd)

9. The Environmental Defense Fund provided a grant of over \$12,000 for a Duke University graduate student to assist in PHA's Green Accreditation submission to HUD.
10. Four PHA staff were trained at HUD's Green Academy in Executive Decision-making in Green Buildings, Best Practices for Building Green, and Green Operations & Maintenance.

Accomplishments of the Sustainability Working Group (cont'd)

11. In November of 2013, Philadelphia will host the “Greenbuild International Conference & Expo,” the world's largest conference and expo dedicated to green building. PHA’s accomplishments in sustainability will serve as a model for conference participants.

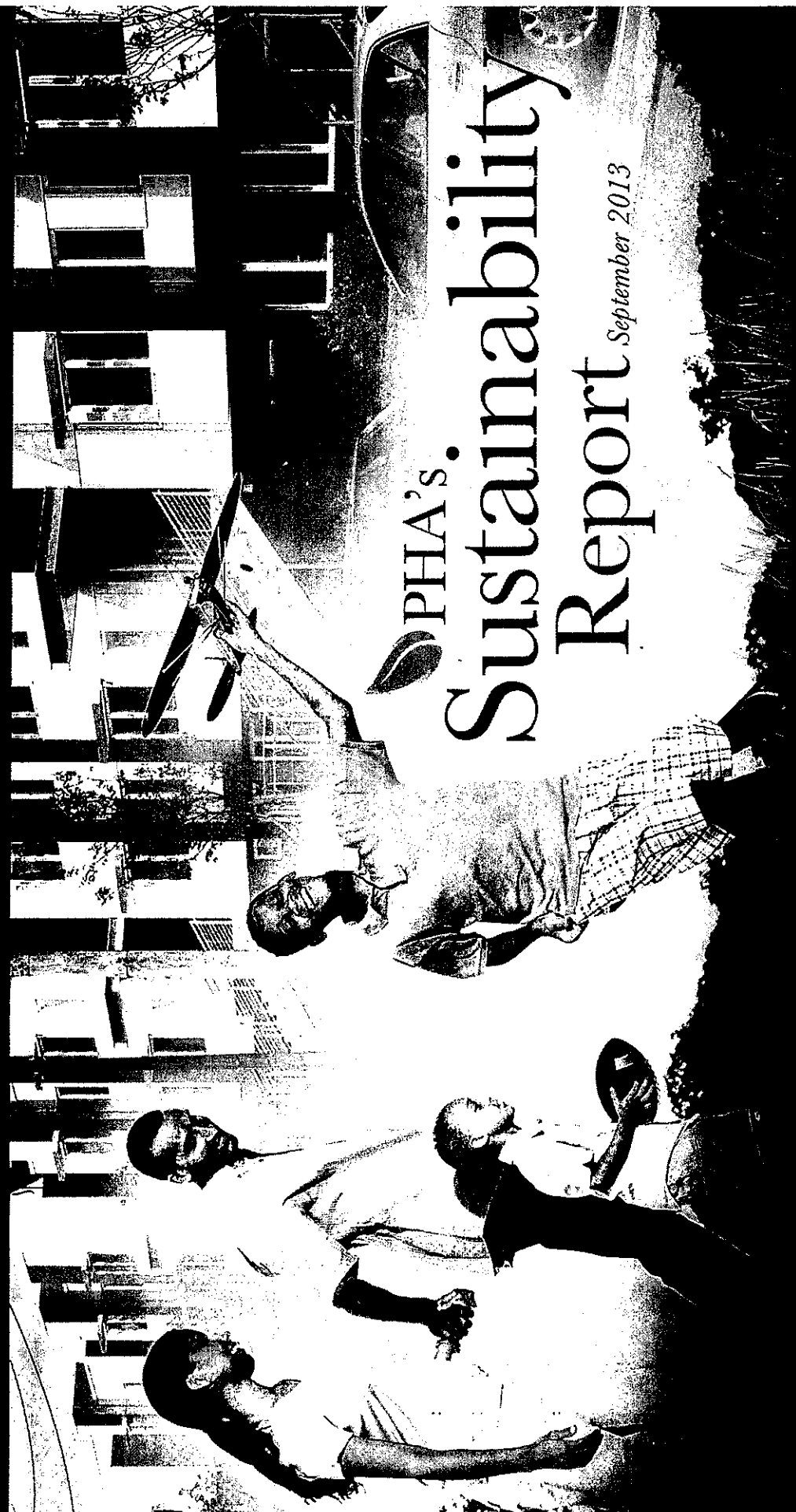


Much has been accomplished and more to go --

The Sustainability Working Group has made substantial progress and is looking forward to ensuring that PHA will continue to be a leader in sustainability initiatives.



Philadelphia Housing Authority
Building Beyond Expectations



PHA's Sustainability Report

September 2013

APPENDIX 2

RESOLUTION NO. 11643

RESOLUTION APPOINTING THREE (3) INDEPENDENT MEMBERS TO THE PHILADELPHIA HOUSING AUTHORITY AUDIT COMMITTEE

WHEREAS, the Philadelphia Housing Authority ("PHA") created an Audit Committee, by Resolution Number 11571, on November 30, 2012 (a copy of the "resolution Authorizing the Creation of an Audit Committee and Approving the Audit Committee's Charter" is attached to this Resolution as Attachment A and is hereafter referred to as the "Audit Resolution"); and

WHEREAS, pursuant to the Audit Resolution, there are to be seven members of the Committee: five (5) voting members, which shall be the Vice Chair of the PHA Board and four (4) independent members who will not be PHA employees, and two (2) advisory members, which shall be the Director of PHA's Office of Audit and Compliance and PHA's Deputy Executive Director of Finance; and

WHEREAS, under the Audit Resolution, the Interim Executive Director/Interim Administrative Receiver (hereinafter referred to as "CEO", as that position is now that of the President & Chief Executive Officer, pursuant to Resolution 11596, adopted on March 28, 2013) is authorized to identify the four (4) independent members to serve a two-year renewable term on the Committee, with the approval and consent of the Board; and

WHEREAS, the CEO has identified and proposes for Board approval and consent the following individuals, to serve as three (3) of the four (4) independent Audit Committee members: PHA Commissioner Kenneth Murphy, PHA Commissioner Joan Markman and Matthew Stitt, who is Assistant Chief Financial Officer, Office of the President, Philadelphia City Council; and

WHEREAS, the CEO intends to identify and propose one additional independent Audit Committee member, to complete the four (4) designated independent positions on the Audit Committee, as soon as an appropriate candidate can be determined;

NOW THEREFORE BE IT RESOLVED, that the PHA Board of Commissioners does hereby approve and consent to the appointment of PHA Commissioner Kenneth Murphy, PHA Commissioner Joan Markman and Matthew Stitt, as independent members of PHA's Audit Committee, pursuant to the terms and conditions set forth in the attached Audit Resolution.

I hereby certify that this was
APPROVED BY THE BOARD ON 9/19/13
Barbara Adams, General Counsel
ATTORNEY FOR PHA

RESOLUTION NO. 11644

RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO CONCLUDE AND TO EXECUTE A TASK ORDER CONTRACT WITH DALE CORPORATION FOR CONSTRUCTION MANAGEMENT SERVICES AT STRAWBERRY MANSION OAKDALE STREET REDEVELOPMENT PROJECT

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for the redevelopment of certain properties in the Strawberry Mansion section of North West Philadelphia; and

WHEREAS, the PHA Board, at its meeting of February 22, 2013, through Resolution No. 11587, authorized PHA to, among other things apply to negotiate, execute and enter into all contracts and documents necessary or appropriate to finance, develop, construct, complete and operate the Strawberry Mansion Oakdale Street Redevelopment Project, in the northwest section of Philadelphia, at 33rd and Berks Streets and 28th and Oakdale Streets; and

WHEREAS, PHA has awarded master construction management service contracts (the "Master Contracts") to certain firms to provide construction-related services to PHA on an as-needed basis; and

WHEREAS, to utilize the services of a construction management firm that has a Master Contract with PHA, PHA issues a competitive Task Order Request for Proposals to the qualified construction management firms that have executed Master Contracts with PHA; and

WHEREAS, pursuant to PHA Control Policy and Procedure 10, prior to the issuance of Task Orders under the Master Contracts that are in excess of \$250,000.00, Board approval must be obtained; and

WHEREAS, a task order contract was developed under a Master Contract and a Request for Proposal was sent to recipients that have existing requirements contracts with PHA; and

WHEREAS, the two proposals received in response to the request for proposal were reviewed and evaluated by the evaluation committee appointed for such purpose and otherwise appropriately reviewed by the Department of Administration; and

WHEREAS, based upon the consensus results of the evaluation, it is recommended that a task order contract be awarded to Dale Corporation to be completed within twenty-four (24) months after Notice to Proceed, with a total guaranteed maximum price not to exceed twenty million, seven hundred ninety-four thousand, four hundred ten dollars (\$20,970,410.00);

NOW THEREFORE BE IT RESOLVED, that the PHA President & CEO or his authorized designee is hereby authorized to conclude and to execute a task order contract with Dale Corporation, subject to the availability of funds therefor, in a total amount not to exceed twenty million, seven hundred ninety-four thousand, four hundred ten dollars (\$20,970,410.00), as set forth above, and to take all necessary actions relating to such contract, including determining whether any options available under the contract shall be exercised.

I hereby certify that this was
APPROVED BY THE BOARD ON 9/19/13
Barbara Coleman General Counsel
ATTORNEY FOR PHA

RESOLUTION NO. 11645

RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO CONCLUDE AND TO EXECUTE A CONTRACT FOR INTERIOR UNIT PAINTING SERVICES

WHEREAS, The Philadelphia Housing Authority ("PHA") has identified a need for the interior painting of PHA housing units; and

WHEREAS, to fulfill this need, Solicitation No. P-004309 was developed according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal under the Solicitation was mailed to the appropriate companies on PHA Bidders' List and distributed to those who responded to the invitation as advertised in various publications; and

WHEREAS, proposals received in response to the solicitation were reviewed and evaluated by the evaluation committee appointed for such purpose and otherwise appropriately reviewed by the Department of Administration; and

WHEREAS, based upon the evaluation, it is recommended that a contract be awarded to Hispanic Ventures, Torrado Construction, and Ashley Enterprises/MFO Painting Brigade; and

WHEREAS, the three identical contracts to be awarded shall each be for a one (1) year base period with a three one (1) year option periods, as follows:

- 1) a one year base period in an amount not to exceed two hundred sixty-two thousand and five hundred dollars (\$262,500.00) for that one-year period;
- 2) a first option year in an amount not to exceed five hundred thousand dollars (\$500,000.00);
- 3) a second option year in an amount not to exceed five hundred twelve thousand dollars (\$512,000.00);
- 4) a third option year in an amount not to exceed five hundred twenty-five thousand, five hundred dollars (\$525,500.00)

WHEREAS, the total amount for each of the three contracts, if all options are exercised, is not to exceed one million eight hundred thousand dollars (\$1,800,000.00) per contract and five million four hundred thousand dollars (\$5,400,000.00) for all three contracts;

NOW THEREFORE BE IT RESOLVED, that the President & CEO or his authorized designee is hereby authorized to conclude and execute contracts with Hispanic Ventures, Torrado Construction and M.F.O. Painting Brigade, for a one year base period in a collective amount not to exceed four million dollars (\$787,500.00) for that one-year base period, for all the companies, with three one-year option periods thereafter, in a total amount not to exceed five million four hundred thousand dollars (\$5,400,000.00) total for all three contracts, 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 9/19/13

Barbara Adams
ATTORNEY FOR PHA

RESOLUTION NO. 11646

RESOLUTION AUTHORIZING THE AWARD OF THREE (3) PROJECT-BASED VOUCHERS TO WALNUT PARK PLAZA LLC FOR ITS WALNUT PARK PLAZA DEVELOPMENT

WHEREAS, the Philadelphia Housing Authority ("PHA") operates a unit-based program for project-based vouchers ("Vouchers"), pursuant to which PHA's voucher assistance is attached to specific housing units or developments; and

WHEREAS, Walnut Park Plaza LLC ("Walnut Park Plaza") is a not-for-profit organization and is seeking to ensure housing affordability to the low-income seniors residing in its Walnut Park Plaza development which is located at 6250 Walnut Street, Philadelphia, PA, 19139, in West Philadelphia; and

WHEREAS, pursuant to 24 C.F.R. § 983.51(b), PHA must select Voucher proposals in accordance with its Administrative Plan and, pursuant to 24 C.F.R. § 983.51 (b)(2), may select a proposal for Voucher assistance if that proposal was selected during a competitive process conducted within the prior three years for another federal, state, or local government housing assistance program; which provisions of 24 C.F.R. § 983.51 (b) and (b)(2) are included in PHA's Administrative Plan; and

WHEREAS, Walnut Park Plaza was awarded 224 Vouchers through a competitive request for proposals process and is the largest affordable senior housing building in the city with 227 units; and

WHEREAS, pursuant to a competitive process, Walnut Park Plaza received an award of HOME funds in July of 2012 from the City of Philadelphia ("HOME Funds"), which award PHA has determined fulfills the requirements of 24 C.F.R. § 983.51 (b)(2); and

WHEREAS, Walnut Park Plaza has requested three (3) Vouchers for Walnut Park Plaza, to be used at units for families that are income-eligible for the unit-based program; and

WHEREAS, PHA deems it desirable and in the best interest of PHA and its participants to award three (3) Vouchers to Walnut Park Plaza, in order to ensure housing affordability to the low-income families residing in Walnut Park Plaza;

NOW THEREFORE BE IT RESOLVED, that the President & CEO or his authorized designee (hereinafter, the "CEO") is hereby authorized to award three (3) Vouchers to Walnut Park Plaza, which, subject to annual appropriations, may be for an initial term of up to fifteen (15) years and renewed for subsequent terms of up to fifteen (15) years, or such periods as permitted by applicable law, provided that any term renewals will only be granted if the CEO determines that such renewals are in the best interest of PHA and/or low-income families in Philadelphia; and

BE IT FURTHER RESOLVED, that the CEO is authorized to negotiate and enter into agreements, contracts, and ancillary documents, including a Memorandum of Understanding, Agreement to Enter into a HAP Contract, and/or HAP Contract, and to take any and all other necessary or desirable actions, as are required to effectuate the resolutions set forth herein; and

BE IT FURTHER RESOLVED, that any and all actions previously taken by any authorized officer of PHA in connection with the resolutions set forth herein, are hereby ratified.

I hereby certify that this was

APPROVED BY THE BOARD ON

9/19/13

Barbara Williams, General Counsel

ATTORNEY FOR PHA

RESOLUTION NO. 11647

RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO CONCLUDE AND TO EXECUTE CONTRACTS FOR NON-LITIGATION LEGAL SERVICES

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for non-litigation legal services for real estate, regulatory and labor and employment work; and

WHEREAS, to fulfill this need, Solicitation No. P-004303 was developed for the selection of law firms, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, a Request for Proposal under the Solicitation was mailed to the appropriate companies on PHA Bidders' List and distributed to those who responded to the invitation as advertised in various publications; and

WHEREAS, proposals received in response to the solicitation were reviewed and evaluated by the evaluation committee appointed for such purpose and otherwise appropriately reviewed by the Department of Administration; and

WHEREAS, based upon the consensus results of the evaluation, it is recommended that contracts be awarded to the following ten firms: Kolber & Freiman; Hawkins Delafield; Fox Rothschild; The Smyler Firm; Eckert Seamans; Dilworth Paxson; Pepper Hamilton; Kleinbard, Bell & Becker; Ballard Spahr; and Reno & Cavanaugh; and.

WHEREAS, it is recommended that the contracts each be for a two year base period and the aggregate amount to be expended under all such contracts for all the firms not to exceed four million dollars (\$4,000,000.00) for that two-year base period, with three one-year option periods thereafter, in amounts not to exceed two million dollars (\$2,000,000.00) per year;

NOW THEREFORE BE IT RESOLVED, that the President & CEO or his authorized designee is hereby authorized to conclude and execute contracts with the above referenced firms, for a two year base period and the aggregate amount to be expended under all such contracts for all the firms not to exceed four million dollars (\$4,000,000.00) for that two-year base period, with three one-year option periods thereafter, in a total amount not to exceed two million dollars (\$2,000,000.00) per year, only if the exercise of each such option is approved by the Board and subject to the availability of funds therefor, and to take all necessary actions relating to such contracts; and

BE IT FURTHER RESOLVED, that the General Counsel shall report to the Board, in Executive Session, no less frequently than quarterly, all task orders issued under each such contract, including the firm involved, the nature of the legal services provided and an estimate of anticipated costs.

I hereby certify that this was
APPROVED BY THE BOARD ON 9/19/13
Barbara Chans General Counsel
ATTORNEY FOR PHA