



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES

Thursday, October 21, 2021, 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.

The Chair, Lynette Brown-Sow, brought the meeting to order at approximately 3:02 p.m. She noted the virtual format of the meeting and did a roll call of the Commissioners to ensure that there was a quorum. With the exception of Commissioner Camarda, all the Commissioners participated: Chair Brown-Sow, Vice-Chair Wetzel, and Commissioners Callahan, Coney, Mayo, Purnell, Shahid, Wetzel, and Wise. PHA President & CEO ("CEO") Kelvin A. Jeremiah and General Counsel and Board Secretary, Laurence M. Redican also participated.

After observance of a moment of silence, as requested by the Chair to prepare for the work of the meeting, the CEO made two announcements:

- 1) HUD has awarded PHA a grant to provide \$735,000 in housing vouchers, expected to be available by December of 2021, for youth who are transitioning out of foster care and are at extreme risk of experiencing homelessness; PHA has partnered with Philadelphia Department of Human Services and the Philadelphia Office of Homeless Services to help meet the urgent demand for housing for these youth. The exceptional work of the PHA grants team, led by Stephanie Pastula, in securing this grant and many others that have augmented funding for PHA's programs and initiatives, was applauded.
- 2) PHA's first class of eight entrepreneurial fellows have completed all their requirements and are advancing to the next level, with a number of them already making remarkable strides with their businesses. Congratulations were extended to the graduates, as well as special thanks to Marco Ferreira, Chanae Richards, and Commissioner Asia Coney, who took this idea and created a family of community entrepreneurs.

The Customer Service Award was presented by Jack Keshishian to Tom Smith for his instrumental role in Operations for the lead assessment initiative, making sure that PHA's units are all lead-free or lead safe. He was congratulated for his exceptional and important contributions.

The Chair then asked whether there were any corrections or amendments to the minutes of the Board meeting of September 17, 2021, as submitted. Hearing none, the minutes were approved.

Six (6) resolutions were presented, discussed, and unanimously approved.

Resolution No. 12175, attached in Appendix 1, was presented by Debra Shore, Senior Counsel, Risk Management, to authorize PHA to conclude a policy of insurance for Workers' Compensation and Employer's Liability Insurance coverage with Liberty Mutual Insurance Company, to provide claims administration, loss control services, and account management for a not-to-exceed amount of thirteen million nine hundred forty-five thousand three hundred sixty-seven dollars (\$13,945,367.00), for the policy period from October 15, 2021 to October 15, 2022. The resolution was reviewed by the Finance Committee prior to presentation at the Board meeting and Commissioner Callahan, as Chair of that committee, moved for its adoption. Following a second and the opportunity for discussion and for public comment (as was available for all the resolutions), of which there was none, the motion was unanimously approved, by roll call.

Resolution No. 12176 attached in Appendix 1, was presented by Dave Walsh, Executive Vice President, Supply Chain Management ("EVP-SCM"), to authorize PHA to contract with Nan McKay and Associates, Inc. for employee training services. The contract performance period is a two (2) year base period with three (3) one-year option periods and the total amount to be expended under the contract, including the exercise of any options, is not to exceed two hundred seventy-five thousand dollars (\$275,000.00). Commissioner Callahan, as Chair of Finance Committee that reviewed the resolution, moved for its adoption. Following a second and there being no further discussion or public comment, the motion was unanimously approved, by roll call.

Resolution 12177, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with Allergy Technologies for bed bug treatment services. The contract performance period is a two (2) year base period with three (3) one-year option periods. The total amount to be expended under the contract, including the exercise of any options, is not to exceed fourteen million six hundred ninety-five thousand dollars (\$14,695,000.00). Commissioner Coney, as Chair of the Resident Services Committee that reviewed the resolution, moved for it to be adopted. Following a second, Commissioner Coney noted that the committee had met, reviewed the resolution, and approved it to go to the Board. There being no further discussion, the motion was unanimously approved, by roll call.

Resolution No. 12178, attached in Appendix 1, was presented Dave Walsh, EVP-SCM, to authorize PHA to contract with CBIZ Benefits and Insurance Services, Inc. for employee benefits administration services. The contract performance period is a two (2) year base period with three (3) one-year option periods. The total amount to be expended under the contract, including the exercise of any options, is not to exceed five hundred thousand dollars (\$500,000.00). Commissioner Callahan, as Chair of the Finance Committee to which the resolution was sent for review, moved for its adoption. Following a second, and there being no discussion, the motion was unanimously approved, by roll call.

Resolution No. 12179, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, for PHA to modify the amount of the award in Resolution No. 12173, dated September 17, 2021, for a contract with Benchmark Real Estate Partners, LLC for Construction Management Services. The modification would increase the contract amount from ten million eight hundred ninety thousand three hundred nineteen dollars (\$10,890,319.00) to eleven million nine hundred five thousand five hundred thirty-five dollars (\$11,905,535.00). Vice-Chair Wetzel, as Chair of the Policy & Planning Committee to which the resolution had been sent for review, moved for its adoption. Following a second, Vice-Chair Wetzel said that the committee had reviewed the resolution and recommended its adoption, noting the significance of the construction project. There being no further discussion, the motion was unanimously approved, by roll call.

Resolution No. 12180, attached in Appendix 1, was presented by Laurence Redican, General Counsel, to authorize PHA to enter into a Memorandum of Understanding with the Philadelphia District Attorney's Office, under which PHA would support the existing Witness Relocation Program by supplying up to thirty-five (35) Housing Choice Vouchers and/or Public Housing Units per year, subject to funding

availability, for use by prosecution witnesses to such crimes. As Chair of the Policy & Planning Committee, to which the resolution had been sent for review, Vice-Chair Wetzel moved for its adoption. Following a second, Vice-Chair Wetzel said that the committee had reviewed the resolution and recommended its adoption, remarking on the importance of the relocations. There being no further discussion, the motion was unanimously approved, by roll call.

There was one comment for the **Public Comment period**, which was from Vivian Sevararro, seeking information about applying for public housing. Due to the short voicemail having personal information, it was summarized by the Corporate Secretary, rather than played, and it was noted that it had been responded to by the appropriate department.

There being no further business, the Chair announced that the next meeting will be held on Thursday, November 18, 2021.

The meeting ended at approximately 3:32 p.m., after a unanimously approved motion to adjourn.

Respectfully submitted,



Laurence M. Redican
General Counsel
Philadelphia Housing Authority

APPENDIX 1

**THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS
2013 RIDGE AVE.
PHILADELPHIA, PA 19121¹
THURSDAY, OCTOBER 21, 2021
AGENDA**

- A. Call to Order** – Lynette Brown-Sow, Chair
- B. Remarks** – Kelvin A. Jeremiah, President & CEO
- C. Approval of the Minutes** of the Board Meeting held September 17, 2021, as distributed
- D. New Business**
 - 1. RESOLUTION AUTHORIZING A CONTRACT WITH LIBERTY MUTUAL INSURANCE COMPANY FOR WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE COVERAGE**
Debra Shore
 - 2. RESOLUTION AUTHORIZING A CONTRACT FOR EMPLOYEE TRAINING SERVICES WITH NAN MCKAY AND ASSOCIATES, INC.**
Dave Walsh
 - 3. RESOLUTION AUTHORIZING A CONTRACT FOR BED BUG CONTROL SERVICES FOR VARIOUS SITES WITH ALLERGY TECHNOLOGIES LLC**
Dave Walsh
 - 4. RESOLUTION AUTHORIZING A CONTRACT FOR EMPLOYEE BENEFITS ADMINISTRATION SERVICES WITH CBIZ BENEFITS AND INSURANCE SERVICES, INC.**
Dave Walsh
 - 5. RESOLUTION AUTHORIZING A MODIFICATION OF AWARD AMOUNT IN RESOLUTION NO. 12173, FOR A CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES WITH BENCHMARK REAL ESTATE PARTNERS, LLC**
Dave Walsh
 - 6. RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH THE PHILADELPHIA DISTRICT ATTORNEY'S OFFICE ("DA") TO ALLOW FOR THE PROVISION OF A HOUSING CHOICE VOUCHER AND/OR PUBLIC HOUSING UNITS TO PERSONS WHO WITNESS HOMICIDES OR OTHER FELONIOUS VIOLENT CRIMES AND WHO ASSIST THE DA IN PROSECUTING SUCH CASES**
Laurence Redican
- E. Public Comment Period**

¹ This meeting is being conducted virtually, pursuant to the procedures on PHA's website at 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.

RESOLUTION NO. 12175

RESOLUTION AUTHORIZING A CONTRACT WITH LIBERTY MUTUAL INSURANCE COMPANY FOR WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE COVERAGE

WHEREAS, the Philadelphia Housing Authority ("PHA") has a need to maintain workers' compensation and employer's liability insurance coverage; and

WHEREAS, the last workers' compensation insurance policy term was from October 15, 2020 to October 15, 2021, with provision made to extend it to the date of this meeting; and

WHEREAS, pursuant to Resolution No. 11957, approved by the PHA Board on September 14, 2017, PHA entered into a contract with Conner Strong & Buckelew ("Conner") on November 29, 2017, for the provision of qualified, professional insurance and brokerage services; and

WHEREAS, at PHA's request, and in compliance with procurement regulations, Conner has solicited premium quotations from insurers in the market place; and

WHEREAS, two (2) insurers offered quotations: Liberty Mutual Insurance Company ("Liberty Mutual"), the incumbent, and Encova; and one (1) insurer, Zurich, indicated that a proposal would be subject to a five hundred thousand dollar (\$500,000.00) deductible; and

WHEREAS, in consultation with Conner, PHA has reviewed the three (3) options and determined that of the two (2) proposals (as Zurich submitted its requirements, but not a proposal), the Liberty Mutual proposal provides the best workers' compensation and employer's liability insurance coverage option for PHA; and


WHEREAS, the "Maximum Premium" for the Liberty Mutual insurance is twelve million eight hundred twelve thousand five hundred dollars (\$12,812,500.00), which would reflect a "worst case scenario" of claims and expenses; and

WHEREAS, the "Total Expected Premium" for Liberty Mutual is five million sixty-one thousand six hundred ninety-two dollars (\$5,061,692.00); and

WHEREAS, it is recommended that PHA contract with Liberty Mutual for workers' compensation coverage, for a maximum amount not to exceed thirteen million nine hundred forty-five thousand three hundred sixty-seven dollars (\$13,945,367.00), for the policy period from October 15, 2021 to October 15, 2022 to pay premiums and cash collateral and to maintain an appropriate reserve to be used to pay deductible amounts on claims, as necessary during the policy period;

BE IT RESOLVED, that the Board of Commissioners hereby authorized PHA's President & CEO and/or his authorized designee(s) to take all necessary actions to conclude and to execute a policy of insurance for PHA's workers' compensation and employer's liability insurance with Liberty Mutual for a not-to-exceed amount of thirteen million nine hundred forty-five thousand three hundred sixty-seven dollars (\$13,945,367.00), for the policy period from October 15, 2021 to October 15, 2022, as set forth above and subject to availability of funds therefor.



I hereby certify that this was
APPROVED BY THE BOARD ON 10/22/2021

ATTORNEY FOR PHA

RESOLUTION NO. 12176

RESOLUTION AUTHORIZING A CONTRACT FOR EMPLOYEE TRAINING SERVICES WITH NAN MCKAY AND ASSOCIATES, INC.

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for employee training 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, solicited as a competitive proposal utilizing Bonfire strategic sourcing software, 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 Nan McKay and Associates, Inc.; and

WHEREAS, work is to be assigned to the awardee at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered in accordance with the contract terms at any time during the course of 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 two hundred seventy-five thousand dollars (\$275,000.00) with a two (2) year base period and three (3) one-year option periods, as follows:

- 1) The not-to-exceed amount for the two-year year base period is one hundred ten thousand dollars (\$110,000.00);
- 2) The not-to exceed amount for the first one-year option period is fifty five thousand dollars (\$55,000.00);
- 3) The not-to exceed amount for the second one-year option period is fifty five thousand dollars (\$55,000.00); and
- 4) The not-to exceed amount for the third one-year option period is fifty five thousand dollars (\$55,000.00);

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 Nan McKay and Associates, Inc. for a total amount not to exceed two hundred seventy-five thousand dollars (\$275,000.00), 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 10/22/2021
[Signature]
ATTORNEY FOR PHA

RESOLUTION NO. 12177

RESOLUTION AUTHORIZING A CONTRACT FOR BED BUG CONTROL SERVICES FOR VARIOUS SITES WITH ALLERGY TECHNOLOGIES LLC

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for bed bug control 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, solicited as a competitive proposal utilizing Bonfire strategic sourcing software, 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 Allergy Technologies 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 in accordance with the contract terms 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 fourteen million six hundred ninety-five thousand dollars (\$14,695,000.00) with a two (2) year base period and three (3) one-year option periods, as follows:

- 1) The not-to-exceed amount for the two-year year base period is five million eight hundred seventy-eight thousand dollars (\$5,878,000.00); and
- 2) The not-to exceed amount for each of the three (3) one-year option periods is two million nine hundred thirty-nine thousand dollars (\$2,939,000.00);

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 Allergy Technologies LLC for a total amount not to exceed fourteen million six hundred ninety-five thousand dollars (\$14,695,000.00), 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.

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ATTORNEY FOR PHA

RESOLUTION NO. 12178

RESOLUTION AUTHORIZING A CONTRACT FOR EMPLOYEE BENEFITS ADMINISTRATION SERVICES WITH CBIZ BENEFITS AND INSURANCE SERVICES, INC.

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for employee benefits administration, brokering, and consulting 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 CBIZ Benefits and Insurance Services, Inc.; and

WHEREAS, work is to be assigned to the awardee at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered in accordance with the contract terms at any time during the course of 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 five hundred thousand dollars (\$500,000.00) with a two (2) year base period and three (3) one-year option periods, as follows:

- 1) The not-to-exceed amount for the two-year year base period is two hundred thousand dollars (\$200,000.00); and
- 2) The not-to exceed amount for each of the three (3) one-year option periods is one hundred thousand dollars (\$100,000.00);

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 CBIZ Benefits and Insurance Services, Inc. for a total amount not to exceed five hundred thousand dollars (\$500,000.00), 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.

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ATTORNEY FOR PHA

RESOLUTION NO. 12179

RESOLUTION AUTHORIZING A MODIFICATION OF AWARD AMOUNT IN RESOLUTION NO. 12173, FOR A CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES WITH BENCHMARK REAL ESTATE PARTNERS, LLC

WHEREAS, the Philadelphia Housing Authority ("PHA") Board of Commissioners approved Resolution No. 12173 on September 17, 2021, for Construction Management Services in a not-to-exceed amount of ten million eight hundred thousand three hundred nineteen dollars (\$10,890,319.00); and

WHEREAS, after the approval of award of the contract to Benchmark Real Estate Partners, LLC ("Proposer"), the Proposer cited an error in its calculations for the not-to-exceed amount for the work to be done under the contract; and

WHEREAS, after careful review of the Proposer's correction, and comparison to the other proposals, the Review Committee has determined that the corrected not-to-exceed amount of eleven million nine hundred five thousand five hundred thirty-five dollars (\$11,905,535.00) still qualifies the revised proposal for a recommendation of award; 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 the contract, in the amended not-to-exceed amount, be awarded to Benchmark Real Estate Partners, 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, which has a two-year base period and no option periods, shall not exceed eleven million nine hundred five thousand five hundred thirty-five dollars (\$11,905,535.00);

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 Benchmark Real Estate Partners, LLC for a total amount not to exceed eleven million nine hundred five thousand five hundred thirty-five dollars (\$11,905,535.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contract.

I hereby certify that this was
APPROVED BY THE BOARD ON 10/22/2021

ATTORNEY FOR PHA

RESOLUTION NO. 12180

RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH THE PHILADELPHIA DISTRICT ATTORNEY'S OFFICE ("DA") TO ALLOW FOR THE PROVISION OF A HOUSING CHOICE VOUCHER AND/OR PUBLIC HOUSING UNITS TO PERSONS WHO WITNESS HOMICIDES OR OTHER FELONIOUS VIOLENT CRIMES AND WHO ASSIST THE DA IN PROSECUTING SUCH CASES

WHEREAS, The Philadelphia Housing Authority ("PHA") has a vested interest in the prosecution of homicide and other felonious violent crimes; and

WHEREAS, persons who witness such crimes and who will assist the DA to prosecute the offenders may desire and need to be relocated; and

WHEREAS, the DA has an existing witness relocation program; and

WHEREAS, the DA and PHA have had a partnership since 2013, under which PHA has supplied up to twenty-five (25) Housing Choice Vouchers and/or Public Housing Units per year, to use outside of the City of Philadelphia for persons who witness homicides and other felonious violent crimes and who assist the DA in the prosecution of such cases; and

WHEREAS, PHA desires to increase its support for the DA's Witness Relocation Program by providing up to thirty-five (35) Housing Choice Vouchers and/or Public Housing Units per year, to use outside of the City of Philadelphia, subject to funding availability, for persons who witness homicides and other felonious violent crimes and who assist the DA in the prosecution of such cases; and

WHEREAS, PHA desires to enter into a Memorandum of Understanding ("MOU") with the DA to further define the obligations of each party with regard to the program for a period of four (4) years;

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/ or his authorized designee(s), to enter into a Memorandum of Understanding with the City of Philadelphia, by and through its District Attorney's Office, to allow for the provision of up to thirty-five (35) Housing Choice Vouchers and/or Public Housing Units per year, to use outside of the City of Philadelphia, subject to funding availability and for a period of four (4) years, for persons who witness homicides and other felonious violent crimes and who assist the DA in the prosecution of such cases.



I hereby certify that this was
APPROVED BY THE BOARD ON 10/22/2021

ATTORNEY FOR PHA