

The Housing Authority of The City of Pittsburgh
Board Meeting AGENDA
FEBRUARY 27, 2025
10:30 A.M.
412 BOULEVARD OF ALLIES, LOWER LEVEL CONFERENCE ROOM (B)
PITTSBURGH, PA 15219 AND
VIA ZOOM CONFERENCING

1. **Roll Call.**
2. **Motion to Approve the January 23, 2025, Housing Authority of the City of Pittsburgh (HACP) Board of Commissioners Meeting Minutes.**
3. **Motion to Approve the Previously Received Activity Report for February 2025.**
4. **Acknowledgement of Public Comments.**
5. **Resolution No. 15 of 2025 - Authorizing the Executive Director or his Designee to execute a Contract Amendment with Access Information Protected to provide file storage, file tracking and file shredding services Authority-wide.**
6. **Resolution No. 16 of 2025 - Authorizing the Executive Director or his Designee to Enter into Contracts for Cyber Insurance and to Pay Insurance Premiums and Deductibles for Cyber Insurance.**
7. **Resolution No. 17 of 2025 - A Resolution – Authorizing RAD Conversion and Approving the Housing Authority of the City of Pittsburgh Participation and Permitting the Commitment of Funds for Bedford Dwellings CNI Phase IIA, Bedford Dwellings Phase IIB, and Bedford Dwellings Phase IIC**
8. **Resolution No. 18 of 2025 - Authorizing the Executive Director or his Designee to Commit Funds for Critical Repairs at Two Mixed Finance Developments: Fairmont and North Aiken.**
9. **Resolution No. 19 of 2025 - Authorizing the Executive Director or his Designee to Enter into Grant Agreements with Allies & Ross Management and Development Corporation (ARMDC) for ARMDC 's Multiple Contracts for Development Professional and Advisory Services.**
10. **Resolution No. 20 of 2025 - A Resolution - Authorizing the Executive Director or his Designee to Enter into a Contract with Gartner Inc. for IT Advisory Services for the Housing Authority of the City of Pittsburgh.**
11. **Resolution No. 21 of 2025 - Authorizing the Executive Director or his Designee to Award a contract to Ben Zytnick dba Concept Uniform Co. for Employee Uniforms for the Housing Authority of the City of Pittsburgh.**

12. **TABLED - Resolution No. 78 of 2024 - Authorizing the Executive Director or his Designee to Advertise the Fiscal Year (FY) 2025 Housing Authority of the City of Pittsburgh Board of Commissioners Meeting Dates.**
13. **Executive Report.**
14. **New Business.**
15. **Adjournment.**

**Board Meeting
February 27, 2025
Agenda Item No. 5**

RESOLUTION No. 15 of 2025

A Resolution – Authorizing the Executive Director or his Designee to execute a Contract Amendment with Access Information Protected to provide file storage, file tracking and file shredding services Authority-wide

WHEREAS, on July 24, 2014, pursuant to Board Resolution #22 of 2014, the Housing Authority of the City of Pittsburgh (HACP) entered into a Professional Services Agreement with Business Records Management for file storage, file tracking and file shredding; and

WHEREAS, over the course of the contract, the number of departments and/or sites utilizing file storage, file tracking and file shredding services was greater than originally projected; and

WHEREAS, a contract amendment to increase the dollar amount of the contract by 20% to prevent interruption in file storage, file tracking and file shredding services was executed on August 1, 2017; and

WHEREAS, an additional modification is needed to prevent interruption of services while a new procurement is completed; and

WHEREAS, through a series of corporate actions beyond the control of the HACP, Access Information Protected has assumed provision of services under the contract; and

WHEREAS, on March 22, 2018, pursuant to Board Resolution #13 of 2018, the HACP entered into an amendment to the contract with Access Information Protected for file storage, file tracking and file shredding services to increase the contract amount by \$8,990.70 with the amended total contract amount not to exceed \$93,812.17; and

WHEREAS, through Board Resolution #37 of July 22, 2021, a contract amendment was approved to increase the dollar amount of the contract by \$8,990.70 to \$102,802.87 to prevent interruption in file storage, file tracking and file shredding services; and

WHEREAS, though Board Resolution #70 of October 28, 2021, a contract amendment was approved to increase the dollar amount of the contract by \$35,000.00 to \$137,802.87 to prevent interruption in file storage, file tracking and file shredding services; and

WHEREAS, through Board Resolution #42 of September 22, 2022, a contract amendment was approved to increase the dollar amount of the contract by \$35,000.00 to \$172,802.87 to prevent interruption in file storage, file tracking and file shredding services; and

WHEREAS, through Board Resolution #13 of February 23, 2023, a contract amendment was approved to increase the dollar amount of the contract by \$50,000.00 to \$222,802.87 to prevent interruption in file storage, file tracking and file shredding services; and

WHEREAS, through Board Resolution #11 of February 24, 2024 a contract amendment was approved to increase the dollar amount of the contract by \$100,000.00 to \$395,043.27 to prevent interruption in file storage, file tracking and file shredding services; and

WHEREAS, an additional modification is needed to prevent interruption of services while electronic conversion of the files is completed.

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

Section 1. The Executive Director or his Designee is hereby authorized to execute a contract amendment to the contract with Access Information Protected for file storage, file tracking and file shredding services to increase the contract amount by \$100,000; and

Section 2. The amended total contract amount shall not exceed \$495,043.27; and

Section 3. The contract will be paid from Program Income and/or Moving To Work (MTW) funds.

RESOLUTION No. 16 of 2025

**A Resolution - Authorizing the Executive Director or his Designee to Enter into
Contracts for Cyber Insurance and to Pay Insurance Premiums and
Deductibles for Cyber Insurance**

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 (ACC) with the United States Department of Housing and Urban Development (HUD) to have insurance coverage; and

WHEREAS, the HACP issued a Request for Proposals (RFP) for insurance coverage in the following areas: boilers, directors and officers, fiduciary, auto liability, auto physical damage, property, general liability and cyber; and

WHEREAS, the HACP obtained insurance premium quotes for certain deductible levels in the above referenced areas for coverage beginning January 1, 2025 and ending January 1, 2026 with an option to extend for one (1) additional year, and a three (3) year option for environmental, and recommends that the HACP accept insurance contracts with those terms with the Housing Authority Insurance Group (HAIG) and Gallagher Risk Management Services, Inc. (Gallagher/Chubb) as indicated in Exhibit A; and

WHEREAS, a three (3) year policy was previously approved with Reso 5 of 2023 for environmental; and

WHEREAS, the HACP determined that the premiums referenced in Exhibit A were reasonable and the Board approved same at the Board Meeting dated December 12, 2024 by Resolution 84 of 2024; and

WHEREAS, the HACP has now received the quote for the Cyber Insurance premium.

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 pay to HAIG and Gallagher/Chubb the required premiums, fees, and taxes in the amount not to exceed \$78,000 for cyber insurance coverage and to enter into contracts with HAIG and Gallagher/Chubb for the cyber insurance coverage from January 1, 2025 through January 1, 2026; and

Section 2. The Executive Director, or his Designee, is also authorized to pay deductibles and retentions, including those in excess of \$50,000, applicable to those insurance policies as required; and

Section 3. The Cyber Insurance Premiums, fees, taxes, and Deductibles will be paid from Program Income and/or Moving-to-Work (MTW) funds.

Board Meeting
February 27, 2025
Agenda Item No. 7

RESOLUTION No. 17 of 2025

A Resolution – Authorizing RAD Conversion and Approving the Housing Authority of the City of Pittsburgh Participation and Permitting the Commitment of Funds for Bedford Dwellings CNI Phase IIA, Bedford Dwellings Phase IIB, and Bedford Dwellings Phase IIC

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) submitted an application to the U.S. Department of Housing and Urban Development (HUD) for an FY2022 Choice Neighborhoods Implementation Grant (CNI Grant) for the transformation of Bedford Dwellings and Hill District and was successfully awarded the CNI Grant in July 2023; and

WHEREAS, the HACP has established and authorized its instrumentality, Allies & Ross Management and Development Corporation (ARMDC), as part of the Housing Implementation Entity outlined in the CNI Grant to conduct development activities on behalf of the HACP. Trek Development Group, Inc. (Co-Developer) was also selected by the ARMDC and authorized by HUD to be part of the Housing Implementation Entity of the CNI Grant; and

WHEREAS, the second phase with the Co-Developer and the HACP is the redevelopment of Bedford Dwellings and will be located off-site and consist of one-hundred eighty (180) units of mixed-income rental units, one hundred and three (103) of which will be replacement units for the CNI Grant (Development); and

WHEREAS, the HACP intends to pursue a Rental Assistance Demonstration (RAD) Conversion Commitment entered into by and among the HACP, HUD and Bedford Dwellings IIA, LLC, Bedford Dwellings IIB, LLC and Bedford Dwellings IIC, LLC, Pennsylvania, both are limited liability companies (Owner Entities). The HACP intends to convert the federal assistance that supports the Development from traditional public housing subsidy to long-term, Project-Based Rental Assistance (PBRA) through participation in the RAD program (the RAD Conversion); and

WHEREAS, the RAD Conversion will ensure long-term subsidy for all the units at the Development, and HUD will require that the units be maintained as affordable housing through the recordation of a RAD Use Agreement against the Development and the execution of a Housing Assistance Payments (HAP) Contract between HUD and the Owners; and

WHEREAS, due to the financing structure, with one (1) nine percent (9%) Low Income Housing Tax Credit (LIHTC) and two (2) four percent (4%) LIHTC allocations, the Development must be split into three (3) separate and concurrent phases (Phase IIA, Phase IB, and Phase IIC respectively); and

WHEREAS, the HACP owns a certain property located at the intersection of Bedford Avenue and Francis Street in the Bedford Dwellings neighborhood of the City of Pittsburgh, Allegheny County, Pennsylvania 15219, consisting of a total of 6.32 acres for Phase IIA, Phase IIB, and Phase IIC, respectively. Phase IIC includes a property to be conveyed by the Urban Redevelopment Authority (URA) to the HACP measuring 0.68 acres situated at the northeast location of the site of the Development; and

WHEREAS, the HACP desires to enter into long-term ground lease agreements with Bedford Dwellings Phase IIA, LLC, Bedford Dwellings Phase IIB, LLC, and Bedford Dwellings Phase IIC, LLC for the sums of \$1,270,000, \$590,000 and \$580,000 for the ground leases for Phase IIA, IIB and IIC respectively. The ground lease for Phase IIC will be reduced by \$246,000 (reduced from \$580,000 to \$334,000) which the HACP will remit that amount to pay off the outstanding debt on the Phase IIC Property (the Phase IIC Acquisition); and

WHEREAS, the HACP will provide the ARMDC with development funding of up to \$21,631,089 which the ARMDC will convert to long-term soft loans in the amount of \$11,569,771, \$6,184,329, and \$3,876,989 for the owner entities of Phase IIA, Phase IIB, and Phase IIC, respectively, to support the financial closing for the Development; and

WHEREAS, the HACP has adequate resources to fund the Development with Moving To Work (MTW funds) and/or Program Income; and

WHEREAS, in connection with the RAD Conversion and transfer of the Development, the HACP wishes to authorize such further action as may be necessary to advance the purposes set forth in the foregoing recitals.

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 and directed, in the name of and on behalf of the HACP to effectuate the RAD Conversion and is further authorized to negotiate, execute, and deliver all such agreements, documents, and instruments they deem necessary, advisable or appropriate in connection with the Phase IIC Acquisition; and

Section 2. The Executive Director or his Designee is hereby authorized and directed, to execute and deliver the RAD documents and all such agreements, documents, and instruments and to take such other actions as he deems necessary, advisable, or appropriate in connection with a ground lease with Bedford Dwellings Phase IIA, LLC; Bedford Dwellings Phase IIB, LLC and Bedford Dwellings Phase IIC, LLC.; and

Section 3. The Executive Director or his Designee is hereby authorized to submit to HUD for review and approval of the evidentiary documents, exhibits, instruments, documents, and other information as HUD may require or as may be appropriate in connection with the conversion of the Projects under RAD, including, without limitation, evidentiary documents and exhibits required by or associated with the RAD Conversion Commitments, information requested in

connection with the provision of project-based rental assistance pursuant to the RAD conversion for the Projects; and

Section 4. The Executive Director or his Designee is hereby authorized to obligate and expend an amount of up to \$21,631,089 to support the development of 180 units of mixed-income and replacement housing as partners in the Development with a minority ownership interest; and

Section 5. The Executive Director or his Designee is hereby authorized to amend the existing Grant Agreement with the ARMDC for Bedford Phase II, providing a grant amount of up to \$21,631,089 which the ARMDC shall utilize to provide loan facilities and pay for ARMDC's direct expenses for the Development activities; and

Section 6. The Board of Commissioners of HACP hereby ratifies, confirms, and approves all lawful actions taken by the Executive Director or his Designee, or other officers, employees, or Commissioners of the HACP, and all lawful papers and documents executed by any of the foregoing on behalf of the HACP where such actions, papers or documents effectuate the intent of these resolutions, and the consummation of the transactions and matters set forth herein.

**Board Meeting
February 27, 2025
Agenda Item No. 8**

RESOLUTION No. 18 of 2025

A Resolution - Authorizing the Executive Director or his Designee to Commit Funds for Critical Repairs at Two Mixed Finance Developments: Fairmont and North Aiken

WHEREAS, in 2005 and 2003 respectively, the Housing Authority of the City of Pittsburgh (HACP) Affirmative Investments Inc. (“**HACP**”), and Presbyterian SeniorCare partnered on two (2) Mixed Finance Developments, Fairmont Apartments ("**Fairmont**") and North Aiken Apartments ("**North Aiken**"), containing a total of 136 units of affordable housing, 112 units of which are subject to an Annual Contributions Contract; and

WHEREAS, Fairmont is owned by Fairmont Apartments Limited Partnership, a Pennsylvania limited partnership ("**Fairmont Owner**"); and

WHEREAS, North Aiken is owned by North Aiken Senior Housing Limited Partnership, a Pennsylvania limited partnership ("**North Aiken Owner**"); and

WHEREAS, the capital replacement reserves of Fairmont and North Aiken have proven inadequate to address rising capital costs needs; and

WHEREAS, Fairmont has critical capital needs including broken heating, ventilation, and air conditioning systems ("**Fairmont Needs**"); and

WHEREAS, North Aiken has critical capital needs including a failing elevator system ("**North Aiken Needs**"); and

WHEREAS, the HACP desires to make a Moving-to-Work (MTW) loan, payable only through cash flow, in the principal amount of \$291,900 to the Fairmont Owner to address the Fairmont Needs (the "**Fairmont Loan**"); and

WHEREAS, the HACP desires to make an MTW loan, payable only through cash flow, in the principal amount of \$188,213 to the North Aiken Owner to address the North Aiken Needs (the "**North Aiken Loan**").

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

Section 1. That the foregoing "WHEREAS" clauses and the actions referenced therein are hereby ratified and confirmed as being true and correct and hereby incorporated herein; and

Section 2. The Executive Director or his Designee is hereby authorized to obligate and expend the Fairmont Loan to the Fairmont Owner; and

Section 3. The Executive Director or his Designee is hereby authorized to obligate and expend the North Aiken Loan to the North Aiken Owner; and

Section 4. The Authorized Officers are hereby authorized to negotiate, and enter into the Fairmont Loan documents, the North Aiken Loan documents, and any other document the Authorized Officers deem necessary, advisable, or appropriate to effectuate the transactions contemplated herein.

**Board Meeting
February 27, 2025
Agenda Item No. 9**

RESOLUTION No. 19 of 2025

A Resolution - Authorizing the Executive Director or his Designee to Enter into Grant Agreements with Allies & Ross Management and Development Corporation (ARMDC) for ARMDC 's Multiple Contracts for Development Professional and Advisory Services

WHEREAS, the Allies & Ross Management and Development Corporation (ARMDC), a non-profit corporation and instrumentality of the Housing Authority of the City of Pittsburgh (HACP), undertakes various affordable housing development projects for the HACP and its clients throughout the City of Pittsburgh; and

WHEREAS, the ARMDC procured development professional and advisory services in the specialty areas of Real Estate Accounting and Investments (Specialty Area 1), Real Estate Project Financing and Self-Development (Specialty Area 2), HUD Programmatic and Regulatory Advisory Services (Specialty Area 3), HUD Rental Assistance Demonstration (RAD) Program (Specialty Area 4), Rental Property Oversight Advisory and Consulting Services (Specialty Area 5), Tax Preparation and Advisory Services (Specialty Area 6), SEC Compliance Reporting Services (Specialty Area 7) and FHEO/Site and Neighborhood Selection Standards Advisory (Specialty Area 9) through a Request for Proposal, RFP #2025-41; and

WHEREAS, the ARMDC Board Resolution No. 1 of 2025 authorized ARMDC to award task-order based, professional service contracts to selected firms set forth in Exhibit A (Selected Firms) to provide development professional and advisory services for the ARMDC's various development projects (Professional Service Contracts) and established a not-to-exceed contract limit of \$5,000,000.00 for the Professional Service Contracts; and

WHEREAS, the HACP Board of Commissioners will review and authorize certain affordable housing development projects (Development Projects) undertaken by the ARMDC and grant up to \$5,000,000.00 of development funds for the Professional Service Contracts in support of the Development Projects.

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

Section 1. The Executive Director or his Designee is hereby authorized to enter into multiple grant agreements with the ARMDC for a maximum amount of up to \$5,000,000.00 for ARMDC to enter into task order-based professional service contracts with the Selected Firms for a period of three (3) years with two (2) one (1) year extension options in connection with RFP #2024-41; and

Section 2. The funding sources for the grant agreements shall be individually identified by the HACP for each of the Development Projects.

EXHIBIT A

ARMDC RFP #2024-41

Development Professional and Advisory Services

Real Estate Accounting and Investments (Specialty Area 1)

- TAG Associates, Inc.
- Clifton Larson Allen
- Novogradac
- Baker Tilly

Real Estate Project Financing and Self-Development (Specialty Area 2)

- TAG Associates, Inc.
- Cindy Picone Consulting
- Diamond and Associates
- Novogradac

HUD Programmatic and Regulatory Advisory Services (Specialty Area 3)

- TAG Associates, Inc.

HUD Rental Assistance Demonstration (RAD) Program (Specialty Area 4)

- TAG Associates, Inc.
- CVR Associates
- Cindy Picone Consulting

Rental Property Oversight (Specialty Area 5)

- TAG Associates, Inc.

Tax Preparation and Advisory Services (Specialty Area 6)

- TAG Associates, Inc.
- Clifton Larson Allen
- Novogradac
- Jefferson Wells Manpower Group

SEC Compliance Reporting Services (Specialty Area 7)

- Jefferson Well Manpower Group

FHEO/Site and Neighborhood Selection Standards Advisory (Specialty Area 9)

- TAG Associates, Inc.

**Board Meeting
February 27, 2025
Agenda Item No. 10**

RESOLUTION No. 20 of 2025

A Resolution - Authorizing the Executive Director or his Designee to Enter into a Contract with Gartner Inc. for IT Advisory Services for the Housing Authority of the City of Pittsburgh

WHEREAS, Gartner Inc. provides IT Consulting, Industry Research Reports and Technology Solutions Advisory and Assessment tools to the Housing Authority of the City of Pittsburgh (HACP); and

WHEREAS, Gartner Inc. above mentioned deliverables benefit the HACP in developing mission-aligned Technology Roadmaps, System Upgrades, and select the "best of breed" new IT solutions to continuously improve the HACP community members experience; and

WHEREAS, the HACP has determined it is in its best interest to utilize the Commonwealth of Pennsylvania COSTARS Contract #4400028294 to NASPO ValuePoint Contract #186840, dated August 23, 2023, which offers competitive pricing and eliminates the need for a separate Request For Proposals (RFP) process; and

WHEREAS, the HACP seeks to enter into a new twelve (12) month contract with Gartner Inc. for Executive Programs Member services for the period of May 1, 2025 through April 30, 2026; and

WHEREAS, this procurement will be 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 Gartner Inc. in the amount not to exceed \$126,808.00 for IT research and advisory services; and

Section 2. The total amount of \$126,808.00 shall be payable from Moving to Work (MTW) and/or Program Income funds.

**Board Meeting
February 27, 2025
Agenda Item 11**

RESOLUTION No. 21 of 2025

A Resolution - Authorizing the Executive Director or his Designee to Award a contract to Ben Zytneck dba Concept Uniform Co. for Employee Uniforms for the Housing Authority of the City of Pittsburgh

WHEREAS, when necessary, the Housing Authority City of Pittsburgh (HACP) provides uniforms to employees for their safety and to allow residents to identify individuals as HACP employees; and

WHEREAS, per the collective bargaining agreements, the HACP provides uniforms to union employees (Painters, Plasters, Carpenters, Electricians, Plumbers, Teamsters, Laborers, Janitors) and various administrative personnel; and

WHEREAS, the HACP has identified the Commonwealth of Pennsylvania Department of General Services Co-Stars Cooperative Purchasing Agreement that can be used for the purchase of Employee uniforms; and

WHEREAS, through Resolution 10 of Fiscal Year (FY) 2023, a contract #037-E23-050 was awarded to Ben Zytneck dba Concept Uniform Co. in the amount of \$85,622.00 for the purchase of uniforms for Union and Administrative employees for a term of two (2) years, which will expire on February 27, 2025.; and

WHEREAS, the HACP seeks authorization to award a new contract to Concept Uniform Co. for an amount not to exceed \$120,000; 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 enter into a contract in the amount of \$120,000 with Concept Uniform Co. for the purchase of uniforms for Union and other Administrative employees for an initial one (1) year term with a one (1) year extension option for a total of two (2) years; and

Section 2. The total two (2) year authorized amount of \$120,000 shall be payable from the Operating budgets of the sites and departments who utilize the services or Moving To Work (MTW) funds.

**Board Meeting
December 12, 2024
Agenda Item No. 7**

RESOLUTION No. 78 of 2024

**A Resolution - Authorizing the Executive Director or his Designee to Advertise the
Fiscal Year (FY) 2025 Housing Authority of the City of Pittsburgh
Board of Commissioners Meeting Dates**

WHEREAS the regular Board of Commissioners meetings of the Housing Authority of the City of Pittsburgh (HACP) shall be held on the dates noted in Section 1 of this resolution; and

WHEREAS the HACP Board of Commissioners meetings will be publicly advertised in two (2) newspapers of general circulation and social media specifying the date, time, and location of each meeting.

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

Section 1. The Executive Director is hereby authorized and directed to publicly advertise in the *Pittsburgh Post-Gazette*, *New Pittsburgh Courier*, and any other newspaper or social media platform that the Executive Director considers necessary for the following HACP Board of Commissioners meeting dates, times, and location:

Thursday, January 23, 2025

Thursday, February 27, 2025

Thursday, March 27, 2025

Thursday, April 24, 2025

Thursday, May 22, 2025

Thursday, June 26, 2025

Thursday, July 24, 2025

NO BOARD MEETING IN AUGUST

Thursday, September 25, 2025

Thursday, October 23, 2025

NO BOARD MEETING IN NOVEMBER

Thursday, December 18, 2025

Section 2. All of the above meetings will be held at 10:30 a.m. via ZOOM Conferencing and/or in person unless specified otherwise by public advertisement.