

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
MARCH 25, 2021
VIA ZOOM WEBINAR

The Housing Authority of the City of Pittsburgh (HACP) held a regularly scheduled Board meeting on Thursday, March 25, 2021 via ZOOM Webinar conferencing. The meeting began @ 10:30 a.m.

Valerie McDonald-Roberts chaired the meeting and called the meeting to order. The Commissioners in attendance were: Mrs. Valerie McDonald-Roberts, Mr. Alex Laroco, Rev. Rick Burgess, Ms. Cheryl Gainey, Tammy Thompson and Ms. Janet Evans. Majestic Lane was unable to attend the meeting due to technical difficulties.

Next, the Chair noted that the Board members previously received a copy of the February 25, 2021, Board Meeting Minutes and asked for a motion to approve the minutes. Tammy Thompson made a motion to approve the minutes and Cheryl Gainey seconded the motion.

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

“AYES”: Valerie McDonald-Roberts, Alex Laroco, Cheryl Gainey,
Tammy Thompson, Janet Evans, and Rev. Ricky Burgess.

“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 from February 2021. Cheryl Gainey made a motion to approve the Activity Report and Janet Evans seconded the motion.

Michelle Sandidge, Chief Communications Officer, reported on the following:

Check out the HACP on Comcast Newsmakers, a national interview program that provides news and information from people and organizations making a difference. It connects viewers to the important issues, events and organizations that are shaping our community. Our discussion included ongoing education, Importance of being digitally connected, and eliminating hunger in our communities.

[ComcastNewsmakers.com](https://www.comcast.com/news-makers) is available now via desktop or mobile browser. To date, Comcast Internet Essentials the affordable program that we sponsor through Comcast. We have given out 1000 codes, which means that 1000 households with or without children have internet in their homes.

Lift Zones - 4 locations had speed that was 25 megs - Comcast increased the megs to 50megs.

WOW team Virtual Coding Program with the University of Pittsburgh. The coding program is an Introduction to computer coding program for youth 14 to 17. Instructors from the school of computing host a virtual computer coding class via zoom. The students are being taught the Python coding language. The study of snakes is not Python, it’s a general purpose programming

language. It teaches website development, data science and creative software. 8 students are currently registered and participating in the class.

Vita tax numbers: Since the end of February, 72 refunds have been prepared, that equates to over 227k in refunds. Traditionally this figure doubles by the end of March.

Shout outPA Housing Directors Association (PAHDA) meeting featured HACP procurement /Section 3 with Kim Detrick and Lloyd Wilson.

Manchester and NVH and Bedford Dwellings and Allegheny and of course Larimer redevelopment community meetings are ongoing, virtual and in person. Shout out to Mod, Ops and RSS departments as well as Finance and Procurement. When do these folks sleep!!! Invite our board members to attend any meeting.

Covid 19 update

443 LIPH are 65+ and we have contacted all residents personally of that group 40% of the residents have received the COVID-19 vaccine at events that we've coordinated and another 30% have received vaccines on their own

Big shout out to NSCHC for providing shots to all 1A residents living at our Northside locations. All Three highrises and three family communities which include southside. Special recognition to HR and Project Management and RSS's Stacy, Brandy, Pat, Denise & Barbara;

Also to Devontay and Kayla, Lillian and Brandon for braving the outdoors to coordinate on site and at each high rise. This includes phone calling, door knocking, as well as setting up free transportation and scheduling appointments. Over 200 staff members also received shots from NSCHC.

Thank you to our partners: St Clair Hospital, Giant Eagle, Birmingham Foundation (MERTF) Macedonia Face and East Liberty Family Center.

(DHS Annie Nagy and Dr. Pettigrew will include us in the county mapping project)

RSS has 21,000 masks on hand. We will be starting mask Mondays in April in conjunction with our Gateway Outdoor Movie Nights.

\$66,411 was received from Synergy thanks to our wonderful HACP staff adhering to safety procedures. A big shout out to Lillian Young, Kim Detrick and Bernie McGinley.

\$60,411 (3 total scholarships) will go to the Clean Slate E3 Scholarship Fund and 6k we will let HR/Procurement keep for ongoing safety incentives.

We are pleased to announce NEED will continue to administer the program and will match our 4K with 1K of their funds and students receive 5K.

- 18-19 academic year 10 students received a total of \$38,000 with a credit of \$2,000 carried over.
- 19-20 academic year 8 students received a total of \$30,000 with a credit of \$10,000 carried over.
- 20-21 academic year 11 students received a total of \$36,000 with a credit of \$4,000 carried over.
- 80% retention and graduation rate.

The Last three years Clean Slate E3 has awarded close to \$150k in scholarships. In May look for a virtual Clean Slate E3 fundraising event sponsored by title sponsor Synergy, PNC and many more.

Ms. McDonald-Roberts asked for a vote on the Activity Report:

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

“AYES”: Valerie McDonald-Roberts, Alex Laroco, Janet Evans
Cheryl Gainey, Tammy Thompson and Rev. Ricky Burgess.

“NAYS”: None

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

PUBLIC COMMENTS: The HACP received one public comment.

Name: Megan Confer-Hammond

Want response? Yes

Want to read comments yourself at meeting? No

Comment:

Given the affordable housing crisis that has been worsened by the pandemic, housing choice vouchers are the most readily available underutilized resource for low-income Pittsburghers to access housing and to have housing choice.

Can HACP provide an update regarding the status of the mobility counseling programming for Housing Choice Voucher holders? Additionally, is HACP engaging with the City and the URA on HCV holders being included in the recently proposed \$22 million homeownership bond?

Additionally, is HACP commemorating April as fair housing month? FHP would be happy to collaborate such as highlighting the mobility counseling programming as a tool for addressing the City's racial segregation.

The HACP will respond to Ms. Confer-Hammond in writing.

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

RESOLUTION No. 11 of 2021

A Resolution – Ratifying the Executive Director’s Decision to Award a Contract to 412 Food Rescue to Implement a Mobile Food Distribution Service in Various Housing Authority of the City of Pittsburgh Communities

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has worked with 412 Food Rescue in partnership since 2016, during which time the HACP and 412 Food Rescue have drastically reduced incidences of food insecurity in the communities served by 412 Food Rescue; and

WHEREAS, 412 Food Rescue has provided essential services to the HACP communities throughout the entirety of the COVID-19 pandemic and done so without any cost to the HACP; and

WHEREAS, the HACP residents have received a number of unexpected positive results stemming from the collaboration including leadership opportunities for residents, community building and deepened community relations. 412 Food Rescue’s proposed service would also include a concerted effort to employ residents of the HACP or other low-income communities. This effort would include employment of full-time, year-round positions for a driver and assistant to man the food distribution truck and up to 12 HACP “Resident Leads” who would be employed on a part-time basis. 412 Food Rescue proposes to have two (2) resident leads employed for each site to ensure adequate capacity to conduct food deliveries at these communities; and

WHEREAS, since working with the HACP in 2016, 412 Food Rescue has conducted nearly 7,000 food deliveries for the HACP communities, which resulted in the provision of 1.4 million pounds of food – the equivalency of 1.1 million meals. The total service has an approximate value of \$3.4 million; and

WHEREAS, the HACP is seeking to develop and implement new and innovative methods that would increase the number of communities provided with food deliveries during the COVID-19 pandemic; and

WHEREAS, 412 Food Rescue has developed a concept for a Mobile Food Distribution Program that will allow the organization to provide regular food delivery services to the HACP communities of Allegheny Dwellings, Arlington Heights, Finello Pavilion, Manchester Commons, Murray Towers, and Pennsylvania-Bidwell; and

WHEREAS, 412 Food Rescue will use this new model for Food Distribution to ensure that 412 Food Rescue’s regular services are extended throughout the entire HACP Low-Income Public Housing (LIPH) system, while simultaneously exploring ways to provide service to residents of the Scattered Sites and the Housing Choice Voucher (HCV) Program; and

WHEREAS, 412 Food Rescue will use the Mobile Food Distribution Program to ensure that food delivery is safe for staff, volunteers and residents with various precautions taken to ensure and minimize the levels of contact to prevent the potential spread of COVID-19; and

WHEREAS, the HACP published a Request for Proposals (RFP) #800-34-20 Mobile Food Distribution for various Public Housing Communities on October 18, 21, 23, 25 and 28, 2020, and a Request for Proposals (RFP) #800-34-20 Mobile Food Distribution for Various Public Housing Communities (Rebid) on November 29, December 2 & 4, 2020; 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; and

WHEREAS, this procurement is being conducted as a sole source contract as 412 Food Rescue is the only organization to submit a responsive proposal to the RFP or the RFP Re-bid; and

WHEREAS, the HACP received sole source authorization for this procurement from the U.S. Department of Housing and Urban Development (HUD) on February 25, 2021.

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 the 412 Food Rescue for a not-to-exceed amount of \$874,486; and

Section 2. The duration of the contract with 412 Food Rescue should be for a period of three (3) years with options to extend for two (2) additional one (1) years for a total of five (5) years; and

Section 3. The amount designated shall be paid from program income and/or Moving To Work (MTW) funds/and or COVID-19 funds.

The Chair asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and Cheryl Gainey seconded the motion. After a discussion:

“AYES”: Valerie McDonald-Roberts, Alex Laroco, Janet Evans
Cheryl Gainey, Tammy Thompson and Rev. Ricky Burgess.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 12 of 2021

A Resolution Authorizing the Executive Director or his Designee to Award a Task Order Based Contract to CVR Associates to Provide Technical Assistance to the Housing Authority of the City of Pittsburgh for the Housing Choice Voucher Program

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is seeking assistance in making recommendations to eliminate errors, inefficiencies and increase productivity to achieve the Department of Housing and Urban Development (HUD) compliance and streamlined, efficient operations of the Housing Choice Voucher (HCV) Program; and

WHEREAS, the HACP issued a Request for Proposals (RFP) #400-12-20 for technical assistance for the HCV Program on April 12, 2020; and

WHEREAS, the HACP received two (2) proposals by the deadline; and

WHEREAS, CVR Associates was the highest scoring responsible and responsive offeror; and

WHEREAS, the 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 enter into a task order based contract in the amount of \$270,400.00 with CVR Associates for technical assistance for the Housing Choice Voucher (HCV) Program for a period of one (1) year; and

Section 2. The total one (1) year authorized amount of \$270,400.00 shall be payable from program income and/or Moving to Work (MTW) funds.

The Chair asked for a motion to approve the resolution. Alex Laroco made a motion to approve the resolution and Tammy Thompson seconded the motion. After a discussion:

“AYES”: Valerie McDonald-Roberts, Alex Laroco, Janet Evans,
Cheryl Gainey, Tammy Thompson and Rev. Ricky Burgess.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 13 of 2021

A Resolution - Approving the Corrected Housing Choice Voucher Utility Allowance Schedule for Fiscal Year 2021

WHEREAS, the U.S. Department of Housing and Development (HUD) require that public housing authorities maintain up-to-date Utility Allowance Schedules in accordance with 24 CFR 982.517; 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’s (HACP), Housing Choice Voucher (HCV) Program, 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, the HACP staff recommended the adoption of the proposed HCV Program Utility Allowance Schedule, Exhibit A that was attached to the October 22, 2020 Board Resolution; and

WHEREAS, in February of 2021 it was discovered that the Nelrod Company, who provided the updated Utility Charts to the HACP inadvertently provided an incorrect number for the standard Energy Efficient/green retrofit detached home natural gas (heating) allowances; and

WHEREAS, the Nelrod Company corrected the mistake and sent the HACP an updated Utility Chart for the HCV Program for Fiscal Year (FY) 2021.

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

Section 1. The revised proposed FY 2021 Utility Allowance Schedule is hereby adopted; and

Section 2. The Executive Director or his Designee is hereby authorized to update the Housing Choice Voucher Program, Utility Allowance Schedule retroactively for January 1, 2021.

The Chair asked for a motion to approve the resolution. Alex Laroco made a motion to approve the resolution and Janet Evans seconded the motion. After a discussion:

“AYES”: Valerie McDonald-Roberts, Alex Laroco, Janet Evans
Cheryl Gainey, Tammy Thompson and Rev. Ricky Burgess.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 14 of 2021

A Resolution – Authorizing the Executive Director or his Designee to allocate up to \$111,000 in Moving To Work (MTW) funds toward the purchase of a new vehicle to be used for provision of Housing Authority of the City of Pittsburgh Mobile Computer Programs

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that it is necessary to purchase a Recreational Vehicle (RV) to serve as the Mobile Computer Lab Program vehicle in its fleet, in order to support operational needs, COVID-19 safety measures and add additional resources to our Wifi On Wheels (WOW) Program throughout the HACP’s housing communities; and

WHEREAS, the HACP submitted a grant proposal to the RK Mellon Foundation, requesting \$150,000 in grants funds to be allocated toward the one-time purchase of a RV to be used to host Mobile Computer Lab Programs; and

WHEREAS, the RK Mellon Foundation approved the HACP’s grant request in December 2020 and has provided a grant in the amount of \$150,000 toward the purchase of the Mobile Computer Program RV; and

WHEREAS, On December 17, 2020, the HACP Board of Commissioners approved a resolution to accept grant funds from the RK Mellon Foundation and to authorize the use of Moving To Work (MTW) funds to pay for costs associated with the RV that exceed the amount of the grant; and

WHEREAS, the renovations to the vehicle are intended to address COVID-19 risks and implement additional safety features. The purpose of these additional precautions are to safely bring digital services to our communities; and

WHEREAS, this vehicle and related expenses, including renovations as specified by the HACP, and operational costs can be purchased for a cost not to exceed \$261,000; and

WHEREAS, the HACP intends to utilize the full amount of the RK Mellon Foundation grant (\$150,000) toward the purchase of the new vehicle and to fill any funding gaps with MTW Funds while continuing efforts to raise external funds toward this project and related digital literacy programs; and

WHEREAS, this procurement will be conducted in accordance with applicable federal, state and local 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 spend up to \$111,000 in MTW funds in combination with grant funds from the RK Mellon Foundation toward the purchase of a new vehicle for the HACP’s Mobile Computer Labs Program; and

Section 2. The Executive Director or his Designee is hereby authorized to award a contract for the purchase of vehicles and the purchase and installation of additional equipment under the terms of the Commonwealth of Pennsylvania Department of General Services Co-Stars Cooperative Purchasing Agreement in the amount of \$261,000; and

Section 3. The Executive Director or his Designee is hereby authorized to use MTW funds to pay for additional expenses associated with the Mobile Computer Lab fund, including to make up the difference between the grant allocation and the purchase price for the new vehicle.

The Chair asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and Alex Laroco seconded the motion. After a discussion:

“AYES”: Valerie McDonald-Roberts, Alex Laroco, Janet Evans
Cheryl Gainey, Tammy Thompson and Rev. Ricky Burgess.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

There were no more resolutions.

EXECUTIVE REPORT: Mr. Binion stated the Board has previously received a copy of the Operations, Activity and Executive Reports. Mr. Binion took this opportunity to once again thank his staff for their coordination of the vaccines for the HACP residents and staff and getting folks to the clinics in general and for last minute vaccine availabilities. He also thanked the Board for their guidance during the current pandemic.

NEW BUSINESS: None

AJOURNMENT: The Chair asked for a motion to adjourn the meeting. Ms. Evans made motion to adjourn and Ms. Gainey seconded the motion.

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

“AYES”: Valerie McDonald-Roberts, Janet Evans, Rev. Ricky Burgess,
Alex Laroco, Cheryl Gainey and Tammy Thompson.

“NAYS”: None

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

Recording Secretary

A handwritten signature in blue ink that reads "Amy L. Shaffer". The signature is written in a cursive style with a large initial 'A'.