



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, November 17, 2016, 3 p.m., at 12 S. 23rd St., Philadelphia, PA 19103

The regular meeting of the Philadelphia Housing Authority ("PHA") Board of Commissioners was brought to order at approximately 3:10 p.m. by the Board Vice-Chair, Herbert Wetzel. In addition to the Vice-Chair, Commissioners Camarda, Coney, Danzy, Purnell and Wise were in attendance in person, as well as President & CEO Kelvin A. Jeremiah ("CEO Jeremiah") and Acting General Counsel, Laurence M. Redican. Commissioner Callahan participated by telephone.

The Vice-Chair began the meeting by asking for a moment of silence in preparation for the work to be done; announced that an executive session had taken place just prior to the meeting, for the purpose of discussing litigation and matters confidential by law; and congratulated Kelvin Jeremiah for having been selected as an honoree for the 2016 Business Journal's Most Admired CEO's Awards program, for which CEO Jeremiah was applauded.

CEO Jeremiah reviewed the Board meeting procedure for public comment and announced that: 1) the Blumberg Grand Opening of Phase 1 took place on November 16th and was a great celebration of the progress towards revitalizing the Sharswood/Blumberg area and 2) HUD and the U.S. Department of Veterans Affairs have PHA awarded 34 vouchers, with a total value of \$244,800.00, to help end veteran homelessness, as part of providing \$18.5 million to 39 local public housing agencies across the country to provide permanent homes to veterans. The PHA departments involved in those significant accomplishments were acknowledged and thanked.

CEO Jeremiah then congratulated the recipient of this month's Resident Spotlight, Ms. Brianna Brown, who successfully completed the Housekeeping program at OIC on June 17, 2016 and is now employed full time at a Renaissance hotel. Ms. Brown was applauded in absentia.

Tom Magras presented Miriam Zumbika, from Operations, with the Employee of the Month Award for her outstanding contributions in a number of areas, as well as a check for \$250.00; and she too received a round of congratulatory applause.

The Vice-Chair inquired whether there were any corrections or amendments to the minutes of the Board Meeting of October 20, 2016. Hearing none, the minutes were accepted as submitted.

Five resolutions were presented, one was tabled, and four were unanimously approved.

Resolution 11897, attached in Appendix 1, was presented by Celeste Fields, Executive Vice President / Chief Financial Officer – Finance and Leased Housing. The resolution was for the Board to approve the comprehensive annual financial report and the associated financial statement for the period of April 1, 2015 through March 31, 2016. The materials were prepared by RSM US LLP, and Colleen Williams, Audit Partner from RSM, gave a presentation regarding the finding. The materials had been reviewed and approved by the PHA Audit Committee. Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for adoption of the annual financial report and the associated financial statement. Following a second, she stated that the Finance Committee recommended approval. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

The next resolution, in the attached Agenda (Appendix 1), was tabled, and related to Audit Committee nominations. It was tabled upon the motion of Commissioner Danzy, which motion was seconded and unanimously passed. There was no discussion or public comment, for which an opportunity was provided.

Resolution 11898, attached in Appendix 1, was presented by Wendi Barish, Deputy General Counsel – Office of General Counsel, to authorize PHA to pay an amount not to exceed ninety-eight thousand seven hundred ninety dollars (\$98,790.00), toward the settlement of personal injury and civil rights litigation in exchange for a full release. Commissioner Callahan, as the Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Callahan commented that the committee had met to review the resolution and recommended its approval. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

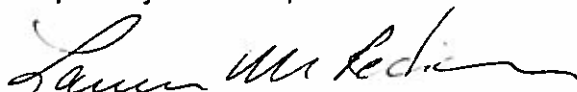
Resolution 11899, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President of Supply Chain Management ("EVP-SCM"), to authorize PHA to contract with Barry S. Slosberg, Inc. for auctioneer and asset disposition services for real property, for a total contract amount not to exceed 10% of the auction sale price. Commissioner Camarda, as a member of the Policy & Planning Committee to which the resolution was sent for review, moved for its adoption. After a second, Commissioner Camarda stated that the committee had reviewed the resolution and recommended it for approval by the Board. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 11900, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with Milestone Construction Management for door repairs and replacement services, in a total amount not to exceed one hundred sixty-four thousand four hundred twelve dollars (\$164,412.00). Commissioner Callahan, as the Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Callahan stated that the committee had met to review the resolution. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

The public comment period began at approximately 3:40 p.m. The three speakers were: Bob Haley, as a representative from the Visiting Nurses Association of Philadelphia interested in offering services for veterans; Jonathan Curreri, an HCV landlord interested in coordinating with PHA regarding his proposals for properties under a Redevelopment Authority request for proposal; and Gladys Davis, a tenant at Mt. Olivet, who had questions about PHA's development plans and a family living at her site, and also expressed appreciation for recent work by the Maintenance staff.

There being no further business, following a motion to adjourn that was seconded and unanimously passed, the meeting ended at 3:50 p.m.

Respectfully submitted,



Laurence M. Redican
Acting General Counsel
Philadelphia Housing Authority

APPENDIX 1

THE PHILADELPHIA HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
12 S. 23rd St.
PHILADELPHIA, PA 19103
THURSDAY, NOVEMBER 17, 2016, at 3 p.m.
AGENDA

- A. **Call to Order** Herbert E. Wetzel, Vice-Chair of the Board of Commissioners
- B. **Remarks** Kelvin A. Jeremiah, President & CEO
- C. **Approval of Minutes** of the Board Meeting held October 20, 2016, as distributed.
- D. **New Business**
1. **RESOLUTION ADOPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT OF THE PHILADELPHIA HOUSING AUTHORITY FOR THE FISCAL YEAR ENDING MARCH 31, 2016**

(Celeste Fields)
 2. **RESOLUTION APPOINTING HERBERT E. WETZEL AND FREDERICK S. PURNELL, SR. TO THE PHILADELPHIA HOUSING AUTHORITY AUDIT COMMITTEE**

(Janea Jordon)
 3. **RESOLUTION AUTHORIZING SETTLEMENT OF LITIGATION**

(Wendi Barish)
 4. **RESOLUTION AUTHORIZING A CONTRACT WITH BARRY S. SLOSBERG, INC. FOR AUCTIONEER AND ASSET DISPOSITION SERVICES**

(Dave Walsh)
 5. **RESOLUTION AUTHORIZING A CONTRACT WITH MILESTONE CONSTRUCTION MANAGEMENT FOR DOOR REPAIR AND REPLACEMENT SERVICES**

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

RESOLUTION NO. 11897

RESOLUTION ADOPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT
OF THE PHILADELPHIA HOUSING AUTHORITY FOR THE FISCAL YEAR ENDING
MARCH 31, 2016

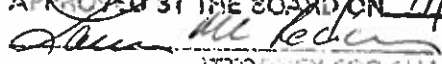
WHEREAS, the law of the Commonwealth of Pennsylvania requires that all general-purpose local governments and component units publish a complete set of financial statements presented in conformity with Generally Accepted Accounting Principles ("GAAP") and audited in accordance with Generally Accepted Auditing Standards ("GAAS") by a firm of certified public accountants; and

WHEREAS, the Philadelphia Housing Authority ("PHA") contracted with RSM US LLP (hereafter "RSM"), to conduct the required audit of PHA's financial statements, business-type activities, blended component units, and each PHA major fund, for the fiscal year that ended March 31, 2016, pursuant to applicable procedures, which RSM has done; and

WHEREAS, the PHA Audit Committee has met with RSM, the PHA President & CEO, PHA's Chief Financial Officer, and PHA's Office of Audit and Compliance, after the completion of PHA's audit, to review and discuss the audit report and the associated audit results; and

WHEREAS, the PHA Audit Committee has recommended acceptance of the comprehensive annual financial report, as prepared by RSM, and the associated financial statement, as prepared by PHA management, for the period of April 1, 2015 through March 31, 2016, dated November 17, 2016, as reviewed by RSM, PHA management and the Audit Committee, and as distributed and presented to PHA's Board of Commissioners;

BE IT RESOLVED, that PHA's Board of Commissioners hereby adopts and approves the comprehensive annual financial report, dated November 17, 2016, and the associated financial statements for the period of April 1, 2015 through March 31, 2016.

I hereby certify that this was
APPROVED BY THE BOARD ON 11/17/16

ATTORNEY FOR PHA

TABLED RESOLUTION

RESOLUTION APPOINTING HERBERT E. WETZEL AND FREDERICK S. PURNELL, SR. TO THE PHILADELPHIA HOUSING AUTHORITY AUDIT COMMITTEE

WHEREAS, the Philadelphia Housing Authority ("PHA") created an Audit Committee, by Resolution No. 11571 ("Audit Resolution") on November 30, 2012, the charter of which was most recently amended by Resolution No. 11785 on May 21, 2015, and which states, with regard to membership:

Section II. Membership

The Committee shall consist of seven (7) members; five (5) voting members, and two (2) non-voting members, serving as advisors to the Committee. The Committee's voting members shall elect the Committee's Chair and Vice Chair. The Chair shall be a member of the Audit Committee who is also a member of PHA's Board of Commissioners. At least four (4) independent members shall be selected from outside of PHA (PHA employees are excluded from being an independent member). PHA's Executive Vice President ("EVP") of the Office of Audit and Compliance and PHA's Senior Executive Vice President of Finance - Chief Financial Officer shall comprise the remaining advisory members of the Committee.

Section III. Independent Members

The Board shall select the Independent Members, who shall serve for a two-year period that may be renewed by the Board from time to time. In the spirit of recent federal legislation (Sarbanes-Oxley Act of 2002) and the accompanying Securities and Exchange Commission's implementing rule that pertains to publicly traded companies, the Board will attempt to select as an Independent Member a person who meets the definition of an "audit committee financial expert" with the following attributes:

- An understanding of financial statements and generally accepted accounting principles.
- An ability to assess the general application of such principles in connection with the accounting for estimates, accruals and reserves.
- Experience in preparing, auditing, analyzing or evaluating financial statements that present a level of complexity of accounting issues generally comparable to what could be raised by PHA's financial statements or experience actively supervising one or more persons engaged in such activities.
- An understanding of internal controls and procedures for financial reporting.
- An understanding of audit committee functions.
- An understanding of public housing programs, including federal, state and local public housing rules, regulations, budget and finance.

WHEREAS, the Audit Committee currently has only three (3) voting members, out of five (5) possible; has reviewed the qualifications of Commissioner Purnell; and wishes to add him as a member; and

WHEREAS, the Audit Committee membership term of PHA Board of Commissioners Vice-Chair Herbert Wetzel, who currently serves as Chair of the Audit Committee, will expire on November 20, 2016, pursuant to his appointment to the Audit Committee by the Board of Commissioners on November 20, 2014, by Resolution No. 11745;

BE IT RESOLVED, that the PHA Board of Commissioners does hereby approve and consent to the appointment of PHA Commissioners Herbert E. Wetzel and Frederick S. Purnell, Sr. as independent members of PHA's Audit Committee, pursuant to the terms and conditions of the Audit Charter.

RESOLUTION NO. 11898

RESOLUTION AUTHORIZING SETTLEMENT OF LITIGATION

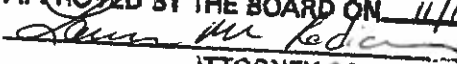
WHEREAS, a PHA tenant and her minor children ("Plaintiffs") brought a personal injury and civil rights action seeking monetary damages against the Philadelphia Housing Authority ("PHA") and several current and former employees; and

WHEREAS, based on an evaluation of the case made by the Office of General Counsel ("OGC"), in cooperation with outside legal counsel, PHA reached a comprehensive settlement agreement with the Plaintiffs, pursuant to which PHA will pay an amount not to exceed ninety-eight thousand seven hundred ninety dollars (\$98,790.00), in exchange for Plaintiffs' release of all claims known through the date of settlement; and

WHEREAS, this resolution was discussed with the Board of Commissioners in executive session, in accordance with the Sunshine Act, 65 Pa. C.S.A. §§ 701 *et seq.*; and

WHEREAS, the settlement was determined by OGC and represented to the Board in executive session to be in the best interests of PHA;

BE IT RESOLVED, that Board of Commissioners hereby authorizes PHA's President & CEO and/or his authorized designee(s) to make payment in an amount not to exceed ninety-eight thousand seven hundred ninety dollars (\$98,790.00), to settle the claim, as referenced above, and to take all other action necessary to conclude the settlement of the litigation and dismissal of the case, including executing the settlement agreement.

I hereby certify that this was
APPROVED BY THE BOARD ON 11/17/16

ATTORNEY FOR PHA

RESOLUTION NO. 11899

RESOLUTION AUTHORIZING A CONTRACT WITH BARRY S. SLOSBERG, INC. FOR AUCTIONEER AND ASSET DISPOSITION SERVICES

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for auctioneer and asset disposition services for real property 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, it is recommended that a contract be awarded to Barry S. Slosberg, 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 modified within the scope of the contract at any time during the contract term; and

WHEREAS, it is recommended that the amount authorized by PHA to be collected by the auctioneer from buyers of the properties under the contract shall not exceed ten percent (10%) of the auction sale price, as follows:

- 1) The not-to-exceed amount for the one-year base period is ten percent (10%) of the auction sale price; and
- 2) The not-to exceed amount for the one-year option period is ten percent (10%) of the auction sale price;

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 Barry S. Slosberg, Inc. for a total amount not to exceed ten percent (10%) of the auction sale price, 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 11/17/16

ATTORNEY FOR PHA

RESOLUTION NO. 11900

RESOLUTION AUTHORIZING A CONTRACT WITH MILESTONE CONSTRUCTION MANAGEMENT FOR DOOR REPAIR AND REPLACEMENT SERVICES

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for door repair and replacement services; 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, it is recommended that a contract be awarded to Milestone Construction Management; and

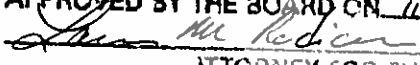
WHEREAS, work is to be assigned to the awardee at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be modified within the scope of the contract at any time during the contract term; and

WHEREAS, the door repair and replacement services are to be completed within nine (9) months after the Notice to Proceed at a contract cost not to exceed one hundred sixty-four thousand four hundred twelve dollars (\$164,412.00); and

WHEREAS, it is recommended the contract be awarded to Milestone Construction Management to complete the following two (2) separate tasks, with the total amount for completion of the two (2) Tasks not to exceed one hundred sixty-four thousand four hundred twelve dollars (\$164,412.00):

- 1) Task one (1) will be completed at West Park Apartments in an amount not to exceed forty-eight thousand twenty-four dollars (\$48,024.00); and
- 2) Task two (2) will be completed at Fairhill Apartments in an amount not to exceed one hundred sixteen thousand three hundred eighty-eight dollars (\$116,388.00);

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 Milestone Construction Management for a total amount not to exceed one hundred sixty-four thousand four hundred twelve dollars (\$164,412.00) for door repairs and replacement services, 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 11/17/16

ATTORNEY FOR PHA
