



**PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, April 19, 2018, 3 p.m., at 1800 S. 32nd St., Philadelphia, PA 19145**

The regularly-scheduled meeting of the Philadelphia Housing Authority (“PHA”) Board of Commissioners was brought to order at approximately 3:00 p.m. by the Chair, Lynette Brown-Sow. In addition to the Chair, Vice-Chair Wetzel and Commissioners Camarda, Danzy, Eiding, Purnell and Wise were in attendance, as well as President & CEO Kelvin A. Jeremiah (“CEO Jeremiah”) and General Counsel and Board Secretary, Laurence M. Redican.

The Chair began the meeting asking for a moment of silence, then announced that the next meeting would be the annual meeting, on May 17, 2018, with elections for various Board positions and establishing a meeting calendar for the next 12 months.

The Chair also announced, with regret, that this would be the last Board meeting for Commissioner Julia Danzy, who will be resigning, effective April 30, 2018, to serve on the new school board in Philadelphia. Commissioner Danzy spoke about her appreciation for PHA and her hopes for coordination between school board initiatives and PHA residents.

CEO Jeremiah then congratulated the Chair on her being recognized on that day by the City Council for her great work done in Philadelphia and noted that, while retired from the Community College in Philadelphia, she is not retired from being an active and positive force in the life of Philadelphia.

CEO Jeremiah then reviewed the public comment procedure, after which he: 1) announced that on April 13, 2018, PHA celebrated the grand opening of 55 new apartments in Strawberry Mansion; 2) provided details regarding the recently-approved federal public housing budget and its impact on PHA; 3) applauded a decrease in crime in PHA developments of 27.2% in calendar year 2017, as a result of partnership with residents, the Philadelphia Housing Authority Police Department, and other law enforcement agencies; and 4) noted that the U.S. Department of Housing and Urban Development (“HUD”) and the U.S. Department of Veterans Affairs are providing PHA with \$193,500 to provide permanent homes to 25 veterans experiencing homelessness (“VASH” vouchers), bringing PHA’s total HUD VASH allocation to more than 700.

For the Resident Spotlight, Raymond Rosen resident Jakiyal Bradley was celebrated in absentia for having recently completed PHA’s CDL program, received a Class A CDL License, after which he was hired by Western Express, where he is making a substantial salary as an interstate driver.

Faisal Hassan then presented the Employee of the Month award to Samuel Mays and William Myles presented the Excellence in Customer Service Award to Tommi Spriggs and William Burns. Each person received a check, a certificate, and congratulatory applause.

The Chair inquired whether there were any corrections or amendments to the minutes of the Board Meeting of March 15, 2018. Hearing none, the minutes were accepted as submitted.

Four resolutions were presented and unanimously approved.

Resolution 11988, attached in Appendix 1, was presented by Larry Redican, General Counsel, to adopt the Act 130 Report for Fiscal Year 2018, for the period from April 1, 2017 to March 31, 2018. Commissioner Wetzel, as Chair of the Policy & Planning Committee that reviewed the resolution moved for its approval. Following a second and Commissioner Wetzel remarking as to the breadth of the report documenting the significant work of PHA in the past fiscal year, with there being no further discussion or public comment, the motion was unanimously approved.

Resolution 11989, attached in Appendix 1, was presented by Andrea Bowman, Corporate Secretary, for the Board to adopt the FY 2018 Annual Reports for the Board Committees of Audit, Risk Management, Finance, Policy & Planning, and Resident Services, pursuant to their respective resolutions or charters. Following a motion by Commissioner Camarda, which was seconded, and there being no discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 11990, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President – Supply Chain Management, to authorize PHA to contract with U.S. Inspection Group, Inc. and CWIS, LLC. for REAC Inspection and Training Services, in a total amount not to exceed one million two hundred fifty thousand dollars (\$1,250,000.00). Commissioner Camarda, as a member of the Finance Committee, moved for its approval. Following a second, she noted that the committee had reviewed the resolution and recommended it for adoption. There being no further discussion or public comment, the motion was unanimously approved.

Resolution No. 11991, attached in Appendix 1, was presented by Nicholas Dema, Executive Vice President - Planning & Development, to authorize certain PHA actions related to completing the conversion of Plymouth Hall Apartments, a 53-unit senior building, from public housing to project-based vouchers under the Rental Assistance Demonstration (“RAD”) program. Following a second of the motion for approval from Commissioner Wetzel, Chair of the Policy & Planning Committee that reviewed the resolution, he noted that this conversion was consistent with PHA’s RAD strategy. 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 3:30 p.m., with the only speaker being Jennifer Bennetch, who spoke about her PHAPD concerns and desire for have input regarding housing placement for PHA residents.

Before the **meeting ended at 3:35 p.m.**, it was announced that the May Pre-Board meeting with resident leadership will be held on Monday, May 14th, rather than the usual Tuesday, to prevent conflicts with the upcoming election.

Respectfully submitted,



Laurence M. Redican
General Counsel
Philadelphia Housing Authority

APPENDIX 1

THE PHILADELPHIA HOUSING AUTHORITY
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
1800 S. 32nd St.
PHILADELPHIA, PA 19145
THURSDAY, APRIL 19, at 3 p.m.
AGENDA

- 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 March 15, 2018, as distributed.
- D. New Business**
1. **RESOLUTION APPROVING THE PHILADELPHIA HOUSING AUTHORITY'S ACT 130 REPORT FOR FISCAL YEAR 2018, TO BE SUBMITTED AS REQUIRED BY THE PENNSYLVANIA HOUSING AUTHORITIES LAW**

Annie Cheng
 2. **RESOLUTION ADOPTING THE FY 2018 ANNUAL REPORTS OF THE COMMITTEES OF AUDIT, RISK MANAGEMENT, FINANCE, POLICY & PLANNING, AND RESIDENT SERVICES**

Andrea Bowman
 3. **RESOLUTION AUTHORIZING CONTRACTS WITH U.S. INSPECTION GROUP, INC. AND CWIS, LLC FOR REAC INSPECTION AND TRAINING SERVICES**

Dave Walsh
 4. **RESOLUTION AUTHORIZING CONVERSION OF THE PLYMOUTH HALL APARTMENTS UNDER THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM**

Nicholas Dema
- E. Public Comment Period**

RESOLUTION NO. 11988

RESOLUTION APPROVING THE PHILADELPHIA HOUSING AUTHORITY'S ACT 130 REPORT FOR FISCAL YEAR 2018, TO BE SUBMITTED AS REQUIRED BY THE PENNSYLVANIA HOUSING AUTHORITIES LAW


WHEREAS, the Pennsylvania General Assembly amended the Housing Authorities Law, Act of May 28, 1937, P.L. 955, on July 5, 2012, through P.L. 1093, No.130 ("Act 130") and required that the Philadelphia Housing Authority ("PHA") submit an annual report on its operations, administration, management, finances, legal affairs, housing production and development and other relevant activities (the "Act 130 Report"); and

WHEREAS, PHA's Executive Office has prepared the Act 130 Report for Fiscal Year 2018 ("FY 18"), which also incorporates documents that provide details on PHA's operations, administration, management, finances, legal affairs, housing production and development and other relevant activities; and

WHEREAS, PHA's Act 130 FY 18 Report must be provided, after approval by PHA's President & CEO and the PHA Board of Commissioners, to the Secretary of Community and Economic Development, the Majority and Minority Leaders of the Senate, the Chair and Minority Chair of the Committee on Urban Affairs and Housing of the Senate, the Majority and Minority Leaders of the House of Representatives, the Chair and Minority Chair of the Committee on Urban Affairs of the House of Representatives, the Mayor and the President of Council (collectively, the "Elected Officials"), within thirty (30) days after the end of PHA's fiscal year, which ends on March 31; and

WHEREAS, PHA's President & CEO and the Board of Commissioners have been provided with the Act 130 FY 18 Report, as developed by PHA's Executive Office, a short summary of which is attached to this resolution;

BE IT RESOLVED, that the Board of Commissioners hereby approves the Act 130 FY 18 Report as referenced herein and authorizes the President & CEO and/or his authorized designee(s) to submit such report to the Elected Officials, as referenced above and as required by Act 130.

I hereby certify that this was
APPROVED BY THE BOARD ON 9/19/18

ATTORNEY FOR PHA



ATTACHMENT TO RESOLUTION ON ACT 130

SUMMARY OF PHA'S ACT 130 REPORT FOR FY 2018

Pursuant to the Housing Authorities Law, PHA is required to file a written annual report regarding its operations, administration, management, finances, legal affairs, housing production and development, and other related activities. The Report is to be submitted to: the Secretary of Community and Economic Development, the Majority and Minority Leaders of the Senate, the Chair and Minority Chair of the Committee on Urban Affairs and Housing of the Senate, the Majority and Minority Leaders of the House of Representatives, the Chair and Minority Chair of the Committee on Urban Affairs of the House of Representatives, the Mayor, and the President of Council.

As a designated Moving to Work ("MTW") agency, PHA has substantial budget flexibility and regulatory relief. This allows PHA to make program changes that increase efficiency, help residents become self-sufficient and provide housing options, as detailed in the Report.

As more fully set forth in the full Act 130 Fiscal Year 2018 ("FY18") Report, the areas reported upon include:

- 1) PHA's mission and vision statement, the current organizational structure, and profiles of the executive management team and the PHA Board of Commissioners;
- 2) PHA's 12-points set forth in its Strategic Directions Plan, as adopted by the Board of Commissioners in December of 2014, including progress made in FY 2018 in operations, administration, management, housing production, development and related activities;
- 3) PHA's planned activities for the next fiscal year across all areas of the agency, as detailed in the Moving to Work (MTW) Annual Plan;
- 4) agency finances, including the most recent audit report of PHA financial statements (Fiscal Year 2017), which was completed by independent, licensed certified public accountants;
- 5) PHA legal matters for FY 2018; and
- 6) other related information for FY 2018

PHA's numerous and innovative initiatives and programs, to provide affordable housing and more to its more than 30,000 households and approximately 80,000 family members, are detailed in the Report, including RAD, HCV and MTW strategies, energy conservation efforts, grant initiatives, and dynamism in every one of its departments. The Report evidences PHA's overall aggressive pursuit and implementation of strategies that leverage its limited capital resources in order to preserve and revitalize its housing inventory. As detailed in the Report, PHA has succeeded on multiple and expanding fronts in its efforts to become the high-performing agency that its mission and vision statements guide it to be.

Further, PHA's commitment to its residents and creativity in finding ways to achieve a myriad of exciting goals, as well as the fact that resident engagement, involvement, and positive interaction are key to the success of PHA, are well-documented in this Report, as submitted for FY 2018.

This report fulfills the requirements of Act 130 of 2012 - Section 24.1 by summarizing and providing complete copies of PHA's annual reports on operations, management, administration, finances, legal affairs, housing production and development and other relevant activities.

RESOLUTION NO. 11989

RESOLUTION ADOPTING THE FY 2018 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 “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 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 2017, from April 1, 2016 to March 31, 2017, which reports were approved by Board Resolution No. 11929 on April 20, 2017; and

WHEREAS, the Audit Committee and the Risk Management Committee have prepared a joint FY 2018 report, and those two committees, as well as the three (3) Standing Committees have distributed and presented their FY 2018 Annual Reports to the PHA Board of Commissioners, in substantially the form attached hereto, and recommend their respective approvals;

BE IT RESOLVED, that the PHA Board of Commissioners hereby adopts and approves the FY 2018 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 4/19/18
Jan M. Keech
MANAGING CEO PHA

*ATTACHMENT TO RESOLUTION RE: FY 2018 ANNUAL REPORTS OF THE COMMITTEES OF
AUDIT, RISK MANAGEMENT, FINANCE, POLICY & PLANNING, AND RESIDENT SERVICES*



**FY 2018 ANNUAL REPORT OF THE AUDIT COMMITTEE
AND THE RISK MANAGEMENT COMMITTEE
OF THE PHILADELPHIA HOUSING AUTHORITY,
FOR THE PERIOD FROM APRIL 1, 2017– MARCH 31, 2018**

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, 2017 – March 31, 2018, which is the Fiscal Year 2018 for PHA (“FY 2018”).

The five voting members of the Audit Committee during that reporting time period included, at differing times:

Kia Buckner: who served between April 1, 2017 and January 21, 2018, when her second two-term appointment, under Board Resolution No. 11826 on January 21, 2016, ended;

Matthew Stitt: who served between April 1, 2017 and January 21, 2018, when his second two-term appointment, under Board Resolution No. 11826 on January 21, 2016, ended;

Julia Danzy: a PHA Commissioner, who served for all of FY 2018, as appointed for a two-year term by Board Resolution No. 11920 on March 16, 2017;

Patrick Eiding: a PHA Commissioner, who served for all of FY 2018, as appointed for a two-year term by Board Resolution No. 11920 on March 16, 2017;

Frederick S. Purnell, Sr.: a PHA Commissioner, who served for all of FY 2018, as appointed for a two-year term by Board Resolution No. 11920 on March 16, 2017; and

Chenora Burkett, who served as of her appointment by the Board on February 15, 2018, by Resolution No. 11976

Officers:

The Chair, for all of FY 2018, was Commissioner Eiding, who was elected on March 24, 2017.

The Vice Chair, between April 1, 2017 and January 21, 2018 was Kia Buckner, as elected on March 24, 2017. That position is currently vacant.

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 2018, 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 2018, the Committee met on June 23, 2017, September 19, 2017, November 17, 2017 and February 16, 2018.

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).

Accordingly, as detailed in the minutes for the meetings of the Audit Committee during this reporting period, the work of the committee included presentations and discussion regarding internal and external audits, areas of particular attention for the purposes of the audits, reports on compliance updates and regular reports from PHA's Risk Management Committee in the Office of General Counsel. Meeting participants included the external auditors and PHA staff, as appropriate, as well as the voting and advisory members.

The external auditor for FY 2018 continued to be RSM, whose representatives met with the committee, both formally as a group and in informal discussions, regarding the annual independent audit. That comprehensive annual financial report and the associated financial statement for the period of April 1, 2016 through March 31, 2017, were recommended by the Audit Committee to the Board for approval, after review and discussion by the Audit Committee, even earlier than usual due to the coordination between RSM and PHA. Approval was granted by Resolution No. 11959 on October 19, 2017.

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 2018, the Risk Management Committee met on April 27, 2017, July 21, 2017, October 27, 2017, and January 25, 2018. Its members were during the reporting period were: **Joseph Marker**, Chief of Public Safety/Police Dept.; **Celeste Fields**, Senior Executive Vice President of Finance - Chief Financial Officer; **Wendi Barish**, Senior Deputy General Counsel – Litigation; **David Walsh**, EVP - Supply Chain Mgt.; **Dinesh Indala**, EVP - Housing Operations; **Hagop Keshishian**, VP of Maintenance; **Faisal Hassan**, EVP - Information Systems Mgt. & CITO; **Janea Jordon**, EVP - Audit & Compliance; **Huda Brooks-Goldman**, VP - Human Resources; **Greg Hampson**, EVP – Construction & Capital Projects; **Nichole Tillman**, EVP – Communications; **William Myles**, VP - Community Operations & Resident Development; **Bret Holden**, Vice President – Leased Housing; **Nnena Ukwa**, VP – Finance and **Stacey Thomas**, Sr. Labor & Employment Specialist – HR.

The Risk Management Committee attempts to identify and manage risks that might 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 loss control 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.



FY 2018 ANNUAL REPORT OF THE FINANCE COMMITTEE OF THE PHILADELPHIA HOUSING AUTHORITY, FOR THE PERIOD FROM APRIL 1, 2017 – MARCH 31, 2018

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, 2017 – March 31, 2018, which is the Fiscal Year 2018 for PHA (“FY 2018”).

The members of the Finance 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:

Leslie Callahan: Chair of the Finance Committee, as appointed by the Chair of the PHA Board, who served for all of FY 2018;
Bonnie Camarda, who served for all of FY 2018;
Herbert Wetzel, who served for all of FY 2018; and

Patrick Eiding, who served for all of FY 2018

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 2018 (two had less than a quorum), with none scheduled during the three (3) months when no Board meetings were held in FY 2018: August 2017, November 2017, and January 2018. The committee reviewed twenty-five (25) resolutions for recommendation to the Board of Commissioners, including five (5) that were reviewed by the committee members outside of the normal meeting structure (where presentations were done by PHA staff for some committee members and information circulated to the entire committee, but there was no quorum, in February and March of 2018).

In addition, 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) on the balanced Fiscal Year Budget for 2019, presented on February 6, 2018; 2) a quarterly budget presentation on October 10, 2017; and 3) a quarterly budget presentation on July 11, 2017.

The Finance Committee also received regular reports from PHA's President & CEO, Kelvin Jeremiah, regarding potential impacts of proposed federal budgets, and ways that PHA might address the consequences of such impacts.

In addition, the committee was closely involved with the review and authorization determinations regarding expenditure of funds for construction, insurance, litigation, and maintenance, as well as strategies to increase affordable housing opportunities through contracting with various partners; overall budget matters, including long-term financial plans for PHA in times of uncertain federal and state funding support; and reviewing, recommending and monitoring the annual operating budget and annual capital budget consistent with the long-term financial plan and financial policies.



FY 2018 ANNUAL REPORT OF THE POLICY & PLANNING COMMITTEE OF THE PHILADELPHIA HOUSING AUTHORITY, FOR THE PERIOD FROM APRIL 1, 2017 – MARCH 31, 2018

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, 2017 – March 31, 2018, which is the Fiscal Year 2018 for PHA (“FY 2018”).

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:

Herbert Wetzel: the elected Vice-Chair of the Board and Chair of the Policy & Planning Committee, as appointed by the Chair of the PHA Board, who served for all of FY 2018,
Bonnie Camarda, who served for all of FY 2018,
Asia Coney, who served for all of FY 2018, and
Frederick S. Purnell, Sr., who served for all of FY 2018

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 FY 2018 (one had less than a quorum), with none scheduled during the three (3) months when no Board meetings were held in FY 2018: August 2017, November 2017, and January 2018. The committee reviewed twenty-three (23) resolutions for recommendation to the Board of Commissioners, including two (2) that were reviewed by the committee members outside of the normal meeting

structure (where presentations were done by PHA staff for some committee members and information circulated to the entire committee, but there was no quorum, in July of 2017).

With regard to policy initiatives, the Policy & Planning Committee was involved in the strategy for obtaining and acting on grants, neighborhood development and pre-development initiatives, Moving-to-Work and Rental Assistance Demonstration decisions, determining how to address the new rule from the U.S. Department of Housing and Urban Development (“HUD”) regarding Smoke-Free Policies, as well as other significant policy matters.

With regard to HUD’s Final Rule, published on December 5, 2016, requiring public housing authorities to implement Smoke-Free policies, the Policy & Planning Committee had regular updates at all but one (1) of its nine (9) meetings and, with significant and critical assistance from resident leadership and the Resident Advisory Board, revised the PHA 2015 policy, to have it applicable to all units with uniform enforcement measures, which 2018 Policy was adopted by the Board on February 6, 2018, by Resolution No.11980.

Also, at its September 5, 2017 meeting the Policy & Planning Committee had a presentation done by Dinesh Indala, EVP Operations, and Lopa Kolluri, Senior Executive Vice President and Chief Development and Operating Officer, on updates to the public housing ceiling rent, which presentation was made available to the full Board thereafter.



FY 2018 ANNUAL REPORT OF THE RESIDENT SERVICES COMMITTEE OF THE PHILADELPHIA HOUSING AUTHORITY, FOR THE PERIOD FROM APRIL 1, 2017 – MARCH 31, 2018

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, 2017 – March 31, 2018, which is the Fiscal Year 2018 for PHA (“FY 2018”).

The members of the Resident Services 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:

Asia Coney, a member for all of FY 2018 and Chair of the Resident Services Committee, as appointed by the Chair of the PHA Board; and
Ethel M. Wise, a member for all of FY 2018;

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 eight (8) meetings scheduled in FY 2018 (two had less than a quorum), with none scheduled during the three (3) months when no Board meetings were held in FY 2018: August 2017, November 2017, and January 2018. The committee reviewed nine (9) resolutions for recommendation to the Board of Commissioners, including three (3) that were reviewed by the committee members outside of the normal meeting structure (where presentations were done by PHA staff for some committee members and information circulated to the entire committee, but there was no quorum, in July and September of 2017).

In addition to reviewing resolutions regarding a number of training and development opportunities for residents, food service for the summer program, and other resident-related matters, the Committee was closely involved with the review of the MENTOR (the acronym for "Mentors Empowering Now to Overcome Recidivism") resolution, which was approved by the Board on April 20, 2017, by Resolution No. 11931, after review by resident leadership and presentation at a Resident Roundtable.

Resident involvement and participation was also ensured by the committee with regard to a resolution for a contract for the Family Self-Sufficiency Program, which was the result of extensive and productive interaction between PHA and resident leadership and for which there were two (2) residents on the selection committee for the vendor. This resolution was approved by the Board on February 15, 2018, by Resolution No. 11978.

Further, the activities of the Committee included a presentation by the Office of Community Operations and Resident Development ("CORD") in February of 2018 regarding its Program Performance Analysis and a number of discussions with President & CEO Kelvin Jeremiah regarding the potential impact on residents of various federal budget proposals.

RESOLUTION NO. 11990

**RESOLUTION AUTHORIZING CONTRACTS WITH U.S. INSPECTION GROUP, INC. AND
CWIS, LLC FOR REAC INSPECTION AND TRAINING SERVICES**

WHEREAS, the Real Estate Assessment Center ("REAC") is organized within the U.S. Department of Housing and Urban Development ("HUD") with the mission "to provide and promote the effective use of accurate, timely and reliable information assessing the condition of HUD's portfolio; to provide information to help ensure safe, decent and affordable housing; and to restore the public trust by identifying fraud, abuse and waste of HUD resources;" and

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for REAC inspection and training services, as such inspections are done by HUD on a regular basis; and

WHEREAS, 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, 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 U.S. Inspection Group, Inc. and CWIS, LLC.; and

WHEREAS, work is to be assigned to the awardees 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 these contracts; and

WHEREAS, it is recommended that the aggregate amount to be expended under the contracts 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 aggregate amount for the two-year base period is five hundred thousand dollars (\$500,000.00); and
- 2) The not-to exceed aggregate amount for each one of the three (3) one-year option periods 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 contracts with U.S. Inspection Group, Inc. and CWIS, LLC for a total aggregate 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 contracts, including determining whether the options available under the contracts shall be exercised.

I hereby certify that this was
APPROVED BY THE BOARD ON 4/19/13

ATTORNEY FOR PHA

RESOLUTION NO. 11991

**RESOLUTION AUTHORIZING CONVERSION OF THE PLYMOUTH HALL APARTMENTS
UNDER THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM**

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) administers the Rental Assistance Demonstration (“RAD”) program under which public housing units can be converted to long-term project based assistance; and

WHEREAS, the Philadelphia Housing Authority’s (“PHA”) Board of Commissioners previously approved PHA’s application to HUD for the conversion under RAD of certain PHA public housing units, including the Plymouth Hall development (“Plymouth Hall” or “Development”), which consists of fifty-three (53) senior units; and

WHEREAS, Plymouth Hall was included in the RAD Significant Amendment to the Moving to Work FY2017 Annual Plan that was approved by the Board of Commissioners, in Resolution No. 11877, on July 21, 2016; and

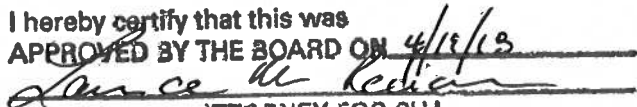
WHEREAS, in order to convert Plymouth Hall under RAD, PHA must provide funds in the amount of one million seven hundred ninety-two thousand four hundred sixteen dollars (\$1,792,416.00) to the development; and

WHEREAS, the majority of the funds, one million four hundred forty dollars (\$1,440,000.00), will be used for funding a replacement reserve in order to meet the RAD requirement that a converting project have sufficient reserves in order to complete projected repairs for the next twenty (20) years; and

WHEREAS, two hundred eighty-eight thousand one hundred nineteen dollars (\$288,119.00) of the funds will be used to fund an operating deficit reserve and the balance of the funds, approximately sixty-four thousand dollars (\$64,000.00), will be used to pay for initial repairs to the development and closing costs, which funds will be secured by a note and a mortgage recorded against the Development; and

WHEREAS, PHA must also transfer the Development, by long term lease, to a separate legal entity because PHA will administer the Housing Assistance Payments (HAP) contract and PHA cannot both own the development and administer the HAP contract;

BE IT RESOLVED, that the PHA Board of Commissioners hereby authorizes the President & CEO, and/or his designee(s), to take all reasonable and necessary actions to: 1) complete the required documentation on behalf of PHA and any affiliate for submission to HUD; 2) establish an affiliate to enter into a long term lease of the Development and serve as the owner of the Development; 3) execute all documents necessary to close the transaction; and 4) take all other actions necessary to complete and close the RAD conversion of Plymouth Hall, as set forth above and subject to the availability of funds therefor.

I hereby certify that this was
APPROVED BY THE BOARD ON 4/18/13

ATTORNEY FOR PHA