

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
March 26, 2020
VIA ZOOM

The Housing Authority of the City of Pittsburgh (HACP) held a regularly scheduled Board meeting on Thursday, February 27, 2020 via **ZOOM**. The meeting began @ 10:30 a.m.

Valerie McDonald-Roberts, chaired the meeting and called the meeting to order. The Commissioners in attendance at that time were: Valerie McDonald-Roberts, Enid Miller, Peter Kaplan, Alex Laroco and Janet Evans. Cheryl Gainey was not in attendance.

Next, the Chair noted that the Board members previously received a copy of the February 27, 2020 Board Meeting Minutes and asked for a motion to approve the minutes. Janet Evans made a motion to approve the minutes and Alex Laroco seconded the motion.

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

“AYES”: Peter Kaplan, Janet Evans, Rev. Ricky Burgess,
Valerie McDoanld-Roberts, Enid Miller and Alex Laroco

“NAYS”: None

The Chair declared the motion carried and the minutes approved.

Valerie McDonald-Roberts asked for a motion to approve the previously received Activity Reports for February 2020. Peter Kaplan made a motion to approve the Activity Report and Alex Laroco seconded the motion.

Michelle Sandidge, Chief Communications Officer, spoke about the recent activities of the agency and its response to the COVID19 pandemic. A summary is below:

OPERATIONS

- Monitoring situation to follow guidelines set by health/gov’t officials
- Offices closed and staff working from home
- Moratorium on rent-related evictions
- Minimizing service disruptions
- still processing rent-payments and increases, RFTAs, annual recertifications, interim recertifications, and contracts

RSS

- Still working with residents to check-in, refer people to helpful services/resources, and stabilize emergency situations
 - received 3 referrals and helped them all
- Partnered with PPS and 412 Food Rescue to bring PPS meal program to four communities: Homewood, Northview, Allegheny, Glen Hazel
 - No longer in Homewood
- Partnered with other food providers (like Oakmont Bakery and Dancing Crab) and 412 to maximize food distribution
 - Will continue to collaborate to get food to residents
- Staff meetings moved to Zoom
- Computer Program helping IT set people up to work remotely
- Grants activity continuing

HUMAN RESOURCES

- Kept staff informed by sending information, brochures, and updates
- Identified and sent home vulnerable staff first
- Identified who was able to work remotely to maximize service while offices are closed
- Developed Field Emergency Team and Service Emergency Team
 - Obtained PPE (Personal Protective Equipment) for field staff
- Worked with vendors to ensure benefits continue
- Moved interviews, trainings, on-boardings, and meetings online
- Set up system to continue pay

Check out hacp.org/covid-19 for more information

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

“AYES”: Peter Kaplan, Rev. Ricky Burgess, Enid Miller, Janet Evans
Valerie McDoanld-Roberts and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the Activity Report approved.

Next Chair, McDonald-Roberts asked at this time if anyone wanted to address the Board of Commissioners: There were no public comments. There also were no public comments posted to our website that was provided on the HACP website prior to the meeting.

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

RESOLUTION No. 12 of 2020

A Resolution – Authorizing the Executive Director to approve the Utility Allowance Schedule for 2020

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that public housing authorities maintain up-to-date Utility Allowance schedules in accordance to 24 CFR 965.507; and

WHEREAS, public housing authorities must establish Utility Allowance schedules based upon the typical cost of utilities and services paid by energy conservative households that occupy housing of similar size and type in the same locality; and

WHEREAS, public housing authorities must appropriately classify utilities and services into categories defined by HUD; and

WHEREAS, public housing authorities must review their Utility Allowance schedule each year; and

WHEREAS, public housing authorities must revise any allowance for a utility category if there has been a change of ten percent (10%) or more in the utility rate since the last time the utility allowance schedule was revised; and

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP), Low Income Public Housing Program (LIPH) to meet federal guidelines and requirements, contracts with a utility consultant and revises its allowances each year to reflect the most up to date cost; and

WHEREAS, staff recommends the adoption of proposed Utility Allowance schedule, attached hereto as Exhibits A.

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

Section 1. The proposed Utility Allowance schedule is hereby adopted, subject to HUD approval, if required; and

Section 2. The Executive Director of the Housing Authority of the City of Pittsburgh is hereby authorized to update Utility Allowance schedule effective May 1, 2020; and

Section 3. The amount designated shall be paid from program income and/or Moving To Work (MTW) funds.

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

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

“AYES”: Peter Kaplan, Rev. Ricky Burgess, Enid Miller, Janet Evans
Valerie McDonald-Roberts and Alex Laroco

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 13 of 2020

A Resolution – Authorizing the Executive Director or his Designee to Enter into an General Construction Contract with TBI Contracting, Inc. for Building #74 Upgrades at Northview Heights, AMP-09

WHEREAS, The Housing Authority City of Pittsburgh (HACP) has determined that that the exterior stairwell doors as well as the unit doors and associated windows at Northview Heights Building #74 are in need of replacement to bring the doors to appropriate fire-rating and to modernize the building (Project); and

WHEREAS, the HACP has retained D&D Engineering to define the appropriate Project scope; and

WHEREAS, on February 9, 2020, the HACP advertised Invitation for Bids (IFB) #600-42-19 REBID seeking qualified firms to perform the necessary upgrades, and on March 9, 2020, the HACP received two (2) bids for general construction work in response to the IFB; and

WHEREAS, TBI Contracting Inc., is the lowest responsive and responsible general construction bidder with a bid amount stat of \$448,000.00 and will be subject to the completion of the HACP’s due diligence and the Pittsburgh Equal Opportunity Review Commission’s (EORC) approval; 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 that:

Section 1. The Executive Director or his Designee is hereby authorized to enter into contracts in an amount not to exceed \$448,000.00 with TBI Contracting Inc. for the Northview Heights Building #74; and

Section 2. The total amount of the contracts shall be paid from program income and/or Moving To Work (MTW) funds. b

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

“AYES”: Peter Kaplan, Enid Miller, Janet Evans
Valerie McDonald-Roberts, Alex Laroco and Rev. Ricky Burgess

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 14 of 2020

A Resolution – Authorizing the Executive Director or his Designee to execute an Addendum to an Existing Contract Awarded to The Housing Authority Insurance Group (HAIG) and Arthur J. Gallagher Risk Management Services for Insurance and to Pay Insurance Premiums and Deductibles

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required by both 24 C.F.R./2 CFR 200 Section 965.201 et seq. and its Annual Contributions Contract with the United States Department of Housing and Urban Development (HUD) to have insurance coverage; and

WHEREAS, on December 19, 2019, the HACP approved Resolution 52 of 2019 (attached) to obtain said insurance coverage for calendar year 2020 with a one year extension through calendar year 2021;

WHEREAS, HACP has been informed by The Gleason Agency, a division of Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) that the premium for calendar year 2020 for Directors and Officers/Employment Practices Insurance will increase to \$79,960.00 with a deductible of \$75,000 per year from the original amount included in Resolution 52 of 2019.

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 pay Gallagher \$79,960.00 for the insurance coverage for the Directors and Officers/ Employment Practices Insurance with a deductible increase from \$50,000 to \$75,000 per year for coverage from January 1, 2020 through January 1, 2021; and

Section 2. The premiums for these coverages shall be payable from program income and/or Moving to Work (MTW) funds; and

Section 3. Exhibit A of the Board Resolution 52 of 2019 shall be replaced with Exhibit A below.

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

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

“AYES”: Peter Kaplan, Rev. Ricky Burgess, Enid Miller, Janet Evans
Valerie McDonald-Roberts and Alex Laroco

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 15 of 2020

A Resolution – Ratifying the Executive Director’s decision to write-off Collection Losses in the amount of \$72,067.60 from Tenant Accounts Receivable for the months of October 2019 through December 2019

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 (HACP) during the months of October 1, 2019 through December 31, 2019 was \$72,067.60; and

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

WHEREAS, the total collection losses written off from the Tenant Accounts Receivables (TARs) balance is \$72,067.60 which is 3.47% of the total rent and associated charges of \$2,079,539.81 for the 4th quarter of 2019.

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 \$72,067.60 from the tenant accounts receivable balance for October 1, 2019 through December 31, 2019 is hereby ratified.

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. After a discussion:

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

“AYES”: Peter Kaplan, Rev. Ricky Burgess, Enid Miller, Janet Evans
Valerie McDonald-Roberts and Alex Laroco

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

There were no more resolutions.

EXECUTIVE REPORT: The Board has previously received a copy of the Operations, Activity and Executive Reports. Mr. Binion thanked the staff for all of their hard work during the COVID19 crisis. He also spoke about how the HACP stepped up to the task of being prepared for the crisis and working hard to make sure all staff and especially residents were/are taken care of as they always have.

NEW BUSINESS There was no more new business.

AJOURNMENT: The Chair asked for a motion to adjourn the meeting. Janet Evans made motion to adjourn and Peter Kaplan seconded the motion.

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

“AYES”: Peter Kaplan, Enid Miller, Rev. Ricky Burgess, Janet Evans,
Alex Laroco and Valerie McDonald-Roberts

“NAYS”: None

Mrs. McDonald-Roberts declared the motion carried and the resolution approved.

Recording Secretary