



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES

Thursday, November 17, 2022, 3 p.m.

The regularly scheduled meeting of the Philadelphia Housing Authority (“PHA”) Board of Commissioners was conducted via a virtual platform, due to COVID-19 public health concerns and in accordance with PHA’s By-Laws that provide for remote participation, while 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 this meeting provided thereafter, as well.

Chair Lynette Brown-Sow brought the meeting to order at approximately 3:02 p.m. and did a roll call to establish that there was a quorum, which there was, with the following Commissioners participating in addition to the Chair and Vice-Chair Wetzel: Commissioners Callahan Camarda, Coney, Shahid and Wise. The President & CEO (“CEO”) and the General Counsel and Board Secretary, Laurence M. Redican, also participated. Commissioners Mayo and Purnell did not participate.

The Chair requested a moment of silence, in preparation for the work to be done, before announcing that the CEO had been selected by the Business Journal as one of the Most Admired CEOs for 2022 and congratulating him for this recognition.

The CEO reviewed the public participation guidelines for the meeting and made the following announcements:

- 1) On October 26th, HUD Secretary Fudge joined Ambassador Susan Rice (White House Domestic Policy Council), Congresswoman Madeleine Dean, and local leaders to tour PHA’s affordable housing sites and the Sharswood Grocery Outlet Bargain Market. As it was a last-minute visit, the CEO was not available but Commissioner Coney, also President of the Resident Advisory Board, stepped in to conduct the tour, which was very well received and the exceptional rapport between PHA resident leadership and PHA staff was much appreciated by the visitors.
- 2) On November 9th, HUD’s General Counsel and other HUD delegates visited PHA’s headquarters for a general discussion and a tour with the CEO of PHA’s Sharswood initiatives and accomplishments. Again, this was a very positive meeting and it reinforced appreciation of PHA’s leadership and exemplary practices, as The Philadelphia Model!
- 3) PHA was awarded a Bellamy and Best Practices award by the Pennsylvania Association of Housing and Redevelopment Agencies, which recognized the implementation of PHA’s Housing Choice Voucher Landlord Incentive Program as an award-worthy innovative idea.
- 4) The office of Resident Partnerships and Programs is coordinating: PHA’s annual Thanksgiving Luncheon for PHA Seniors, which will be in-person this year; PHA’s Turkey giveaway on November 21st, to give away 1,600 turkeys at our housing sites; and there will also be tree lightings later in the year.
- 5) On October 27th, PHA hosted a soft grand opening and guided walk through for Resident Leaders of our new Youth and Family Center, located on the first floor of our headquarters.

The CEO proceeded to add comments regarding the positive impact of PHA on the lives of its residents and communities, noting that resident incomes over the past ten (10) years

have almost doubled. He also stated that while PHA works to provide paths to opportunity, it is the hard work and tenacity of the residents that make the transformation of lives and communities possible.

The Chair then asked whether there were any changes to the minutes from the Board meeting minutes of October 20, 2022. Hearing none, the minutes were approved.

Three (3) resolutions were presented, reviewed, and unanimously approved, by roll call.

Resolution No. 12250, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President – Supply Chain Management (“EVP-SCM”), to authorize PHA to contract with Conner Strong & Buckelew Companies, LLC for insurance brokerage and related services in a total amount not to exceed one million two hundred fifty thousand dollars (\$1,250,000.00). Commissioner Callahan, as Chair of the Finance Committee that had reviewed the resolution prior to its being presented to the Board, moved for its adoption. Following a second and discussion, it was unanimously approved, by roll call. Following a second, discussion, and the opportunity for public comment (as was available for all the resolutions, but there was none for this resolution or any of the resolutions this month), the motion was unanimously approved, by roll call.

Resolution No. 12251, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with Major Electric Systems, Inc.; Raw Power Electric, Inc.; and Larry C. McCrae, Inc. for electrical repair services, in a total aggregate amount not to exceed five million dollars (\$5,000,000.00). A motion to adopt was made by Commissioner Callahan, as Chair of the Finance Committee that had reviewed the resolution. The motion was seconded and unanimously approved, after Commissioner Callahan noted that the resolution was recommended by the committee, by roll call.

Resolution 12252, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to modify contract No. 004900 with Oliver Fire and Protection Security for fire protection services, to increase the current not-to-exceed contract amount from nine hundred twenty thousand dollars (\$920,000.00), to one million one hundred twenty thousand dollars (\$1,120,000.00). The amendment is sought due to increased fire protection certification measures taken during the current calendar year. Commissioner Callahan moved for approval of the resolution and, after the motion was seconded, it was unanimously approved, by roll call.

No comments were received for the **public comment period**.

There being no further business, the Chair wished everyone a good Thanksgiving holiday, thanked the residents and staff for their exemplary partnership and good work, and the meeting concluded at approximately 3:30 p.m.

Respectfully submitted,



Laurence M. Redican
General Counsel
Philadelphia Housing Authority

APPENDIX 1

**THE PHILADELPHIA HOUSING AUTHORITY
AGENDA FOR THE MEETING OF THE BOARD OF COMMISSIONERS
2013 RIDGE AVE.
PHILADELPHIA, PA 19121
THURSDAY, NOVEMBER 17, 2022, at 3 p.m.**

- 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 October 20, 2022, as distributed.
- D. New Business**

- 1. RESOLUTION AUTHORIZING A CONTRACT FOR INSURANCE BROKERAGE AND RELATED SERVICES WITH CONNER STRONG & BUCKELEW COMPANIES, LLC**

Dave Walsh

- 2. RESOLUTION AUTHORIZING CONTRACTS FOR ELECTRICAL REPAIR SERVICES WITH MAJOR ELECTRIC SYSTEMS, INC., RAW POWER ELECTRIC, INC. AND LARRY C. MCCRAE, INC.**

Dave Walsh

- 3. RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH OLIVER FIRE AND PROTECTION SECURITY FOR FIRE PROTECTION SERVICES**

Dave Walsh

- E. Public Comment Period**

RESOLUTION NO. 12250

RESOLUTION AUTHORIZING A CONTRACT FOR INSURANCE BROKERAGE AND RELATED SERVICES WITH CONNER STRONG & BUCKELEW COMPANIES, LLC

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for insurance brokerage and related 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 posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

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

WHEREAS, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that a contract be awarded to Conner Strong & Buckelew Companies, LLC.; 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 within the terms of the contract at any time during the course of the contract at the discretion of the contracting officer; and

WHEREAS, it is recommended that the amount to be expended under the contract shall not exceed one million two hundred fifty thousand dollars (\$1,250,000.00) with a two-year base period and three (3) one-year option periods, as follows:

- 1) the not-to-exceed amount for the two-year base period is five hundred thousand dollars (\$500,000.00);
- 2) the not-to-exceed amount for the first one-year option period is two hundred fifty thousand dollars (\$250,000.00);
- 3) the not-to-exceed amount for the second one-year option period is two hundred fifty thousand dollars (\$250,000.00); and
- 4) the not-to-exceed amount for the third one-year option period is two hundred fifty thousand dollars (\$250,000.00);

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 Conner Strong & Buckelew Companies, LLC for a total amount not to exceed one million two hundred fifty thousand dollars (\$1,250,000.00), 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 11/17/2022
Steven M. Kedia
ATTORNEY FOR PHA

RESOLUTION NO. 12251

RESOLUTION AUTHORIZING CONTRACTS FOR ELECTRICAL REPAIR SERVICES WITH MAJOR ELECTRIC SYSTEMS, INC., RAW POWER ELECTRIC, INC. AND LARRY C. MCCRAE, INC.

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for electrical repair 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 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 Major Electric Systems, Inc.; Raw Power Electric, Inc.; and Larry C. McCrae, Inc.; and

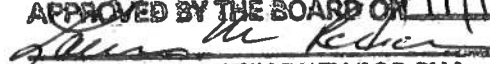
WHEREAS, work is to be assigned to the three (3) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered within the terms of the contract at any time during the course of the contract at the discretion of the contracting officer; and

WHEREAS, it is recommended that the aggregate amount to be expended under the contracts shall not exceed five million dollars (\$5,000,000.00) with a two-year base period and three (3) one-year option periods, as follows:

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

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 Major Electric Systems, Inc.; Raw Power Electric, Inc.; and Larry C. McCrae, Inc. for a total aggregate amount not to exceed five million dollars (\$5,000,000.00), 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.



I hereby certify that this was
APPROVED BY THE BOARD ON 11/17/2022

ATTORNEY FOR PHA

RESOLUTION NO. 12252

RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH OLIVER FIRE AND PROTECTION SECURITY FOR FIRE PROTECTION SERVICES

WHEREAS, the Philadelphia Housing Authority ("PHA") identified a need for fire protection services and, on December 19, 2019, its Board of Commissioners approved Resolution No. 12077, to authorize the award of a contract to Oliver Fire and Protection Security; and

WHEREAS, the contract with Oliver Fire and Protection Security consisted of a two (2) year-base period with three (3) one-year option periods and a per year limit on expenditures; and

WHEREAS, under the original contract, the not-to-exceed amount tract, including the exercise of any options, was six hundred seventy thousand dollars (\$670,000.00): with two hundred sixty-eight thousand dollars (\$268,000.00) for the two (2) year base period and one hundred thirty-four thousand dollars (\$134,000.00) for each of the three (3) one-year option periods; and

WHEREAS, in May of 2022, as permitted by Controlled Policy and Procedure #10 and due to a potential backlog of required services related to increased certification activity, PHA modified the contracts to increase the aggregate not-to-exceed amount by two hundred fifty thousand dollars (\$250,000.00), resulting in an aggregate not-to-exceed amount of nine hundred twenty thousand dollars (\$920,000.00); and


WHEREAS, in August 2022, PHA accelerated the two remaining options of the contract to access the remaining contract funds therein; and

WHEREAS, PHA is in the process of soliciting new contracts for these services but has an immediate need for fire protection services while the solicitation process proceeds, for which additional funding is required; and

WHEREAS, it would be in the best interest of PHA to add two hundred thousand dollars (\$200,000.00) to the contract, making the total aggregate not-to-exceed contract amount one million one hundred twenty thousand dollars (\$1,120,000.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO, or his authorized designee(s), to amend PHA's contract with Oliver Fire and Protection Security to add two hundred thousand dollars (\$200,000.00) to the contract amount, making the not-to-exceed contract amount one million one hundred twenty thousand dollars (\$1,120,000.00), as set forth above and subject to the availability of funds therefor.



I hereby certify that this was
APPROVED BY THE BOARD ON 11/17/2022

ATTORNEY FOR PHA