

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS MEETING MINUTES
Tuesday, June 24, 2014
200 Ross Street
13th Floor Wherrett Room
Pittsburgh, PA 15219

The Housing Authority of the City of Pittsburgh (the "HACP") held a regular Board meeting on Tuesday, June 24, 2014 at 200 Ross Street; 13th Floor Wherrett Room, Pittsburgh, Pennsylvania 15219 at 9:00 a.m.

Valerie McDonald-Roberts, Chairperson, called the meeting to order. The Commissioners in attendance were: Ms. Janet Evans, Ms. Enid Miller, Ms. Valerie McDonald-Roberts, Mr. Peter Kaplan and Mr. Leroy Morgan. Rev. Ricky Burgess was not in attendance at this time.

At this time, the Chairman, Valerie McDonald-Roberts noted that the Board members had previously received a copy of the May 22, 2014 Board Meeting Minutes and asked for a motion to approve the minutes. Janet Evans made a motion to approve the minutes and Peter Kaplan seconded the motion.

A vote being had thereon, the "Ayes and "Nays" were as follows:

"AYES": Ms. Janet Evans, Mr. Peter Kaplan, Ms. Enid Miller, Mr. Leroy Morgan and Ms. Valerie McDonald-Roberts.

"NAYS": None

Chairman McDonald-Roberts then declared the motion carried and the minutes approved.

Chairman Valerie McDonald-Roberts introduced the HACP Activity Report for May 2014 ("the Report") and asked if there was a motion to approve the Report (after a brief oral report by Mr. Joy Miller). Ms. Enid Miller made a motion to approve the Report and Ms. Janet Evans seconded the motion.

A vote being had thereon, the "Ayes and "Nays" were as follows:

"AYES": Ms. Valerie McDonald Roberts, Ms. Enid Miller, Mr. Peter Kaplan, Mr. Leroy Morgan and Ms. Janet Evans.

"NAYS": None

Chairman McDonald-Roberts then declared the motion carried and the report approved.

Chairman Valerie McDonald-Roberts asked if there were any comments or questions from Tenant Council Presidents, Section 8 Representatives or other public comments.

There were no public comments.

Reverend Ricky V. Burgess joined the meeting at this time.

Ms. Valerie McDonald-Roberts introduced the resolutions:

RESOLUTION NO. 22 of 2014

A Resolution - Authorizing the Executive Director or other Authorized Officer to enter into a contract with Business Records Management, Inc. to provide Document/Record Storage Management and Related Services.

WHEREAS, a variety of federal, state and local regulations require the Housing Authority of the City of Pittsburgh (HACP) to retain a wide range of documents for various periods, from several years to permanent records; and

WHEREAS, on site document storage capacity at HACP offices and sites is limited; and

WHEREAS, in order to meet document retention requirements and guidelines, HACP utilizes off-site document storage services; and

WHEREAS, utilizing off-site document storage services provides the HACP with secure, climate controlled storage and provides as needed retrieval and destruction services; and

WHEREAS, on March 9, 2014 the HACP issued Requests for Proposals (RFP) number 250-01-14 Rebid seeking qualified firms to provide document storage services; and

WHEREAS, on April 11, 2014, HACP received 2 proposals in response to the RFP; and

WHEREAS, Business Records Management, Inc. was the highest ranked and responsible firm; and

WHEREAS, upon completion of the initial 3 year term, the contract will be reviewed for performance prior to the execution of the option years; and

WHEREAS, this procurement was conducted in accordance with applicable Federal, State and local procurement rules and regulations and the procurement policies and procedures of the HACP.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Executive Director or Other Authorized Officer is hereby authorized to enter into a contract with Business Records Management, Inc. for Document/Record Storage Management and Related Services for a period of three (3) years with two (2) one-year extension options for a five year total amount not-to-exceed \$70,684.56; and

Section 2. The contract is to be paid from MTW funds.

After a short discussion, Chairman McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and Rev. Ricky Burgess seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Reverend Ricky V. Burgess, Ms. Valerie McDonald Roberts, Ms. Enid Miller, Mr. Peter Kaplan, Mr. Leroy Morgan and Ms. Janet Evans.

“NAYS”: None

Chairman McDonald-Roberts then declared the motion carried and the resolution approved.

RESOLUTION NO. 23 of 2014

A Resolution - Authorizing the Executive Director or other Authorized Officer to enter into a contract with The TALX Corp. Equifax Workforce Solutions to conduct electronic universal employment income verifications on adults applying for and currently participating in the Housing Choice Voucher Program or the Low Income Public Housing Program.

WHEREAS, 24 CFR 982.516, 24 CFR 982. 551, 24 CFR 5.230 and HUD Notice PIH 2010-9 requires public housing authorities to verify the reported income of all adult household members applying for or receiving housing assistance through the Housing Choice Voucher Program or the Low Income Public Housing Program; and

WHEREAS, in order to meet this requirement, the Housing Authority of the City of Pittsburgh (“HACP”) conducts electronic universal employment income verifications on adults applying for housing assistance, and currently participating in housing assistance programs; and

WHEREAS, conducting electronic universal employment income verifications on all adult family members of applicants and participants to the Housing Choice Voucher Program and the Low Income Public Housing Program is pursuant to the Administrative Plan of the Housing Choice Voucher Program and the Admissions and Continued Occupancy Policy of the Low Income Public Housing Program; and

WHEREAS, on 5/19/2014 the HACP issued Requests for Proposals (RFP) number 400-09-14 seeking qualified firms to provide electronic universal employment income verification services; and

WHEREAS, on 6/6/2014, HACP received 2 proposals in response to the RFP; and

WHEREAS, The TALX Corp. Equifax Workforce Solutions was the highest ranked and responsible firm; and

WHEREAS, upon completion of the initial 1 year term, the contract will be reviewed for performance prior to the execution of the option years; and

WHEREAS, this procurement was conducted in accordance with applicable Federal, State and local procurement rules and regulations and the procurement policies and procedures of the HACP.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Executive Director or Other Authorized Officer is hereby authorized to enter into a contract with The TALX Corp. Equifax Workforce Solutions for Employment Income Verification Services for a period of up to 1 years with 4 one-year options in a five year total amount not-to-exceed \$280,500.00; and

Section 2. The contract is to be paid from MTW funds.

After a short discussion, Chairman McDonald-Roberts asked for a motion to approve the resolution. Peter Kaplan made a motion to approve the resolution and Leroy Morgan seconded the motion.

A vote being had thereon, the "Ayes and "Nays" were as follows:

"AYES": Reverend Ricky V. Burgess, Ms. Valerie McDonald Roberts, Ms. Enid Miller, Mr. Peter Kaplan, Mr. Leroy Morgan and Ms. Janet Evans.

"NAYS": None

Chairman McDonald-Roberts then declared the motion carried and the resolution approved.

EXECUTIVE REPORT: Executive Director Binion gave a made a brief statement as to the status of the HACP and noted that an announcement from HUD should be soon as to the Larimer grant. Mr. Binion stated there would be an executive session following the adjournment of this meeting.

ADJOURNMENT:

Chairman McDonald-Roberts asked for a motion to adjourn the meeting. Janet Evans made a motion to adjourn the meeting and Leroy Morgan seconded the motion.

The meeting was adjourned at 9:30 a.m.

EXECUTIVE SESSION: Regarding personnel issues and legal matters.



Recording Secretary