



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, July 19, 2018, 3 p.m., at the John F. Street Center, 1100 Poplar St., Philadelphia, PA

The regular meeting of the Philadelphia Housing Authority (“PHA”) Board of Commissioners was brought to order at approximately 3:07 p.m. by the Vice-Chair, Herbert Wetzel. In addition to the Vice-Chair, Commissioners Callahan, Camarda, Coney, Purnell, Staten, Jr. and Wise were in attendance, as well as President & CEO Kelvin A. Jeremiah (“CEO Jeremiah”) and General Counsel, Laurence M. Redican.

The Vice-Chair began the meeting by asking for a moment of silence in preparation for the work to be done then welcomed new Board Commissioner Sam Staten, Jr. and noted that Belinda Ann Mayo, who could not attend this meeting, is also now a Commissioner and she will be at the September Board meeting.

CEO Jeremiah reviewed the Board meeting procedure for public comment and made the following announcements: 1) thanks were given to the residents and community partners who participated in the EnVision Roundtable on July 16, 2018; 2) appreciation was extended to Commissioner Camarda for organizing, for the 6th year, the contributions of the World Changers to sprucing up our developments; and 3) there will not be an August Board meeting.

The award for Excellence in Customer Service for the past quarter was then awarded to Marco Ferreira, Manager of the Homeownership Opportunities Department and Business Manager for PhillySEEDS, through which the scholarships are being awarded, along with a check, a certificate, and congratulatory applause.

The Vice-Chair inquired whether there were any corrections or amendments to the minutes of the Board Meeting of June 21, 2018. Hearing none, the minutes were accepted as submitted.

Five resolutions were presented and unanimously approved by the participating Commissioners.

Resolution 12007, attached in Appendix 1, was presented by Janea Jordon, Executive Vice President – Office of Audit and Compliance, to appoint Francis G. McLaughlin to the Audit Committee as an independent member. As a member of the Audit Committee that had reviewed the resolution, Commissioner Purnell moved for its approval. After the motion was seconded, Commissioner Purnell added that committee membership involved a great deal of work, so that an additional member is quite welcome! There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 12008, attached in Appendix 1, was presented by Lopa Kolluri, Senior Executive Vice President and Chief Development and Operating Officer, to authorize submission of an application for funding to the U.S. Department of Housing and Urban Development (“HUD”), pursuant to the Choice Neighborhoods Implementation Grant Program FY2018 Notice of Funding Availability that was published on May 18, 2018. The application will focus on the former Norman Blumberg Apartments site and the surrounding Sharswood neighborhood and request up to thirty million dollars (\$30,000,000.00). Commissioner Camarda, as a member of the Policy and Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner

Camarda noted that the committee had met to review the resolution and recommended its approval. There being no discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 12009, attached in Appendix 1, was presented by Nicholas Dema, Executive Vice President - Planning and Development, to authorize PHA to negotiate, finalize and submit various documents to the HUD for approval, in order to provide an operating subsidy to NewCourtland Apartments at Henry Avenue - Phase IB, in an amount not to exceed five hundred dollars (\$500.00), per unit, per month, for thirty-six (36) units. Commissioner Coney, as a member of the Policy and Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Coney noted that the committee had met to review the resolution and especially recommended its approval due to its furtherance of PHA's goals for increasing the availability of affordable housing. There being no discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Prior to any discussion or presentation regarding **Resolution 12010**, attached in Appendix 1, Commissioner Staten, Jr. announced that he would recuse himself due to a possible conflict, as he is Business Manager for Laborers' Local 332, and he left the room. The resolution was then presented by Dave Walsh, Executive Vice President – Supply Chain Management, to authorize PHA to contract with North American Roofers for roofing repair and replacement services for Katie B. Jackson and West Park Plaza, in a total amount not to exceed two hundred thousand dollars (\$200,000.00). Commissioner Callahan, as Chair of the Finance Committee to which the resolution was sent for review, moved for its approval. Following a second, the motion was unanimously approved and Commissioner Staten Jr. returned for the rest of the meeting.

Resolution 12011, attached in Appendix 1, was presented by Nicholas Dema, Executive Vice President - Planning and Development, to authorize the President & CEO to approve awards of unit-based subsidy in accordance with RFP #P-004806 and execute one or more contracts with the proposers or project owners, with the requirement that PHA will report to the Board on all such commitments made. Following a statement by the Vice-Chair regarding the timing constraints underlying the resolution, Commissioner Coney moved for the resolution to be adopted. After a second and discussion, the motion was unanimously approved.

Before proceeding to the public comment portion of the meeting, the **scholarship awards** from PhillySEEDS, Inc. and PHA were individually presented to those of the seventy-one (71) recipients who were present at the meeting. The scholarships were in amounts of \$1,000, \$3,000 and \$5,000, for a total amount of two hundred seventy-three thousand dollars (\$273,000.00) and hearty applause and congratulations were extended to all the scholarship recipients.

The public comment period began at approximately 4 p.m., with Jennifer Bennetch being the only person who signed up to speak and who reviewed a list of issues that she has with PHA, after which the Vice-Chair adjourned the meeting at approximately 4:05 p.m.

Respectfully submitted,



Laurence M. Redican
General Counsel
Philadelphia Housing Authority

APPENDIX 1

THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS
JOHN F. STREET CENTER
1100 POPLAR ST.
THURSDAY, JULY 19, 2018, at 3 p.m.
AGENDA

- A. **Call to Order** Herbert Wetzel, Vice-Chair of the Board of Commissioners
- B. **Remarks** Kelvin A. Jeremiah, President & CEO
- C. **Approval of Minutes** of the Board Meeting held June 21, 2018, as distributed.
- D. **New Business**
1. **RESOLUTION APPOINTING FRANCIS G. McLAUGHLIN TO THE AUDIT COMMITTEE AS AN INDEPENDENT MEMBER**
Janea Jordon
 2. **RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR FUNDING PURSUANT TO THE FISCAL YEAR 2018 CHOICE NEIGHBORHOODS IMPLEMENTATION GRANT PROGRAM NOTICE OF FUNDING AVAILABILITY**
Lopa Kolluri
 3. **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 THE NEWCOURTLAND APARTMENTS AT HENRY AVENUE-PHASE IB**
Nicholas Dema
 4. **RESOLUTION AUTHORIZING A CONTRACT WITH NORTH AMERICAN ROOFERS FOR ROOFING REPAIR AND REPLACEMENT SERVICES AT KATIE B. JACKSON AND WEST PARK PLAZA**
Dave Walsh
 5. **RESOLUTION AUTHORIZING APPROVAL OF AWARDS OF UNIT-BASED ASSISTANCE FOR PUBLIC HOUSING UNITS UNDER REQUEST FOR PROPOSAL #P-004806**
Nicholas Dema
- E. **Public Comment Period**

RESOLUTION NO. 12007

RESOLUTION APPOINTING FRANCIS G. McLAUGHLIN TO THE AUDIT COMMITTEE AS AN INDEPENDENT MEMBER

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 the charter states as follows, 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.... 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 two (2) unfilled positions for voting members and will have another when the resignation of its Chair, Patrick Eiding, becomes effective; and

WHEREAS, the Audit Committee has reviewed the qualifications of Francis McLaughlin, which include his voluntary, unpaid service on the PHA Pension Board; being the Assistant Business Manager / Director of Servicing for District Council 21 and a Trustee on the Board of Directors of the Philadelphia Building Trades; as well as serving as Treasurer for his homeownership Board of Directors and serving on a number of other boards and philanthropic endeavors; and finds him to be well-qualified as an independent member of the Audit Committee;

BE IT RESOLVED, that the PHA Board of Commissioners does hereby approve and consent to the appointment of Francis McLaughlin as an independent member of PHA’s Audit Committee, pursuant to the terms and conditions of the Audit Charter.

I hereby certify that this was
APPROVED BY THE BOARD ON 7/19/13
Jan M. Kedar
ATTORNEY FOR PHA

RESOLUTION NO. 12008

RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR FUNDING PURSUANT TO THE FISCAL YEAR 2018 CHOICE NEIGHBORHOODS IMPLEMENTATION GRANT PROGRAM NOTICE OF FUNDING AVAILABILITY

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) has issued a Fiscal Year 2018 Notice of Funding Availability (“NOFA”) for the Choice Neighborhoods Implementation Grant Program, which describes the requirements for submission of competitive funding proposals for Implementation Grants; and

WHEREAS, under the Choice Neighborhoods Implementation Grant program, HUD provides funding to support development of a comprehensive neighborhood transformation plan for distressed public housing developments; and

WHEREAS, the NOFA establishes a limit of no more than one application per locality; and


WHEREAS, the Philadelphia Housing Authority (“PHA”) has reviewed the NOFA and identified former Norman Blumberg Apartments site and the surrounding Sharswood neighborhood as a site that meets the NOFA requirements for distress and other neighborhood factors and would make for a competitive application; and

WHEREAS, PHA has already invested in excess of one hundred ninety million dollars (\$190,000,000.00) in a variety of initiatives in the Sharswood neighborhood, planned or underway; and

WHEREAS, PHA will work closely with and actively engage the former residents of the Norman Blumberg Apartments, community residents and other stakeholders throughout the Choice Neighborhood implementation process, if the proposal is awarded grant funding; and

WHEREAS, the deadline for submission of the application is September 17, 2018 and approval by the Board of Commissioners is a requirement for the application to HUD;

BE IT RESOLVED, that the PHA Board of Commissioners hereby approves the submission of a proposal for Choice Neighborhoods Implementation Grant funding in an amount up to thirty million dollars (\$30,000,000.00) and authorizes the PHA President & CEO to undertake all necessary actions to secure partnership agreements and resource commitments necessary for a competitive proposal, and to enter into a grant agreement with HUD upon receipt of a grant award.

I hereby certify that this was
APPROVED BY THE BOARD ON 7/19/18

ATTORNEY FOR PHA

RESOLUTION NO. 12009

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 THE NEWCOURTLAND APARTMENTS AT HENRY AVENUE-PHASE IB

WHEREAS, the Philadelphia Housing Authority ("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 Proposals – Solicitation No. P-004731 ("RFP"), seeking proposals from interested developers to partner with such entities to provide new or preserve existing low-income housing opportunities in the City of Philadelphia, to be awarded on a rolling basis, pursuant to which, NewCourtland Elder Services ("NewCourtland"), a provider of healthcare and housing services to low-income seniors, submitted a proposal to PHA requesting an operating subsidy without capital funding, which the RFP review committee recommends for award; and

WHEREAS, NewCourtland plans to substantially renovate a portion of the "Pavilion Building" located at 3232 Henry Avenue, Philadelphia, PA, into thirty-six (36) public housing/low-income housing tax credit units for seniors with community space and supportive services for the residents (the "Development"); and

WHEREAS, NewCourtland and PHA closed NewCourtland at Henry Avenue Phase 1A in December of 2017, including 49 LIHTC/public housing units, and this Development is the second phase (1B) of a multi-phased project to create a fifteen acre elder care campus that will co-locate housing and services in order to enhance the quality of care for seniors, allow them to age-in-place and include additional phases of affordable senior housing, community gardens, ample parking, community space and supportive services for all residents also located on the Henry Avenue campus; and

WHEREAS, the Development's total development costs are estimated at approximately twelve million dollars (\$12,000,000.00), and, subject to NewCourtland's fulfillment of all applicable program requirements, PHA will provide an operating subsidy to the Development in an amount not to exceed five hundred dollars (\$500.00), per unit, per month (the "Operating Subsidy Amount"); and

WHEREAS, pursuant to 24 C.F.R. § 905.606, PHA must submit certain evidentiaries with respect to the Development 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 Development project (such documents collectively referred to herein as the "Closing Documents");

BE IT RESOLVED, that the PHA President & CEO or his authorized designee (an "Authorized Officer") is hereby authorized to negotiate, finalize and submit the Closing Documents to HUD for approval for the purposes as set forth above, to execute, deliver and perform the obligations under such Closing Documents once finalized and approved by HUD, to obtain or facilitate all other government approvals to be provided by PHA and necessary for the implementation of the Development Proposal, and take all actions necessary or desirable to effectuate these resolutions and provide the Operating Subsidy Amount to the Development, subject to the availability of funds therefor.

I hereby certify that this was
APPROVED BY THE BOARD ON 7/19/18
Sam M. Redick
ATTORNEY FOR PHA

RESOLUTION NO. 12010

RESOLUTION AUTHORIZING A CONTRACT WITH NORTH AMERICAN ROOFERS FOR ROOFING REPAIR AND REPLACEMENT SERVICES AT KATIE B. JACKSON AND WEST PARK PLAZA

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for roofing repair and replacement 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

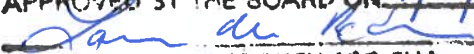
WHEREAS, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation it is recommended that a contract be awarded to North American Roofers; 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; and

WHEREAS, it is recommended that the amount to be expended under the contract shall not exceed two hundred thousand dollars (\$200,000.00) with a term of six weeks to complete after receipt of a notice to proceed;

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 North American Roofers subject to the availability of funds therefor, as set forth above, in a total contract amount not to exceed two hundred thousand dollars (\$200,000.00) and to take all necessary actions relating to such contract.

I hereby certify that this was
APPROVED BY THE BOARD ON 7/19/18

ATTORNEY FOR PHA

RESOLUTION NO. 12011

RESOLUTION AUTHORIZING APPROVAL OF AWARDS OF UNIT-BASED ASSISTANCE FOR PUBLIC HOUSING UNITS UNDER REQUEST FOR PROPOSAL #P-004806

WHEREAS, the Philadelphia Housing Authority ("PHA") desires to increase the number of affordable housing units in the City of Philadelphia and has identified a need to partner with entities to provide new or preserve existing low-income housing through public-private partnerships; and

WHEREAS, PHA has issued a unit-based subsidy for public housing (also known as the Annual Contribution Contract ("ACC") subsidy) for rental assistance in an effort to increase the availability of affordable, high-quality housing throughout the City; and

WHEREAS, in 2018, PHA issued a competitive Request for Proposal #P-004806 ("RFP"), which provides for the award of ACCs to selected projects; and

WHEREAS, the Board has approved a number of awards to projects through several review cycles conducted; and

WHEREAS, PHA recently opened the RFP to accept new proposals; and

WHEREAS, the RFP included, but was not limited to, projects that are financially feasible, which means that the project is underway and capable of closing in 2018 or it is for a proposer applying for a 4% or 9% tax credits for the project; and

WHEREAS, some of the proposers and project owners seek to close before the end of 2018 and therefore need the approval of the Pennsylvania Housing Financing Agency (PHFA) by September, with the PHFA's Board meeting being before the next scheduled meeting of this Board; and

WHEREAS, approved proposals and the resulting ACC contracts typically involve the commitment of funds in excess of one hundred thousand dollars (\$100,000.00) over the entire term of the contract, which commitment of PHA funds would require Board approval; and

WHEREAS, it is in PHA's interest, in order to meet administrative objectives, for the Board to delegate its authority to the President & CEO to approve an award or multiple awards of ACC contracts to meet the PHFA deadlines; and

WHEREAS, contracts will only be awarded consistent with the fulfillment of MBE, WBE, and Section 3 requirements, and applicable federal requirements; and

WHEREAS, PHA will report to the Board on all such commitments made;

BE IT RESOLVED, that the President & CEO is hereby authorized to approve awards of ACCs for proposals submitted in accordance with the terms and conditions of the RFP and to take all actions necessary to conclude and execute such contracts with the proposer or project owner, subject to the availability of funds therefor.

I hereby certify that this was
APPROVED BY THE BOARD ON 7/19/18
Jan W. Kedic
ATTORNEY FOR PHA