



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, October 18, 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 3:12 p.m. by the President & CEO, Kelvin Jeremiah ("CEO"), who noted that pursuant to the PHA By-Laws he was presiding in the absence of the Chair and Vice Chair. In addition to the CEO, Commissioners Callahan, Camarda, Coney, and Purnell were in attendance in person, with Commissioner Staten, Jr. participating by telephone, as acknowledged by the CEO during the meeting. General Counsel and Board Secretary, Laurence M. Redican was also present in person.

The CEO began the meeting by asking for a moment of silence, after which he reviewed the public comment procedure and then made the following announcements: 1) a moment of silence was held for the passing of Deborah Basset, resident leader at West Park Plaza; 2) the Pennsylvania Apartment Association gave six (6) awards to PHA, recognizing the following sites for excellence in various categories: Queen Lane, Queen's Row, Nellie Reynolds Garden, Gladys B. Jacobs, and Plymouth Hall; 3) PHA was also the recipient of 2 "2018 Best Practices Showcase" awards from the Pennsylvania Association of Housing & Redevelopment Agencies for two new developments: Strawberry Mansion Apartments and Blumberg Phase I.

The Employee of the Month Award was then presented to Tina Crowley, Senior Accounts Payable Analyst in the Finance Department, for her responsive, professional and ever-pleasant assistance to the Office of Audit and Compliance. She received a check and a round of applause.

For the Resident Spotlight this month, Nakia Bishop was present in person and was recognized for having been one of the hardest working and most dedicated students in the Jobs Plus Program at Raymond Rosen, through which she achieved her GED. She is interested in helping other students in the program, by becoming a tutor, and has also applied for a lab position with PHA. She was congratulated and applauded for her achievements.

The CEO inquired whether there were any corrections or amendments to the minutes of the Board Meeting of September 20, 2018. Hearing none, the minutes were accepted as submitted.

Four resolutions were presented and unanimously approved.

Resolution 12019, attached in Appendix 1, was presented by Lopa P. Kolluri, Senior Executive Vice President and Chief Development and Operating Officer, to authorize PHA to negotiate, finalize, and submit various documents to the U.S. Department of Housing and Urban Development for approval, in order to provide an operating subsidy to six (6) new public housing developments: 1) Casa Indiana; 2) Liberty 52; 3) Dauphin House; 4) Francis House; 5) Nicole Hines; and 6) Willard School, with the subsidy for each unit to be in an amount not to exceed five hundred dollars (\$500.00), per month. Commissioner Purnell, as a member of the Policy & Planning Committee that reviewed the resolution, moved for its approval. Following a second, Commissioner Purnell noted that the committee had reviewed and recommended the resolution for approval. There being no

further discussion or public comment, for which an opportunity was provided (as it was for all the resolutions), the motion was unanimously approved.

Resolution 12020, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President- Supply Chain Management (“EVP-SCM”), to authorize PHA to contract with Edgemere Consulting Corp.; CSG Advisors, Inc.; Econometrica, Inc.; and Bronner Group, LLC for management consulting services, in an aggregate amount not to exceed seven million six hundred thirty-five thousand dollars (\$7,635,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. Following a second, she noted that the committee had reviewed and recommended the resolution for adoption. There being no further discussion or public comment, the motion was unanimously approved.

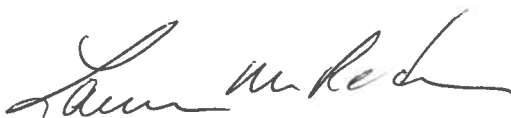
Resolution 12021, attached in Appendix 1, was presented by Dave Walsh, EVP - SCM, to authorize PHA to contract with Lew Corporation; ARC Environmental, Inc.; Criterion Labs, Inc.; Batta Environmental Associates, Inc.; USA Environmental Management, Inc.; and Synertech Inc. to conduct lead based paint and lead hazard inspections, training, testing and monitoring activities within various PHA properties, in an aggregate contract amount not to exceed seventeen million three hundred twenty-two thousand dollars (\$17,322,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. Following a second, and there being no discussion or public comment, the motion was unanimously approved.

Resolution No. 12022, attached in Appendix 1, was presented by Laurence M. Redican, Executive Vice President – Legal Affairs, General Counsel and Chief Ethics Officer, to authorize PHA to remove the mandatory requirement to make additional tax-qualified retirement benefits to certain Executive-level employees from the Defined Contribution Plan and authorize optional payments in lieu of certain salary adjustments. Commissioner Purnell, as a member of the Policy & Planning Committee that reviewed the resolution, moved for its approval. Following a second, and discussion, with there being no public comment, the motion was unanimously approved.

The public comment period began at approximately 3:30 p.m., with one speaker signing up to speak, Jennifer Bennetch, who spoke regarding PHA Police and the Board.

The CEO then noted that the date for the next meeting will be November 15, 2018, and the meeting was adjourned at approximately 3:36 p.m.

Respectfully submitted,



Laurence M. Redican
General Counsel
Philadelphia Housing Authority

APPENDIX 1

THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS
1800 S. 32nd ST.
PHILADELPHIA, PA 19145
THURSDAY, OCTOBER 18, 2018, 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 September 20, 2018, as distributed.
- D. **New Business**
1. **RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO OBTAIN APPROVAL FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO PROVIDE AN OPERATING SUBSIDY FOR SIX NEW DEVELOPMENTS**
- Lopa Kolluri
2. **RESOLUTION AUTHORIZING CONTRACTS FOR MANAGEMENT CONSULTING SERVICES WITH EDGEMERE CONSULTING CORP.; CSG ADVISORS, INC.; ECONOMETRICA, INC.; AND BRONNER GROUP, LLC**
- Dave Walsh
3. **RESOLUTION AUTHORIZING CONTRACTS FOR LEAD WIPE TESTING AND RELATED SERVICES WITH LEW CORPORATION; ARC ENVIRONMENTAL, INC.; CRITERION LABS, INC.; BATTI ENVIRONMENTAL ASSOCIATES, INC.; USA ENVIRONMENTAL MANAGEMENT, INC.; AND SYNERTECH INC.**
- Dave Walsh
4. **RESOLUTION ADOPTING THE PHILADELPHIA HOUSING AUTHORITY EXECUTIVE SUPPLEMENTAL DEFINED CONTRIBUTION PLAN, AMENDMENT 2018-1**
- Laurence M. Redican
- E. **Public Comment Period**

RESOLUTION NO. 12019

RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO OBTAIN APPROVAL FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO PROVIDE AN OPERATING SUBSIDY FOR SIX NEW DEVELOPMENTS

WHEREAS, in 2013, the Philadelphia Housing Authority (“PHA”) initiated its “6 in 5” Program, with the goal of adding six thousand (6,000)new units of affordable housing in a 5-year period; and

WHEREAS, PHA desires to increase the number of affordable housing units in the City of Philadelphia through public-private partnerships; and

WHEREAS, on May 25, 2017, PHA issued a Request for Proposal – Solicitation No. P-004731 (“RFP”), seeking proposals from interested parties, to partner with such entities to provide new or preserve existing low-income housing opportunities in the City of Philadelphia; and

WHEREAS, numerous proposals were submitted, which the RFP review committee reviewed; and

WHEREAS, based upon the consensus evaluation of the review committee and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that the following six (6) developments receive an operating subsidy for new housing developments under the RFP, to create two hundred sixty-three (263) new units in total: 1) Casa Indiana; 2) Liberty 52; 3) Dauphin House; 4) Francis House; 5) Nicole Hines; and 6) Willard School (collectively, the “Developments”), as detailed below:

1. The Casa Indiana development, sponsored by HACE, involves the new construction of a fifty (50) unit, four-story elevator development, to be located at 2935-65 N. 2nd Street, Philadelphia, PA, with an approximate cost of sixteen million seven hundred sixty-five thousand dollars (\$16,765,000.00), with all of the units to be public housing /LIHTC units;
2. The Liberty 52 development, sponsored by Liberty Resources, involves the new construction of a twenty-four (24) unit, three-story elevator development, to be located 616-36 N. 52nd Street and 5208-28 Poplar Street, Philadelphia, PA, with an approximate cost of ten million ninety-seven thousand dollars (\$10,097,000.00), with all of the units to be public housing/LIHTC units;
3. The Dauphin House development, sponsored by the Maze Group, involves the new construction of a fifty-two (52) unit, five-story elevator building, to be located at 1412 West Dauphin Street, Philadelphia, PA, with an approximate cost of thirteen million eight hundred thousand dollars (\$13,800,000.00), with twenty-six (26) of the units to be public housing/LIHTC units and twenty-six (26) to be LIHTC-only units;
4. The Francis House development, sponsored by St. Ignatius, involves the new construction of a sixty (60) unit, three-story elevator building, to be located at 4460 Fairmount Avenue, Philadelphia, PA, with an approximate cost of eighteen million one hundred thousand dollars (\$18,100,000.00), with fifty (50) units to be public housing/LIHTC units and ten (10) being project-based voucher units, as

previously awarded under RFP # 004403, approved by the Board on December 18, 2014 by Resolution No. 1175;

5. The Nicole Hines development, sponsored by Women's Community Revitalization Project, involves the new construction of a thirty-five (35) unit townhome development, to be located at the 400 block of Wister Street, Philadelphia, PA, with an approximate cost of fourteen million two hundred twenty-seven thousand dollars (\$14,227,000.00), with twenty-three (23) units to be public housing/LIHTC units and twelve (12) to be LIHTC-only units; and
6. The Willard School development, sponsored by Project HOME, involves the new construction of a forty-two (42) unit building to be located at 1920 E. Orleans Street, Philadelphia, PA, with an approximate cost of fourteen million nine hundred seventy-five thousand dollars (\$14,975,000.00), with twenty-seven (27) of the units to be public housing/LIHTC units and fifteen (15) to be LIHTC-only units; and


WHEREAS, the Developments have received an award of low income housing tax credits ("LIHTC") from the Pennsylvania Housing Finance Agency and additional funding from the City of Philadelphia, are financially feasible, and four (4) of the (6) are expected to begin construction by the end of this year; and

WHEREAS, subject to compliance with all applicable public housing requirements, PHA will provide an operating subsidy to each of the six (6) entities comprising the Developments in an amount not to exceed five hundred (\$500.00) dollars, per unit, per month (the "Operating Subsidy Amount"); and

WHEREAS, the yearly operating subsidy to be provided by PHA for the two hundred sixty-three new (263) units that the Developments will create would be an amount not to exceed one million five hundred seventy-eight thousand dollars (\$1,578,000.00); and

WHEREAS, pursuant to 24 C.F.R. § 905.606, PHA must submit certain evidentiaries with respect to the Developments to the U.S. Department of Housing and Urban Development ("HUD") for approval, after which PHA will enter into an Operating Subsidy Only Mixed-Finance Amendment to the Consolidated Annual Contribution Contract, a Declaration of Restrictive Covenants, a Regulatory and Operating Agreement and such other ancillary documents as may be required to implement the Developments' projects (such documents collectively referred to herein as the "Closing Documents");

BE IT RESOLVED, that the PHA President & CEO or his authorized designee is hereby authorized to: 1) negotiate, finalize and submit the Closing Documents to HUD for approval for the purposes as set forth above; 2) execute, deliver and perform the obligations under such Closing Documents once finalized and approved by HUD; 3) obtain or facilitate all other government approvals; and 4) take all actions necessary or desirable to effectuate this resolution and provide the operating subsidy to the Developments, subject to the availability of funds therefor.

I hereby certify that this was
APPROVED BY THE BOARD ON 10/18/18

ATTORNEY FOR PHA

RESOLUTION NO. 12020

RESOLUTION AUTHORIZING CONTRACTS FOR MANAGEMENT CONSULTING SERVICES WITH EDGEMERE CONSULTING CORP.; CSG ADVISORS, INC.; ECONOMETRICA, INC.; AND BRONNER GROUP, LLC

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for management 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 contracts be awarded to Edgemere Consulting Corp.; CSG Advisors, Inc.; Econometrica, Inc.; and Bronner Group, LLC; and

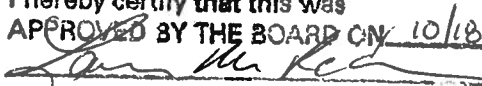
WHEREAS, work is to be assigned to each of the four (4) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered within the terms of the contracts at any time during the course of these contracts at the discretion of the Contracting Officer; and

WHEREAS, it is recommended that the aggregate amount to be expended under the four (4) contracts, combined, shall not exceed seven million six hundred thirty-five thousand dollars (\$7,635,000.00) with a two-year base period and three (3) one-year option periods, as follows:

- 1) The aggregate not-to-exceed amount for the two-year base period is three million fifty-four thousand dollars (\$3,054,000.00);
- 2) The aggregate not-to-exceed amount for the first one-year option period is one million five hundred twenty-seven thousand dollars (\$1,527,000.00);
- 3) The aggregate not-to exceed amount for the second one-year option period is one million five hundred twenty-seven thousand dollars (\$1,527,000.00); and
- 4) The aggregate not-to exceed amount for the third one-year option period is one million five hundred twenty-seven thousand dollars (\$1,527,000.00);

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 Edgemere Consulting Corp.; CSG Advisors, Inc.; Econometrica, Inc.; and Bronner Group, LLC. in a total aggregate amount not to exceed seven million six hundred thirty-five thousand dollars (\$7,635,000.00), 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.

Respectfully submitted,

I hereby certify that this was
APPROVED BY THE BOARD ON 10/18/18

ATTORNEY FOR PHA

RESOLUTION NO. 12021

RESOLUTION AUTHORIZING CONTRACTS FOR LEAD WIPE TESTING AND RELATED SERVICES WITH LEW CORPORATION; ARC ENVIRONMENTAL, INC.; CRITERION LABS, INC.; BATA ENVIRONMENTAL ASSOCIATES, INC.; USA ENVIRONMENTAL MANAGEMENT, INC.; AND SYNERTECH INC.

WHEREAS, the Philadelphia Housing Authority ("PHA") issued a solicitation to choose one or more environmental companies to conduct lead based paint and lead hazard inspections, training, testing and monitoring activities services for PHA; 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 Lew Corporation; ARC Environmental, Inc.; Criterion Labs, Inc.; Batta Environmental Associates, Inc.; USA Environmental Management, Inc.; and Synertech Inc.; 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 the contract; and

WHEREAS, it is recommended that the aggregate amount to be expended under the contract shall not exceed seventeen million three hundred twenty-two thousand dollars (\$17,322,000.00) with a (2) two-year base period and three (3) one-year option periods, as follows:

- 1) The aggregate not-to-exceed amount for the two-year base period is six million nine hundred twenty-eight thousand eight hundred dollars (\$6,928,800.00);
- 2) The not to exceed amount for the first one-year option period is three million four hundred sixty- four thousand four hundred dollars (\$3,464,400.00);
- 3) The not to exceed amount for the second one-year option period is three million four hundred sixty-four thousand four hundred dollars (\$3,464,400.00); and
- 4) The not to exceed amount for the third one-year option period is three million four hundred sixty- four thousand four hundred dollars (\$3,464,400.00);

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 Lew Corporation; ARC Environmental, Inc.; Criterion Labs, Inc.; Batta Environmental Associates, Inc.; USA Environmental Management, Inc.; and Synertech Inc., subject to the availability of funds therefor, as set forth above, in an aggregate contract amount not to exceed seventeen million three hundred twenty-two thousand dollars (\$17,322,000.00) and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

RESOLUTION NO. 12022


RESOLUTION ADOPTING THE PHILADELPHIA HOUSING AUTHORITY EXECUTIVE SUPPLEMENTAL DEFINED CONTRIBUTION PLAN, AMENDMENT 2018-1

WHEREAS, the Philadelphia Housing Authority (“PHA”) is the Plan Sponsor of the Philadelphia Housing Authority Defined Contribution Pension Plan (the “Defined Contribution Plan”); and

WHEREAS, PHA desires to remove a mandatory requirement to make additional tax-qualified retirement benefits to certain Executive-level employees from the Defined Contribution Plan; and

WHEREAS, PHA desires to authorize optional payments to Executive-level employees in lieu of certain salary adjustments;

BE IT RESOLVED THAT, the Board of Commissioners hereby authorizes the President & CEO to execute Amendment 2018-1 to the Defined Contribution Plan effective January 1, 2018 (Attachment 1) in accordance with applicable law and to execute any subsequent amendment to the Defined Contribution Plan if mandated by the Internal Revenue Service as a condition of a favorable determination of the tax qualified status of the Plan.

I hereby certify that this was
APPROVED BY THE BOARD ON 10/18/18

ATTORNEY FOR PHA

ATTACHMENT TO AMENDMENT TO DEFINED CONTRIBUTION PENSION PLAN
RESOLUTION

PHILADELPHIA HOUSING AUTHORITY
DEFINED CONTRIBUTION PENSION PLAN

Amended and Restated Effective January 1, 2013

Amendment 2018-1

WHEREAS, the Philadelphia Housing Authority (the "Employer") established the Philadelphia Housing Authority Defined Contribution Plan (the "Defined Contribution Plan");

WHEREAS, the Employer is authorized to amend the Plan pursuant to Section 8(a) of such Plan;

WHEREAS, the Board of Commissioners (the "Board") has authorized certain coverage changes to the Defined Contribution Plan; and

WHEREAS, the Employer desires to amend the Defined Contribution Plan to: (1) properly reflect the intended operation of the Plan; and (2) incorporate certain changes to reflect the Board's determination with respect to contributions to the Plan on behalf of certain Executive Class Employees;

NOW THEREFORE, the Defined Contribution Plan is hereby amended as follows:

Section 1(k) of the Plan shall be amended and restated as follows:

- (a) "*Executive Management Employee*" shall mean any Employee holding the title of Vice President or higher within the Employer.

Section 3(a)(ii) of the Plan shall be amended and restated as follows:

- (ii) With respect to any Participant who: (A) is an Executive Management Employee; and (B) has a Rate of Pay in excess of the federal fund utilization cap stipulated within the United States Department of Housing and Urban Development's Appropriations Bill; the Employer may make an additional allocation to the Account of each such Participant in the amount equal to a uniform percentage of the Participant's annual Rate of Pay as determined by the President and Chief Executive Officer. With respect to the President and Chief Executive Officer, the Employer may make an additional allocation in the amount equal to a percentage as determined by the Board. The above notwithstanding, contributions shall not be made to that portion of a Participant's Rate of Pay that exceeds the limit on Compensation as set forth in Code Section 401(a)(17).

The above amendments shall be effective as of January 1, 2018.

IN WITNESS THEREOF, this Amendment has been executed this ____ day of October 2018.

BY:

ATTESTED BY:

Kelvin A. Jeremiah
President & CEO

Name: