

**THE PHILADELPHIA HOUSING AUTHORITY  
MEETING OF THE BOARD OF COMMISSIONERS  
2013 RIDGE AVE.<sup>1</sup>  
PHILADELPHIA, PA 19121  
THURSDAY, SEPTEMBER 17, 2020 at 3 p.m.  
AGENDA**

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- A. Call to Order** Lynette Brown-Sow, Chair
- B. Remarks** Kelvin A. Jeremiah, President & CEO
- C. Approval of the Minutes** of the Board Meeting held July 16, 2020, as distributed
- D. New Business**
- 1. RESOLUTION RE-APPOINTING BONNIE CAMARDA TO THE PHILADELPHIA HOUSING AUTHORITY AUDIT COMMITTEE AS AN INDEPENDENT MEMBER**  
Janea Jordon
  - 2. RESOLUTION AUTHORIZING A CONTRACT WITH LIBERTY MUTUAL INSURANCE COMPANY FOR WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE COVERAGE**  
Tom Callahan
  - 3. RESOLUTION AUTHORIZING A CONTRACT WITH TEMPLE UNIVERSITY FOR A COMMUNITY HEALTH WORKER TRAINING PROGRAM**  
Dave Walsh
  - 4. RESOLUTION AUTHORIZING CONTRACTS FOR FEDERALLY GRANT-FUNDED MEAL SERVICES FOR THE CONGREGATE HOUSING SERVICE PROGRAM, FOR THE ELDERLY AND DISABLED, WITH FOODARAMA CATERERS, INC.; VICTORIA'S KITCHEN; AND JOSHUA'S CATERING**  
Dave Walsh
  - 5. RESOLUTION AUTHORIZING A TASK ORDER WITH DALE CORPORATION FOR CONSTRUCTION MANAGEMENT SERVICES FOR BLUMBERG PHASE 4A – DEMOLITION, INFRASTRUCTURE AND NEW CONSTRUCTION OF FIFTY-EIGHT (58) ENTERPRISE GREEN COMMUNITY CERTIFIED, RENTAL ASSISTANCE DEMONSTRATION (RAD) UNITS AND COMMUNITY BUILDING**  
Dave Walsh
  - 6. RESOLUTION AUTHORIZING THE ADOPTION OF A PLAN AMENDMENT TO THE PHA DEFINED CONTRIBUTION RETIREMENT SAVINGS PLAN REGARDING COVID-19 RELATED DISTRIBUTIONS**  
Joshua McQuoid
- E. Public Comment Period**

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<sup>1</sup> This meeting is being conducted virtually, pursuant to the procedures on the PHA website at [www.pha.phila.gov](http://www.pha.phila.gov), due to safety and health concerns for our residents, staff, the Board, and the public, due to the COVID-19 pandemic.

## RESOLUTION NO. 1

### RESOLUTION RE-APPOINTING BONNIE CAMARDA TO THE PHILADELPHIA HOUSING AUTHORITY 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, which 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**, Commissioner Camarda was appointed to the Audit Committee by the Board of Commissioners for a (2) two-year term as an independent member, by Resolution No. 12013, on September 20, 2018, and has ably served as Vice-Chair on that committee; and

**WHEREAS**, the Audit Committee recommends her reappointment;

**BE IT RESOLVED**, that the PHA Board of Commissioners does hereby approve and consent to the re-appointment of Commissioner Bonnie Camarda as an independent member of PHA’s Audit Committee, pursuant to the terms and conditions of the Audit Charter.

## RESOLUTION NO. 2

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

**WHEREAS**, the Philadelphia Housing Authority ("PHA") is required to maintain workers' compensation and employer's liability insurance coverage; and

**WHEREAS**, the current workers' compensation insurance policy expires on October 15, 2020; and

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

**WHEREAS**, at PHA's request, and in compliance with procurement regulations, Conner has solicited premium quotations from four (4) insurers in the market place; and

**WHEREAS**, three (3) insurers offered premium and coverage quotations: Liberty Mutual Insurance Company ("Liberty Mutual"), which is the incumbent insurer; Zurich Insurance Company; and Hartford Insurance Company; and

**WHEREAS**, in consultation with Conner, PHA has reviewed the proposals and determined that the Liberty Mutual proposal provides the best workers' compensation and employer's liability insurance coverage option for PHA; and

**WHEREAS**, the "Maximum Premium" for the Liberty Mutual insurance is thirteen million one hundred seventy-four thousand four hundred forty-seven dollars (\$13,174,447.00), which would reflect a "worst case scenario" of claims and expenses; and

**WHEREAS**, the "Total Expected Premium" for Liberty Mutual is four million six hundred ninety-seven thousand four hundred forty-seven dollars (\$4,697,447.00); and

**WHEREAS**, it is recommended that PHA contract with Liberty Mutual for workers' compensation coverage for a maximum amount not to exceed thirteen million one hundred seventy-four thousand four hundred forty-seven dollars (\$13,174,447.00) for the policy period from October 15, 2020 to October 15, 2021 to pay premiums and cash collateral and to maintain an appropriate reserve to be used to pay deductible amounts on claims, as necessary during the policy period;

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes PHA's President & CEO and/or his authorized designee(s) to take all necessary actions to conclude and to execute a policy of insurance for PHA's workers' compensation and employer's liability insurance with Liberty Mutual Insurance Company for a maximum amount, subject to the availability of funds therefor, not to exceed thirteen million one hundred seventy-four thousand four hundred forty-seven dollars (\$13,174,447.00).

## RESOLUTION NO. 3

### RESOLUTION AUTHORIZING A CONTRACT WITH TEMPLE UNIVERSITY FOR A COMMUNITY HEALTH WORKER TRAINING PROGRAM

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) has identified a need for the Community Health Workers 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 proposal was 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 review process, it is recommended that a contract be awarded to Temple University; 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 one million six hundred fifty-nine thousand eight hundred twenty dollars (\$1,659,820.00) with an eight (8) month base period and two (2) one-year options as follows:

- 1) The not-to-exceed amount for the eight (8) month base period is five hundred two thousand dollars (\$502,000.00);
- 2) The not-to-exceed amount for the first one (1) year option is five hundred fifty-two thousand two hundred dollars (\$552,200.00); and
- 3) The not-to-exceed amount for the second one (1) year option is six hundred seven thousand four hundred twenty dollars (\$607,420.00);

**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 Temple University subject to the availability of funds therefor, as set forth above, in a total contract amount not to exceed one million six hundred fifty-nine thousand eight hundred twenty dollars (\$1,659,820.00) and to take all necessary actions relating to such contract.

## RESOLUTION NO. 4

### RESOLUTION AUTHORIZING CONTRACTS FOR FEDERALLY GRANT-FUNDED MEAL SERVICES FOR THE CONGREGATE HOUSING SERVICE PROGRAM, FOR THE ELDERLY AND DISABLED, WITH FOODARAMA CATERERS, INC.; VICTORIA'S KITCHEN; AND JOSHUA'S CATERING

**WHEREAS**, the Philadelphia Housing Authority ("PHA") has identified a need for continuing to provide meal services through the federal Congregate Housing Services Program ("CHSP"), with funds for the same being provided to PHA under a U.S. Department of Housing and Urban Development ("HUD") grant, to provide meals needed by frail elderly residents and residents with disabilities in federally subsidized housing, as PHA has done for at least the past fifteen (15) years; and

**WHEREAS**, under CHSP, PHA provides two meals, with specified nutritional requirements, twice a day to an average of twenty-five (25) persons meeting the HUD definition of being frail elderly (62 years or older), disabled, and temporarily disabled persons who are residents of federally subsidized housing and are unable to perform at least three activities of daily living; and

**WHEREAS**, a Request for Proposal was developed for the selection of companies to address fulfilling this requirement for providing congregate meals, according to established procedures and all applicable laws regarding public contracts, and was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to twenty-nine (29) qualified entities on PHA's Outreach List and/or to those who responded to the invitation; and

**WHEREAS**, the five (5) proposals were received, reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

**WHEREAS**, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that a contracts be awarded to Foodarama Caterers, Inc.; Victoria's Kitchen; and Joshua's Catering; two of which are minority-owned or women-owned businesses and the third will be hiring Section 3 residents to fulfill the contract; and

**WHEREAS**, work is to be assigned to each of the three (3) 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 at the discretion of the Contracting Officer; and

**WHEREAS**, it is recommended that the aggregate amount to be expended under the three (3) contracts, combined, shall not exceed two hundred fifty-two thousand one hundred fifty dollars (\$252,150.00) 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 year base period is one hundred thousand eight hundred sixty dollars (\$100,860.00); and
- 2) The not-to-exceed aggregate amount for each of the three (3) one-year option periods is fifty thousand four hundred thirty dollars (\$50,430.00);

**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 Foodarama Caterers, Inc.; Victoria's Kitchen; and Joshua's Catering for a total aggregate amount not to exceed two hundred fifty-two thousand one hundred fifty dollars (\$252,150.00), 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.

## RESOLUTION NO. 5

### **RESOLUTION AUTHORIZING A TASK ORDER WITH DALE CORPORATION FOR CONSTRUCTION MANAGEMENT SERVICES FOR BLUMBERG PHASE 4A – DEMOLITION, INFRASTRUCTURE AND NEW CONSTRUCTION OF FIFTY-EIGHT (58) ENTERPRISE GREEN COMMUNITY CERTIFIED, RENTAL ASSISTANCE DEMONSTRATION (RAD) UNITS AND COMMUNITY BUILDING**

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) has identified a need for construction management services for Blumberg Phase 4A – Demolition, Infrastructure and New Construction of fifty-eight (58) Enterprise Green Community Certified, Rental Assistance Demonstration (“RAD”) Units and Community Building and a Request for Proposal was developed for the selection of a company to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

**WHEREAS**, Blumberg Phase 4A will be creating the fifty-eight (58) new replacement low-income rental units on primarily long-term vacant and blighted lots for former Blumberg relocated tenants to return, who are very low or low-income residents; and

**WHEREAS**, any units not used by returning residents from Blumberg will then be available to those currently on the waitlist and/or current PHA residents impacted by re-locations; and

**WHEREAS**, the entire Blumberg redevelopment, of which this is Phase 4A, is designed to maintain affordable housing in an increasingly attractive neighborhood and the average income for residents in the previous phase was approximately sixteen thousand dollars (\$16,000.00) per year; and

**WHEREAS**, the maximum rent will be capped at sixty (60) percent of area median income; and

**WHEREAS**, the Request for Proposal was supplied to the appropriate companies among PHA’s contracted vendors, the only ones eligible to bid on this task order, under the Large Construction Management Contract; 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 task order contract be awarded to Dale Corporation, which has demonstrated an outstanding record in subcontracting with minority-owned and women-owned businesses and making Section 3 hires; and

**WHEREAS**, it is further recommended that the contract be for a total amount not to exceed twenty six million two hundred seven thousand seven hundred twenty-eight dollars (\$26,207,728.00);

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes the President & CEO, or his authorized designee to conclude and execute a task order contract with Dale Corporation, in a total task order amount not to exceed twenty six million two hundred seven thousand seven hundred twenty-eight dollars (\$26,207,728.00), subject to availability of funds therefor, as set forth above, and to take all necessary actions relating to such contract.

**RESOLUTION NO. 6**

**RESOLUTION AUTHORIZING THE ADOPTION OF A PLAN AMENDMENT TO THE PHA DEFINED CONTRIBUTION RETIREMENT SAVINGS PLAN REGARDING COVID-19 RELATED DISTRIBUTIONS**

**WHEREAS**, section 2202 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), enacted on March 27, 2020, including subsequent guidance issued, provides for special distribution options and expands permissible loans from certain retirement plans; and

**WHEREAS**, PHA’s Defined Contribution Retirement Plan qualifies as an eligible plan under the CARES Act; and

**WHEREAS**, it is understood that the special distribution options and permissible loan options are strictly applicable to scenarios involving the experience of an adverse financial consequence due to COVID-19 or SARS-CoV-2, as defined within the CARES Act;

**BE IT RESOLVED**, that the PHA Board of Commissioners hereby approves the adoption of an amendment or amendments to the PHA Defined Contribution Retirement Savings Plan to allow for COVID-19 related distributions within strict adherence of the CARES Act provisions, and authorizes the President & CEO and/or his authorized designee(s) to take the necessary steps to ensure said adoption.