

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
Thursday, November 20, 2014
200 Ross Street
9TH Floor Board Room
Pittsburgh, PA 15219

The Housing Authority of the City of Pittsburgh (the "HACP") held a regular Board meeting on Thursday, November 20, 2014 at 200 Ross Street; 9th Floor Board Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

Valerie McDonald-Roberts, Chairperson, called the meeting to order. The Commissioners in attendance were: Rev. Ricky Burgess, Ms. Enid Miller, Ms. Janet Evans, Ms. Valerie McDonald-Roberts, Mr. Peter Kaplan, Mr. Leroy Morgan and Ms. Lena Andrews.

At this time, the Chairman, Valerie McDonald-Roberts, noted that the Board members had previously received a copy of the October 23, 2014 Board Meeting Minutes and asked for a motion to approve the minutes. Peter Kaplan made a motion to approve the minutes and Rev. Ricky Burgess seconded the motion.

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

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

"NAYS": None

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

Chairman Valerie McDonald-Roberts introduced the HACP Activity Report for October 2014 ("the Report") and asked if there was a motion to approve the Report (after a brief oral report by Ms. Joy Miller). Peter Kaplan made a motion to approve the Report and Lena Andrews seconded the motion.

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

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

"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.

Next the Chair, Valerie McDonald-Roberts, introduced the resolutions:

RESOLUTION NO. 53 OF 2014

A Resolution – Ratifying the Executive Director’s decision to execute a Contract Addendum with Pittsburgh Property Maintenance to provide landscaping and grass cutting Authority-Wide.

WHEREAS, on August 24, 2012, pursuant to Board Resolution #16 of 2012, the Housing Authority of the City of Pittsburgh (HACP) entered into a Professional Services Agreement with Pittsburgh Property Maintenance, Inc. (PPM) for Landscaping and Grass Cutting Authority Wide with Resident Participation and Training; and

WHEREAS, over the course of the contract, the volume and frequency of grass cutting, landscaping, grounds keeping, and related work was greater than originally projected; and

WHEREAS, a modification to increase the dollar amount of the contract to allow for completion of grass cutting and fall cleanup was needed. Delays in processing the modification would negatively impact property curb appeal and might prevent completion of the work prior to the full onset of winter weather conditions; and

WHEREAS, the Executive Director, with the concurrence of the Chairman of the Board of Commissioners, authorized execution of the addendum to prevent delays in completing the scheduled fall work; and

WHEREAS, the amount of the contract was increased by 16.5% to allow for completion of grass cutting and fall clean-ups as scheduled.

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

Section 1. The Executive Director's decision to execute an addendum to the contract with Pittsburgh Property Maintenance, Inc. for Landscaping and Grass Cutting Authority Wide with Resident Participation and Training is hereby approved; and

Section 2. The approved addendum increases the total not-to-exceed amount by 16.5% for a revised not-to-exceed amount of \$1,859,476.44.

Valerie McDonald Roberts asked for a motion: Janet Evans made a motion to approve the resolution and Enid Miller seconded the motion.

At this time there was a brief discussion as to this resolution. After a discussion:

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

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

"NAYS": None

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

RESOLUTION NO. 54 of 2014

A Resolution approving Revisions to the Low Income Public Housing (LIPH) Admissions and Continued Occupancy Policy (ACOP).

Valerie McDonald Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and Enid Miller seconded the motion.

WHEREAS, the U.S. Department of Housing and Urban Development Regulations require public housing authorities to adopt an Admissions and Continued Occupancy Policy (ACOP) that establishes the policies and procedures for operation of the Low-Income Public Housing

(LIPH) Program to ensure consistent and fair treatment of program participants and applicants, and to ensure equal access to the opportunity to benefit from the program; and

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) adopted its current ACOP on March 28, 2013, with amendments on December 19, 2013; and

WHEREAS, the current ACOP must be revised to ensure consistency with federal regulations, state law, HACP policy and practice, and to make policy changes that will improve the efficiency, consistency of program operation and respond to changing local conditions; and

WHEREAS, the proposed revisions to the ACOP would revise and replace certain existing provisions under the current Policy; and

WHEREAS, the proposed revisions to the ACOP were made available for public review and comment from October 13, 2014 through November 11, 2014 at HACP Administrative Offices and on the HACP website; and

WHEREAS, the proposed revisions to the ACOP were reviewed and discussed at the October and November 2014 Resident Advisory Board (RAB) Meetings; and

WHEREAS, the HACP provided public notice regarding the availability of the proposed changes for review and comment and gave full consideration to all comments received.

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

Section 1. The revisions to the Low Income Public Housing (LIPH) Admissions and Continued Occupancy Policy (ACOP), attached hereto as Exhibit A, are hereby approved.

Valerie McDonald Roberts asked for a motion: Enid Miller made a motion to approve the resolution and Janet Evans seconded the motion.

After a brief discussion, A vote being had thereon, the "Ayes and "Nays" were as follows:

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

"NAYS": None

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

RESOLUTION NO. 55 of 2014

A Resolution – Authorizing the Executive Director or Other Authorized Officer to Enter Into contracts with Mentors Community Wealth Building, Inc., The Trade Institute of Pittsburgh, and the Community Empowerment Association for Construction Trades Training and Job Readiness Training Services.

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) strives to assist residents to prepare for secure employment and to increase the number of persons employed in opportunities subject to the employment goals of Section 3 of the Housing Act of 1968 and the HACP Section 3 Policy; and

WHEREAS, in July, 2014 HACP issued Request For Proposals (RFP) #150-08-14 Re-Bid for Construction Trades Training Programs; and

WHEREAS, on August 15, 2014, HACP received five (5) proposals; and

WHEREAS, in order to provide training options to HACP residents and a range of training programs, HACP seeks to enter into agreements with the three highest ranked and responsive proposers; and

WHEREAS, the proposals from Mentors Community Wealth Building, the Trade Institute of Pittsburgh, and the Community Empowerment Association were the highest ranked responsive and responsible bidders; and

WHEREAS, in order to maximize the impact of the limited budget available for this program and ensure maximum impact of the training programs, HACP is proposing a performance funding mechanism that will reimburse the selected vendors based on enrollments, specific program attainments, graduations and job or advanced training placements achieved by program participants; and

WHEREAS, this procurement was conducted in accordance with applicable federal/state procurement rules/regulations and the procurement policies/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 contracts with Mentors Community Wealth Building in an amount not to exceed \$70,000 for one year with an initial authorization of \$35,000; The Trade Institute of Pittsburgh in an amount not to exceed \$100,000 for one year with an initial authorization of \$50,000, and the Community Empowerment Association for a not to exceed amount of \$100,000 for one year with an initial authorization of \$50,000, for Construction Trades Training and Job Readiness Training Services; and

Section 2. The total amount budgeted and authorized is \$140,000 for one year; and

Section 3. The Executive Director or other Authorized Officer is hereby authorized to shift funding and authorizations between contractors based upon their invoiced performance amounts; and

Section 4. The contracts shall include two (2) one (1) year extension options.

Valerie McDonald Roberts asked for a motion: Peter Kaplan made a motion to approve the resolution and Rev. Ricky Burgess seconded the motion.

After a brief discussion, A vote being had thereon, the "Ayes and "Nays" were as follows:

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

"NAYS": None

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

RESOLUTION NO. 56 OF 2014

A Resolution – Authorizing the Executive Director or his Designee to Issue a Task Order Notice to Proceed to Renaissance 3 Architects PC for Professional Architectural /Engineering Services for design of Additional Scope Items for the Caliguiri Plaza Window & Exterior Insulating Finish System ("EIFS") Replacement Project.

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is in the process of designing several construction projects through the use of professional Architectural/Engineering (A/E) services; and

WHEREAS, in Board Resolution 50 of 2013, the Board approved the pre-qualification of eight (8) A/E firms under Professional Services Task Order contracts, and any individual Task Order exceeding \$50,000 are subject to Board approval; and

WHEREAS, in Board Resolution 18 of 2014, the Board approved a Task Order Notice to Proceed to Renaissance 3 Architects PC for Professional A/E Services to design the Caliguiri Window & Exterior Insulating Finish System (EIFS) Replacement Project; and

WHEREAS, during the course of the design it was determined that additional design services outside of the original task order were required; and

WHEREAS, on October 23, 2014, HACP received a proposal for additional Professional A/E Services outside of the original task order; and

WHEREAS, HACP has determined that Renaissance 3 Architects PC proposal is acceptable in the amount of \$127,560.00, which is 108% of the Independent Cost Estimate of \$118,599.88; and

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

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

Section 1. That the Executive Director or his designee is hereby authorized to issue a Task Order Notice to Proceed to Renaissance 3 Architects PC for additional Professional Architectural/Engineering (A/E) Services outside of the original task order; and

Section 2. The task order not-to-exceed the amount of \$127,560.00 and shall be paid from MTW funds.

Valerie McDonald Roberts asked for a motion: Janet Evans made a motion to approve the resolution and Enid Miller seconded the motion.

After a brief discussion, A vote being had thereon, the "Ayes and "Nays" were as follows:

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

"NAYS": None

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

RESOLUTION NO. 57 OF 2014

A Resolution – Authorizing the Executive Director or his Designee to Issue a Task Order Notice to Proceed to Gerard Associates Architects ("GAA") for Professional Architectural /Engineering Services for Various Renovations and Upgrades to the Bedford Hope Center.

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is in the process of designing several construction projects through the use of professional Architectural/Engineering services; and

WHEREAS, in Board Resolution 50 of 2013, the Board approved the pre-qualification of eight (8) Architectural/Engineering (“A/E”) firms under Professional Services Task Order contracts, and any individual Task Order exceeding \$50,000 are subject to Board approval; and

WHEREAS, on October 10, 2014, HACP issued two (2) Request for Task Order Proposals (RFTOP) to two (2) firms under contract with HACP to submit proposals to provide professional A/E Services for design of Various Renovations and Upgrades to the Bedford Hope Center; and

WHEREAS, on October 31, 2014, HACP received two (2) proposals for professional Architectural/Engineering Services in response to the RFTOPs; and

WHEREAS, an evaluation committee was assembled to evaluate the RFTOP responses received for the professional Architectural/Engineering Services; and

WHEREAS, HACP has determined that GAA as the responsive and responsible respondent, highest ranked A/E for the design of Various Renovations and Upgrades to the Bedford Hope Center in the amount of \$63,788.00, which is 106% of the Independent Cost Estimate of \$60,414.68; and

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

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

Section 1. That the Executive Director or his designee is hereby authorized to issue a Task Order Notice to Proceed to GAA for Professional Architectural/Engineering Services Renovations and Upgrades to the Bedford Hope Center; and

Section 2. The task order not-to-exceed the amount of \$63,788.00 and shall be paid from MTW funds.

Valerie McDonald Roberts asked for a motion: Enid Miller made a motion to approve the resolution and Peter Kaplan seconded the motion.

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

“AYES”: Ms. Janet Evans, Mr. Peter Kaplan, Ms. Lena Andrews, Mr. Leroy Morgan, Ms. Enid Miller, Ms. Valerie McDonald-Roberts and Rev. Ricky Burgess.

“NAYS”: None

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

RESOLUTION NO. 58 of 2014

A Resolution – Authorizing the Executive Director or Other Authorized Officer to Enter Into an Intergovernmental Agreement with the Allegheny County Department of Human Services for Domestic Violence Prevention/Mediation Services, Senior Living Enhancement Program, Homeownership Program Services and Mental Health Counseling Services.

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) continues to experience a high rate of domestic violence and resident conflict activity on its properties and must maintain activities, including community engagement, in order to continue carrying out its mission of providing safe, decent, affordable housing; and

WHEREAS, the HACP Department of Resident Self Sufficiency has identified the need to provide specific services to enable senior and disabled residents to improve their quality of life and maintain safe, independent living; and

WHEREAS, the HACP Department of Resident Self Sufficiency has identified the need to provide community mental health and drug and alcohol services in its communities to encourage residents to seek treatment in order to retain their housing and to ensure a safe environment for all residents; and

WHEREAS, the HACP Department of Resident Self Sufficiency has identified the need to provide Domestic Violence Prevention/Mediation services in its communities to encourage residents to seek support order to retain their housing and to ensure a safe environment for all residents; and

WHEREAS, the HACP Department of Resident Self Sufficiency has identified the need to provide homeownership education services for eligible residents as a part of its Moving To Work Homeownership Program to encourage and support residents to pursue self-sufficiency and homeownership; and

WHEREAS, the HACP Department of Resident Self Sufficiency has partnered with the Allegheny County Department of Human Services to expand the scope of existing programs to provide enhanced levels of Domestic Violence Prevention/Mediation Services, Senior Living Enhancement Program, Mental Health and Drug and Alcohol counseling services and Homeownership Education program services in HACP communities; and,

WHEREAS, the U.S. Department of Housing and Urban Development authorizes the use of Intergovernmental Agreements and has issued regulations governing such agreements; and

WHEREAS, the HACP's support of the foregoing services will complement and leverage additional support provided by private foundations and other government sources, including the Allegheny County Department of Human Services domestic violence prevention/mediation services, senior services, and resident stability and employment initiatives.

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 an Intergovernmental Agreement with the Allegheny County Department of Human Services for Domestic Violence Prevention/Mediation Services, Senior Living Enhancement Program, Homeownership Program Services and Mental Health and Drug and Alcohol Treatment services for a period not to exceed 12 months.

Section 2. The Intergovernmental Agreement authorized in Section 1 shall not exceed a total cost of \$300,000, to be paid from MTW funds.

Section 3. The Intergovernmental Agreement authorized in Section 1 shall conform to the requirements of 24 CFR 85.37 [b] [5] governing the award of subgrantee agreements.

Valerie McDonald Roberts asked for a motion: Janet Evans made a motion to approve the resolution and Leroy Morgan seconded the motion.

After a brief discussion, A vote being had thereon, the "Ayes and "Nays" were as follows:

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

"NAYS": None

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

RESOLUTION NO. 59 OF 2014

A Resolution – Authorizing the Executive Director or his Designee to enter into a Contract with The Hartford Life and Accident Insurance Company for the Housing Authority for the City of Pittsburgh (HACP) Employee Group Term Life Insurance, Accidental Death and Dismemberment Insurance and Group Long Term Disability Insurance

WHEREAS, The Housing Authority of the City of Pittsburgh (HACP), in accordance with its policy and per its Collective Bargaining Agreements, provides Term Life, Accidental Death and Dismemberment and Long Term Disability insurance to its full time union and non-union employees; and

WHEREAS, the HACP 's contract with Lincoln Financial Group for employee Group Term Life Insurance, Accidental Death and Dismemberment, and Long Term Disability benefits expires on December 31, 2014; and

WHEREAS, the HACP issued an RFP and the highest ranked proposer is The Hartford Life and Accident Insurance Company; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state and local laws and regulations and the procurement policies and procedures of the HACP.

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

Section 1. The Executive Director or his designee is authorized to enter into an agreement with The Hartford Life and Accident Insurance Company for Group Term Life Insurance, Accidental Death and Dismemberment Insurance and Group Long Term Disability Insurance for a three (3) year period not to exceed \$ 635,000.00 for three (3) years; and

Section 2. The cost of these contracts is to be paid for from MTW funds and employee contributions.

Valerie McDonald Roberts asked for a motion: Enid Miller made a motion to approve the resolution and Rev. Ricky Burgess seconded the motion.

After a brief discussion, A vote being had thereon, the "Ayes and "Nays" were as follows:

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

"NAYS": None

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

RESOLUTION NO. 60 of 2014

A Resolution –Authorizing the Executive Director or his Designee to Enter into Contracts for Employee Health/Prescription, Dental and Vision Benefits.

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP), by its policy and as required in its Collective Bargaining Agreements, provides medical, dental and vision benefits to its union and non-union employees; and

WHEREAS, HACP's existing/former contracts with the University of Pittsburgh Medical Center (UPMC) for Exclusive Provider Organization (EPO) and Point of Service (POS) Health and Prescription Drug benefits, Humana for Dental benefits, and UPMC Vision Advantage for Vision benefits for employee and dependent coverage will expire on December 31, 2014; and

WHEREAS, the HACP issued an RFP and the highest ranked proposers in each area were University of Pittsburgh Medical Center Health Plan (UPMC) for health, Vision Benefits of America (VBA) for vision, and Delta Dental for Dental coverage; and

WHEREAS, this procurement was conducted in accordance with federal, state and local laws and regulations and the procurement policies and procedures of the Housing Authority of the City of Pittsburgh (HACP).

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

Section 1. The Executive Director or his designee is authorized to enter into an agreement with UPMC Health Plan for Health and Prescription coverage, VBA for Vision coverage, and Delta Dental for Dental Coverage, each for a period of three (3) years, in amounts not to exceed \$13,000,000.00 (health and prescription), \$85,000.00 (vision), and \$530,000.00 (dental) for three (3) years; and

Section 2. The cost of these contracts is to be paid for from MTW funds and employee contributions.

Valerie McDonald Roberts asked for a motion: Janet Evans made a motion to approve the resolution and Peter Kaplan seconded the motion.

After a brief discussion, A vote being had thereon, the "Ayes and "Nays" were as follows:

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

"NAYS": None

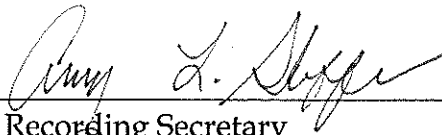
Chairman McDonald-Roberts then declared the motion carried and the resolution approved.

At this time Lena Andrews adjourned from the meeting for another obligation.

EXECUTIVE REPORT: Executive Director Binion gave a brief report on the status of the housing authority.

There being no further discussion, Chairman McDonald-Roberts asked for a motion to adjourn the meeting. Janet Evans made a motion to adjourn the meeting and Enid Miller seconded the motion.

The meeting was adjourned at 11:10 a.m.



Recording Secretary