

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
BOARD OF COMMISSIONERS MEETING
MEETING MINUTES
July 27, 2023
VIA ZOOM WEBINAR

The Housing Authority of the City of Pittsburgh (HACP) held a Meeting of the Board of Commissioners on Thursday July 27, 2023 via ZOOM Webinar conferencing. The meeting began at 10:30 a.m.

The HACP Chair, Valerie McDonald-Roberts, called the meeting to order. The Commissioners in attendance were Mrs. Valerie McDonald-Roberts, Mr. Jake Wheatley, Ms. Jala Rucker, Ms. Janet Evans, Mr. Alex Laroco, Rev. Ricky Burgess and Mr. Majestic Lane. A quorum was met.

Next, the Chair noted that the Board members previously received a copy of the June 29, 2023, the HACP Board Meeting Minutes and asked for a motion to approve the minutes. Majestic Lane made a motion to approve, and Jala Rucker seconded the motion.

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

“AYES”: Valerie McDonald-Roberts, Majestic Lane, Jala Rucker,
Janet Evans, Alex Laroco, Rev. Ricky Burgess, and Jake Wheatley

“NAYS”: None.

The Chair declared the motion carried and the minutes approved.

Michelle Sandidge presented the Activity Report for July 2023

ACTIVITY REPORT:

- The statewide PA Broadband Authority invited our Byron Wright to speak at their *Internet for All* event on July 13th in State College. The topic was “Infrastructure Access and Equity Barriers and Tools to Break Them Down”.
- This month we held informational meetings with six city council members. Q and A and a tour of 412. Two council members, Rev Burgess and Lavelle, who we meet with monthly, we gave them a meeting break. One member we had to reschedule due to scheduling conflicts and will meet with us this month
- Soft Opening on July 10 of the One Stop Shop. We greeted 154 residents in 5 days. Averaging about 50 visits a day. Since we opened, we have also housed or made eligible at least 4 residents from the Second Avenue shelter.
- A fattening thank you to State Rep Jessica Benham currently hosting ice cream socials @ HACP locations.
- We wrapped up Listening Post meetings as Mr. Binion /Mayor Gainey visited all 16 LIPH communities.

- And thanks to all providers who are helping to make Community Health Awareness days successful in our family communities. Today we're in Arlington Heights. Next week Bedford and closing out the events is HWN.
- HUD OPHI/MTW/FO Staff Site Visit -Tue Jul 18th to discuss GAP, PBV, Homeownership, resident programs and more. Yesterday the City of Steubenville team visited us to talk about resident engagement, mixed finance/GAP and CNIG. They are recipients of a choice planning grant.
- On July 26 REP Manager, Lloyd Wilson, met with the Acting Deputy Secretary of Labor, Julie Su, to discuss Section 3 and workforce development.
- Tomorrow starts the Josh Gibson Foundation weekend of Events which includes our youth teams sponsored by the HACP.
- *Pitt 2 Work* new airport construction ads were filed in our CAC studios. Currently airing on all 28 of our digital signage locations along with ads for the Pittsburgh Cultural Trust events.
- We'd like to recognize our eight Clean Slate 2023 E3 scholarship award winners.
- A big round of applause for Mr. Binion, JW Kim /Alexis Narosky and the Mod/Dev team, Cynthia McCleod and the RSS team as the HACP was awarded a 50-million-dollar Choice grant for Bedford Dwellings. The oldest public housing in the state of PA. The redevelopment strategy will transform 411 units to 821 units of affordable housing over 7 years. All 8 finalists were selected as the competition was competitive and creative.

Next, the Chair asked the Board for a motion to approve the Activity Report. Janet Evans made a motion to approve, and Majestic Lane seconded the motion.

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

“AYES”: Valerie McDonald-Roberts, Majestic Lane, Jala Rucker,
Janet Evans, Alex Laroco, and Jake Wheatley

“NAYS”: None.

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

RESOLUTIONS:

Next, the Chair introduced the Resolutions:

RESOLUTION No. 43 of 2023

A Resolution - Authorizing the Executive Director or Designee to Award a Contract to Robinson Pipe Cleaning Company for Sewer and Catch Basin Maintenance Authority-Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required to ensure healthy, safe, and sanitary conditions at properties HACP-wide in accordance with the Department of Housing and Urban Development (HUD) standards; and

WHEREAS, on May 1, 2023, the HACP issued an Invitation for Bid (IFB) #300-19-23 seeking qualified companies to provide Sewer and Catch Basin Maintenance Authority-Wide; and

WHEREAS, IFB #300-19-23 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP; and

WHEREAS, two (2) companies responded to IFB #300-19-23 for Sewer and Catch Basin Maintenance; and

WHEREAS, Robinson Pipe Cleaning Company was determined to be the most responsive and responsible bidder.

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 Designee is hereby Authorized to enter into a contract in the amount not to exceed \$1,000,000.00 with Robinson Pipe Cleaning Company for Sewer and Catch Basin Maintenance Authority-Wide for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

Section 2 The total five (5) year authorized amount of \$1,000,000.00 shall be made payable from the operating budgets of the sites that utilize the services.

Next, the Chair asked for a motion to approve the resolution. After a discussion, Majestic Lane made a motion to approve, and Janet Evans seconded the motion. After a discussion:

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

“AYES”: Valerie McDonald-Roberts, Majestic Lane, Jala Rucker,
Janet Evans, Alex Laroco, and Jake Wheatley

“NAYS”: None.

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 44 of 2023

A Resolution – Authorizing the Executive Director or his Designee to Issue a Purchase Order to General Recreation Inc. for the New Family Recreation Area at Northview Heights, AMP-09

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that it is necessary to develop a new recreational area for multi-generational use; and

WHEREAS, there currently exists a competitively procured contract between the Pennsylvania Department of General Services and General Recreation, Inc. (COSTARS[®] Program) that will be utilized for that purpose; and

WHEREAS, the subject contract's current term ends February 16, 2024; and

WHEREAS, the HACP utilized its contracted Architectural and Engineering (A/E) services for the design of the project and obtained pricing from the supplier; and

WHEREAS, the HACP desires to utilize the contract in the proposed amount of \$615,762.00 which was determined to be reasonable; and

WHEREAS, the 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. The Executive Director or his Designee is hereby authorized to issue a purchase order to General Recreation, Inc. in the not-to-exceed amount of \$615,762.00 for the new family recreation area at Northview Heights; and

Section 2. The amount shall be paid from Program Income and/or Moving To Work (MTW) funds.

Next, the Chair asked for a motion to approve the resolution. Majestic Lane made a motion to approve, and Janet Evans seconded the motion. After a discussion:

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

"AYES": Valerie McDonald-Roberts, Majestic Lane, Jala Rucker,
Janet Evans, Alex Laroco, and Jake Wheatley

"NAYS": None.

The Chair declared the motion carried and the resolution approved.

Rev. Burgess joined the meeting at this time.

RESOLUTION No. 45 of 2023

A Resolution - Authorizing the Executive Director or his Designee to enter into a Professional Services contract with Emergent Financial Services, LLC to provide Investment Advisor Services for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority City of Pittsburgh (HACP) has identified a need for Investment Advisor Services; and

WHEREAS, the HACP issued a Request for Proposals (RFP#150-20-23) for Investment Advisor Services and received two (2) responses; and

WHEREAS, Emergent Financial Services, LLC submitted the lowest responsive, responsible bid; 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 in the amount of \$124,500.00 with Emergent Financial Services, LLC to provide Investment Advisor Services for a term of three (3) years with two (2) one (1) year extension options; and

Section 2. The total five (5) year authorized amount of \$124,500.00 shall be payable from Moving To Work (MTW) and/or Program Income funds.

Next, the Chair asked for a motion to approve the resolution. Jake Wheatley made a motion to approve, and Jala Rucker seconded the motion. After a discussion:

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

“AYES”: Valerie McDonald-Roberts, Majestic Lane, Jala Rucker,
Janet Evans, Alex Laroco, Rev. Ricky Burgess and Jake Wheatley

“NAYS”: None.

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 46 of 2023

A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$106,034.64 from Tenant Accounts Receivable for the Months of January 2023 through June 2023.

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 January 2023 through June 2023 is \$106,034.64; 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 \$106,034.64, which is 2.34% of the total rent and associated charges of \$4,529,204.15 for the first and second quarters of 2023.

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 \$106,034.64 from the Tenant Accounts Receivables (TARs) balance for January 2023 through June 2023 is hereby ratified.

Next, the Chair asked for a motion to approve the resolution. Jake Wheatley made a motion to approve, and Alex Laroco seconded the motion. After a discussion:

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

“AYES”: Valerie McDonald-Roberts, Majestic Lane, Jala Rucker,
Janet Evans, Alex Laroco, Rev. Ricky Burgess and Jake Wheatley

“NAYS”: None.

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 47 of 2023

A Resolution - Authorizing the Executive Director or Designee to enter into a contract with The Carahsoft Technology 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 (HCV) Program or the Low-Income Public Housing (LIPH) 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 HCV Program and the LIPH Program is pursuant to the Administrative (Admin) Plan of the HCV Program and the Admissions and Continued Occupancy Policy (ACOP) of the LIPH Program; and

WHEREAS, the HACP has an existing contract with Equifax that was awarded pursuant to a contract awarded from a Requests for Proposals (RFP) #400-41-19; and

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

WHEREAS, the HACP has continued to utilize the services of Carahsoft Technology Corp. Equifax Workforce Solutions pursuant to the terms of the former contract, and at the same time explore the best tier plan for the HACP; and

WHEREAS, the HACP has the option to extend the contract for a period of three (3) years for an amount of \$1,150,000; 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 extend the contract with The Carahsoft Technology Corp. Equifax Workforce Solutions for Employment Income Verification Services in the amount of \$1,150,000; and

Section 2. The contract is to be paid from Program Income and/or Moving to Work (MtW) funds.

Next, the Chair asked for a motion to approve the resolution. Majestic Lane made a motion to approve, and Jake Wheatley seconded the motion. After a discussion:

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

“AYES”: Valerie McDonald-Roberts, Majestic Lane, Jala Rucker,
Janet Evans, Alex Laroco, Rev. Ricky Burgess and Jake Wheatley

“NAYS”: None.

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 48 of 2023

A Resolution - Authorizing the Executive Director or Designee to Amend the Existing Monetary Value of the Contract with Salsgiver Inc. for the Internet and Firewall Services Contract Authority-Wide

WHEREAS, the Information Technology (IT) Department of the Housing Authority of the City of Pittsburgh (HACP) is required to provide secure and fast internet access across all of its properties for the HACP Staff to service tenants, landlords and applicants; and

WHEREAS, the HACP is currently under contract with Salsgiver Inc. to provide Internet and Firewall Services Authority-wide that expires in January 2024; and

WHEREAS, the monetary value of the contract in the amount of \$129,600.00 with Salsgiver Inc. is exhausted; and

WHEREAS, the IT Department of HACP needs to continue provisioning secure internet access across all of the HACP locations in addition to the new Main Office located at 412 Boulevard of Allies in Pittsburgh, PA., as well as obtain assistance with the migration and co-location to the New Data Center; and

WHEREAS, the HACP is requesting to add \$45,000.00 to the current contract of Salsgiver Inc. to pay the outstanding invoices and to ensure the HACP continues to have Secure Internet services; and

WHEREAS, this increase to the existing contract of \$45,000.00 is above the 20% threshold and requires HACP Board of Commissioner approval.

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

Section 1. Authorize the Executive Director or his Designee to add funds in the amount of \$45,000.00 to the current contract with Salsgiver Inc. for an amount not to exceed \$174,600.00; and

Section 2. The additional funds is to fulfill the contract with Salsgiver Inc. and will be paid from Moving To Work (MTW) and/or Program Income funds.

Next, the Chair asked for a motion to approve the resolution. Majestic Lane made a motion to approve, and Jake Wheatley seconded the motion. After a discussion:

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

“AYES”: Valerie McDonald-Roberts, Majestic Lane, Jala Rucker,
Janet Evans, Alex Laroco, Rev. Ricky Burgess and Jake Wheatley

“NAYS”: None.

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 49 of 2023

A Resolution - Authorizing the Executive Director or his Designee to Issue a Purchase Order to (sole provider) PA Johnson Controls (JCI) Fire Protection LP’s for parts to repair the Fire Alarm Systems at Bedford and Allegheny Dwellings for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined the need for replacement parts for the Fire Protection Systems at Bedford Dwellings (30 FA Systems) and Allegheny Dwellings (11 FA Systems) in order to maintain and repair per the National Fire Protection Association (NFPA) and the International Fire Code (IFC) Requirements; and

WHEREAS, there is a pre-existing contract with PA Johnson Control Fire Protection LP’s Contract # 4400023962; and

WHEREAS, the HACP desires to purchase parts in the amount of \$55,249.18 from the sole provider Johnson Controls; and

WHEREAS, the proposed action exceeds \$50,000.00 and requires Board of Commissioners approval pursuant to the HACP procurement policy; and

WHEREAS, the Fire Alarm Systems maintenance is necessary to ensure the safety of residents and to meet the City of Pittsburgh, NFPA and IFC codes; 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 issue a purchase order to PA Johnson Control Fire Protection LP's in the not-to-exceed amount \$55,249.18; and

Section 2. The total amount of \$55,249.18 shall be payable from the Operating Budgets of the sites and Departments who utilize the services.

Next, the Chair asked for a motion to approve the resolution. Jake Wheatley made a motion to approve, and Majestic Lane seconded the motion. After a discussion:

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

"AYES": Valerie McDonald-Roberts, Majestic Lane, Jala Rucker,
Janet Evans, Alex Laroco, Rev. Ricky Burgess and Jake Wheatley

"NAYS": None.

The Chair declared the motion carried and the resolution approved.

End of Resolutions.

EXECUTIVE REPORT:

Executive Director Binion addressed the Board:

Mr. Binion thanked the Board for their leadership which provided guidance toward the \$50M Choice Grant award for Bedford / Hill District, which was announced this week.

He also stated that so far this year the HACP has provided over 600 keys to new families with the HCV program. We have also provided over 400 keys to new families for LIPH. Our occupancy rate is 96%. Three months ago we were at 89%. Mr. Binion thanked his staff for their very hard work to achieve this goal. He also stated that we are close to 25 units being provided for the homeownership program. Again, Mr. Binion thanked the staff for the hard work on the Choice Neighborhood Grant as well as the staff for their hard work putting the HACP in the right direction as a whole.

Mr. Binion stated that September's board meeting will be a hybrid where the Commissioners will be in person while the public will be remote until we have a venue to accommodate everyone.

NEW BUSINESS – No New Business

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

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

“AYES”: Valerie McDonald-Roberts, Majestic Lane, Jala Rucker,
Janet Evans, Alex Laroco, Rev. Ricky Burgess and Jake Wheatley

“NAYS”: None.

The Chair declared the motion carried and the meeting adjourned.

Recording Secretary

