

**Housing Authority of the City of Pittsburgh**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
**Thursday, May 26, 2016**  
**200 Ross Street**  
**13<sup>th</sup> Floor Wherrett Room**  
**Pittsburgh, PA 15219**

The Housing Authority of the City of Pittsburgh (HACP) held a regular Board meeting on Thursday, May 26, 2016 at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

Ms. Valerie McDonald-Roberts, Chairperson, called the meeting to order. The Commissioners in attendance were: Ms. Valerie McDonald-Roberts, Mr. Peter Kaplan, Mr. Leroy Morgan, Mr. Richard Butler and Rev. Ricky Burgess.

Ms. Janet Evans and Ms. Enid Miler were not in attendance.

Next, the Chairwoman noted that the Board members had previously received a copy of the April 28, 2016 Board Meeting Minutes and asked for a motion to approve the minutes. Peter Kaplan made a motion to approve the minutes and Rev. Burgess seconded the motion.

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

"AYES": Peter Kaplan, Valerie McDonald-Roberts  
Richard Butler, Leroy Morgan and Rev. Burgess.

"NAYS": None

Chair McDonald-Roberts declared the motion carried and the minutes approved.

Next the Chair noted that the board received a copy of the monthly Activity Report.

David Weber, COO, gave a brief statement on the activity report which was previously provided to the board. Ms. McDonald-Roberts asked for a motion to approve the Activity Report. Rev. Ricky Burgess made a motion and Leroy Morgan seconded the motion to approve the Activity Report, after which a vote being had thereon, the "Ayes and "Nays" were as follows:

"AYES": Peter Kaplan, Valerie McDonald-Roberts, Richard Butler,  
Leroy Morgan and Rev. Ricky Burgess.

"NAYS": None

The Chair next asked if there were any comments or questions from Tenant Council Presidents, Section 8 Representatives or other public comments.

At this time Mr. Kent Bey of Bedford approached the board/table for comments. Mr. Bey passed out a flyer to the Commissioners for the *Moorish Costume Ball*, an annual community event Mr. Bey is organizing/hosting and asked for any support the housing authority could provide.

There were no other public comments.

Next, Ms. McDonald-Roberts introduced the following resolutions:

### **RESOLUTION NO. 19 OF 2016**

#### **A Resolution – Authorizing the Executive Director or his designee to Enter Into a Professional Services Task-Order Contract for Professional ADA/ UFAS Third Party Certification Services with EMG**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) is required by the U.S. Department of Housing and Urban Development (HUD) to provide accessible housing in all new developments; and

**WHEREAS**, accessible dwelling units, common areas, accessible routes, sites and non-housing programs must meet the requirements of Section 504 of the Rehabilitation Act of 1973 and the Uniform Federal Accessibility Standards (UFAS); and

**WHEREAS**, the HACP finds it prudent to obtain an ADA/UFAS Third Party Certification consultant to assist with verifying that the requirements of UFAS, and where applicable, the standards under the Americans with Disabilities Act (ADA) and the Fair Housing Act are met in construction and rehabilitation projects; and

**WHEREAS**, on March 14, 2016, the HACP issued a Request for Proposals RFP #750-19-16 for a Professional ADA/ UFAS Third Party Certification consultant; and

**WHEREAS**, on April 1, 2016, the HACP received no proposals in response to RFP #750-19-16; and

**WHEREAS**, on April 10, 2016, the HACP re-issued a Request for Proposals RFP #750-19-16 Rebid for a Professional ADA/ UFAS Third Party Certification consultant; and

**WHEREAS**, April 29, 2016, the HACP received two (2) proposals in response to its RFP #750-19-16 Rebid; and

**WHEREAS**, EMG was the highest ranked responsive and responsible firm; and

**WHEREAS**, the HACP has performed a responsive and responsibility determination for the selected firm; 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 his designee is hereby authorized to enter into a contract with EMG for compliance with Section 504 and Uniform Federal Accessibility Standards, and where applicable, the standards under the Americans with Disabilities Act (ADA) and the Fair Housing Act in a not-to-exceed amount of \$121,000.00 for a period of three (3) years with two (2) approved one (1) year contract extension options. The contract is to be paid from Moving To Work (MTW) funds.

Valerie McDonald-Roberts asked for a motion to approve the resolution. Peter Kaplan made a motion to approve and Leroy Morgan seconded the motion. Ms. McDonald-Roberts asked if there was any discussion. As there was no discussion:

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

“AYES”: Peter Kaplan, Valerie McDonald-Roberts, Richard Butler,  
Leroy Morgan and Rev. Ricky Burgess.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

### **RESOLUTION NO. 20 OF 2016**

**A Resolution – Authorizing the Executive Director or his designee to enter into a contract with Machine Age LLC, to provide an Audio/ Video Education and Training Program in the Northview Heights and Bedford Hope Center Audio/Video Studios**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) owns and operates state of the art audio/ video studios, dubbed the “Creative Arts Corner”, in Northview Heights and Bedford Dwellings; and

**WHEREAS**, the HACP intends to continue utilizing the studios as learning centers for children and young adults with an interest in or talent for audio/video production as well as the performing arts; and

**WHEREAS**, in January 2016, the HACP issued a Request for Proposals (RFP 800-02-16) to locate a service provider to conduct an audio/video training program for a three (3) year term with options for the Authority to extend the term for a fourth (4) and/or fifth (5) year based on its satisfaction with the contractor’s work; and

**WHEREAS**, the HACP issued a rebid for RFP 800-02-16 in February 2016; and

**WHEREAS**, the HACP received proposals from two (2) vendors: Machine Age LLC and PCTV; and

**WHEREAS**, Machine Age LLC, is the highest ranked responsive and responsible firm; and

**WHEREAS**, HACP has performed financial capacity reviews for Machine Age LLC and reference checks for the firm's prior work on similar projects and all references indicated that the selected firms had performed to their satisfaction; and

**WHEREAS**, the HACP seeks to enter into a contract with Machine Age, Inc. LLC for a period of three (3) years with HACP holding an option to extend the contract for a fourth (4) and fifth (5) year based on satisfaction. The total amount for the Machine Age contract is not to exceed \$353,280 for a five (5) year period; and

**WHEREAS**, the procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations and the procurement policy and procedures of the Housing Authority of the City of Pittsburgh; and

**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 his designee is hereby authorized to execute a contract with Machine Age Inc., LLC, for a period of three (3) years with optional extensions for a fourth (4) and fifth (5) year. The contract is not to exceed \$353,280 and shall be paid from Moving To Work (MTW) funds.

Valerie McDonald-Roberts asked for a motion to approve the resolution. Rev. Burgess made a motion to approve and Peter Kaplan seconded the motion. Ms. McDonald-Roberts asked if there was any discussion. After a brief discussion:

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

"AYES": Peter Kaplan, Valerie McDonald-Roberts, Richard Butler,  
Leroy Morgan and Rev. Ricky Burgess.

"NAYS": None

The Chair declared the motion carried and the resolution approved.

**RESOLUTION NO. 21 OF 2016**

**A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$37,516.78 from the Tenant Accounts Receivable for the months January 2016 through March 2016**

**WHEREAS**, the net amount of past-due accounts of tenants who are no longer occupying a dwelling unit and who have not responded to collection notices from the Housing Authority of the City of Pittsburgh during the months of January 1, 2016 through March 31, 2016 was \$37,516.78; and

**WHEREAS**, reasonable means of collection have been exhausted against these accounts; and

**WHEREAS**, the total collection losses written off from the tenant accounts receivable balance is \$37,516.78 which is 1.90% of the total rent and associated charges of \$1,978,712.65 for the 1st quarter of 2016:

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

**Section 1.** The Executive Director’s decision to write off collection losses of \$37,516.78 from the tenant accounts receivable balance for January 1, 2016 through March 31, 2016 is hereby ratified.

Valerie McDonald-Roberts asked for a motion to approve the resolution. Peter Kaplan made a motion to approve and Leroy Morgan seconded the motion. Ms. McDonald-Roberts asked if there was any discussion. After a brief discussion:

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

“AYES”: Peter Kaplan, Valerie McDonald-Roberts, Richard Butler,  
Leroy Morgan and Rev. Ricky Burgess.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

**EXECUTIVE REPORT:** Mr. Binion addressed the board and spoke briefly regarding the reports that were previously provided to the board.

**NEW BUSINESS:** There was no new business.

**AJOURNMENT:**

Valerie McDonald-Roberts, Chair, asked for a motion to adjourn the meeting. Rev. Burgess

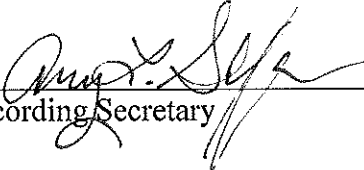
made a motion to adjourn the meeting and Leroy Morgan seconded the motion. The "AYES" and "NAYS" were as follows:

"AYES": Peter Kaplan, Valerie McDonald-Roberts  
Richard Butler, Leroy Morgan and Rev. Burgess.

"NAYS": None.

Chair McDonald-Roberts declared the motion carried and the meeting adjourned.

The meeting adjourned at 10:50 a.m.

  
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Recording Secretary