

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Annual Meeting
Tuesday, January 22, 2013

MINUTES

The members of the Board of Directors of Allegheny County Housing Authority held their annual meeting on Tuesday, January 22, 2013, at 10:30 a.m. in the Boardroom at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Derek Uber	Absent:	Evelyn Benzo
	Deborah Booker		Vera Kelly
	Paul D'Alesandro		

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving litigation, property, and personnel, and called the meeting to order.

Deborah Booker made a motion to approve the Minutes of the December 18, 2012 meeting, which motion was seconded by Paul D'Alesandro and approved by all.

Attendance: Frank Aggazio, John Joyce, Deborah Breitenstein, Pat Blackwell, Rich Stephenson, Frank Magliocco, Kim Longwell, Bobby Gabbianelli, Dean Allen, Bill Kilburn, Jack McGraw, Jim Zapf, Barbara Baulding, James Bulls, Renee Mielnicki, Paul Reiber, Tom McPoyle

Public Participation: Mr. Aggazio presented the employee of the month award to Kate Gilboy in recognition of her outstanding job performance as program accessibility coordinator and for meeting other challenging job assignments. Ms. Gilboy thanked Mr. Aggazio for the award.

Old Business: None.

New Business:

A. Administration

1. Motion by Paul D'Alesandro, second by Deborah Booker, nominating and approving the following slate of officers for the Board of Directors:
 - Chair – Derek Uber
 - Vice Chair – Deborah Booker
 - Secretary – Evelyn Benzo
 - Treasurer – Paul D'Alesandro
 - Assistant Secretary/Treasurer – Vera KellyMotion unanimously carried.

B. Development

1. The following **Resolution #13-01** was introduced by the Chair, read in full and considered:

RESOLUTION #13-04 ADOPTING A GREEN BUILDING OPERATING AND MAINTENANCE MANUAL

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby adopts a Green Building Operating and Maintenance Manual for use at all ACHA properties.

Paul D'Alesandro moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Deborah Booker, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber
Deborah Booker
Paul D'Alesandro

NAYS: None

The Chair thereupon declared said Resolution carried and adopted.

Jack McGraw explained as a requirement of the competitive recovery act money, the green community energy efficiency grant, we have to adopt a policy adopting green measures and conservation, not only at Prospect where our grant was awarded, but for all our sites. The manual, developed by Siemens Corporation, contains some very simple, common sense ways of maintaining properties. Siemens was hired by 9 PHAs around the country to develop this comprehensive manual. We're recognizing that manual with this action. Mr. Uber wanted to know if moving forward there would be anything specific to the ACHA that would have to change based on common practices. Jack replied the manual covers most everything but not specifically detailed, say, for our different types of geothermal systems. Mrs. Booker wanted to know about recycling at the sites. Jack replied only to the extent as required by each individual municipality. Generally if there is recycling required by the borough then we comply with those requirements. All of the green developments recycle.

C. Legal

1. Motion by Paul D'Alesandro, second by Deborah Booker, approving renewal of the flood insurance policies with the National Flood Insurance Program through American Bankers, in the total amount of \$40,612 for the term 02/26/13-02/26/14 for coverage on various buildings at Uansa Village, Hays Manor, and Negley Gardens, Rachel Carson Hall and Golden Tower. Motion carried.

Mr. Joyce stated this insurance is for buildings located in a flood plain; the insurance is through the federal flood insurance program.

2. The following **Resolution #13-02** was introduced by the Chair, read in full and considered:

RESOLUTION #13-02 APPROVING COLLECTION LOSS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$14,601.07 and referral to General Counsel for further action, if warranted.

Deborah Booker moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber
Deborah Booker
Paul D'Alesandro

NAYS: None

The Chair thereupon declared said Resolution carried and adopted.

3. The following **Resolution #13-03** was introduced by the Chair, read in full and considered:

RESOLUTION #13-03 ADOPTING A RECORDS RETENTION POLICY

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby adopts a Record Retention Policy for the Authority.

Paul D'Alesandro moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Deborah Booker, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber
Deborah Booker
Paul D'Alesandro

NAYS: None

The Chair thereupon declared said Resolution carried and adopted.

John Joyce explained this policy memorializes what we have been doing as an Authority. It is mandated by HUD that you keep certain documents for a period of time. This policy spells out what departments have to keep what records for a specific length of time. It will be disseminated to all departments and the department directors are responsible for complying with the policy. This was somewhat spurred by the fact that GBT is undergoing construction to ready the top floors for occupancy. The 12th floor became a depository for old records and files; just about every department went through the files and retained what they needed, and the rest will be disposed of.

Reports None.

Adjournment

Motion by Deborah Booker, second by Paul D'Alesandro to adjourn the meeting. Motion carried.

/db

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Tuesday, February 19, 2013

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, February 19, 2012, at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Derek Uber	Absent: None
	Deborah Booker	
	Evelyn Benzo	
	Vera Kelly	
	Paul D'Alesandro	

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving litigation, property, and personnel, and called the meeting to order.

Deborah Booker made a motion to approve the Minutes of the January 22, 2013 meeting, which motion was seconded by Evelyn Benzo and approved by all.

Let the Minutes show that on February 5, 2013, County Council approved Vera Kelly's reappointment to the Allegheny County Housing Authority Board for a term to expire December 31, 2017.

Attendance: Frank Aggazio, John Joyce, Deborah Breitenstein, Maria Atkinson (Sci-Tek Consultants), Bobby Gabbianelli, Kathy Smiley, Jeff Lehew, Frank Magliocco, Kim Longwell, Pat Blackwell, James Bulls, Ed Mogus, Jim Zapf, Jack McGraw, Paul Reiber, Barbara Baulding, Richard Stephenson

Public Participation: Mr. Aggazio presented the employee of the month award to maintenance aide Jeffrey Lehew, who expressed his gratitude on receiving the award.

Old Business: None.

New Business:

A Development

1. Motion by Evelyn Benzo, second by Paul D'Alesandro, to award the following contracts for the Interior and Exterior Improvements at General Braddock Tower:
 - a. Contract # ACHA-1486-1/GC General Construction in the amount of \$989,000 to Moret Construction Company
 - b. Contract # ACHA-1486-2/PC Plumbing Contract in the amount of \$176,500 to Mele Mechanical, LLC
 - c. Contract # ACHA-1486-3/EC Electrical Contract in the amount of \$191,346 to Vern's Electric

Jack McGraw stated these contracts are to bring floors 10, 11 and 12 at GBT back on line. We only have three primes on this project because Honeywell will be doing an energy performance contract to pick up the mechanical end of this. We budgeted somewhere between \$1.5 to \$1.8 million for the work; bids came in around \$1.385 million, very competitive. The plumbing contractor came in a little lower than our budget, but his references checked out very well and his past performance; he performed well under a previous contract for the Hawkins Village hillside stabilization. He is a local contractor. In discussions with him, he was able to same under some

general conditions work by being local, not having to travel and not having to move equipment. We are recommending award to all three contractors. The motion was unanimously approved.

2. Motion by Vera Kelly, second by Debora Booker to award IFB Contract ACHA-1490, ACM Abatement at General Braddock Tower, in the amount of \$49,500 to Canfield Development, Inc.

Jack McGraw explained that this contract is for removal of asbestos tile. Some years ago, during a modernization around 1990-1991, they contained the asbestos by covering the floor tiles. Throughout the building is ACM. I have an opportunity now to get it out of the building, starting with these three floors. The motion was unanimously approved.

3. Motion by Evelyn Benzo, second by Paul D'Alesandro, to award IFB Contract ACHA-1489, Standby Generator Replacement at Brackenridge Hall, in the amount of \$46,700, to Merit Electric Group.

Jack McGraw stated the generator at the building has been down for some time; it is a very old piece of equipment that has been maintained as long as possible. We have rented a standby generator for the building until we could get bids out. The bids came in a little under budget due to the competition; we estimated around \$60,000. Mrs. Booker asked how often we needed a generator and if it was a HUD regulation. Jack replied it is not a HUD regulation, but is needed for the safety of the residents. The emergency generators are tested monthly. If the power goes out, the generator, some lighting in the building, elevators, and partial hearing system. This new generator will operate both elevators and the heating system if the power goes out. The motion was then unanimously approved.

B. Legal

1. The following **Resolution #13-04** was introduced by the Chair, read in full and considered:

RESOLUTION #13-04 APPROVING COLLECTION LOSS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$15,703.61 and referral to General Counsel for further action, if warranted.

Deborah Booker moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber	NAYS: None
Deborah Booker	
Evelyn Benzo	
Paul D'Alesandro	
Vera Kelly	

The Chair thereupon declared said Resolution carried and adopted.

C. Purchasing

1. The Chair requested a motion to approve the piggyback PA State Contract #4400005955 Agricultural/Grounds-Keeping Type Power Equipment with EH Griffith, Inc. to purchase a Toro Tractor for use at Homestead Apts., in the amount of \$30,796.09. No motion was made and the item died for lack of action.

D. Travel

1. Motion by Deborah Booker, second by Evelyn Benzo, to approve travel for 6 staff to attend the PAHRA 2013 Legislative Conference from March 3-6, 2013 in Harrisburg, PA. Motion carried.
2. Motion by Paul D'Alesandro, second by Vera Kelly, to approve travel for 2 staff to attend the Emphasys Regional Symposium from March 5-6, 2013 in Cincinnati, OH. Motion carried.

Reports

Mrs. Booker asked Jack McGraw what is the simulator room in the First Tee Clubhouse? Jack explained that it is a large room, about the size of this board room that contains two golf simulators. You walk in and there's a mat for driving balls, iron play that actually simulates bunker play, you can putt. It is actually true golf, you hit the ball, there's a series of nets in the back, and screens for which one can pick different courses. It is as true as you can possibly imagine playing golf. The simulators are currently in the Pleasant Ridge community building and they will be moved to the Clubhouse. We expect to have a "grand opening" of the clubhouse sometime in May. The project is coming along very well, it's a nice building.

Adjournment

There being no further business to conduct, Deborah Booker made a motion to adjourn the meeting, which motion was seconded by Vera Kelly and unanimously approved.

/db

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Tuesday, March 26, 2013

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, March 26, 2013, at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Derek Uber	Absent:	Deborah Booker
	Evelyn Benzo		Vera Kelly
	Paul D'Alesandro (via telephone)		

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving litigation, property, and personnel, and called the meeting to order.

Evelyn Benzo made a motion to approve the Minutes of the February 19, 2013 meeting, which motion was seconded by Paul D'Alesandro and approved by all.

Attendance: Frank Aggazio, John Joyce, Deborah Breitenstein, Kim Longwell, Bobby Gabbianelli, Richard Stephenson, Frank Magliocco, Paul Reiber, Jim Zapf, Maria Atkinson (Sci-Tek Consultants), Pat Blackwell, Jack McGraw, Barbara Baulding, Jim Bulls, Mike Vogel, Tom McPoyle

Public Participation: Mr. Aggazio presented the employee of the month award to Lashawna Hammond, HCVP Housing Counselor, in recognition of her extraordinary efforts on fraud recovery.

Old Business: None.

New Business:

A Development

1. The following **Resolution #13-05** was introduced by the Chair, read in full and considered:

RESOLUTION #13-05 APPROVING APPLICATION FOR H.E.A.R.T.H. ACT GRANT FUNDING

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve application of grant funding through the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) offered through the Allegheny County Department of Economic Development and the City of Pittsburgh, Department of City Planning via the U. S. Department of Housing and Urban Development's Emergency Solutions Grant (ESG) Program.

Paul D'Alesandro moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Evelyn Benzo, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Derek Uber	NAYS:	None
	Evelyn Benzo		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

Jack McGraw stated ACHA has been performing these services for a number of years; this application is for grant funds to continue the services.

2. The following **Resolution #13-06** was introduced by the Chair, read in full and considered:

RESOLUTION #13-06 APPROVING RESUBMISSION OF A CDBG PROPOSAL APPLICATION TO TRANSFER THE TRUMAN TOWER CDBG YEAR 38 FUNDS TO THE REVITALIZATION OF THE GENERAL BRADDOCK TOWER

WHEREAS, the Allegheny County Housing Authority is desirous of obtaining funds from the Department of Economic Development in the amount of \$300,000 under the Federal Housing and Community Development Act, as amended.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors does hereby formally request a grant from the Department of Economic Development; and

BE IT FURTHER RESOLVED that the Board of Directors does hereby designate the Executive Director as the official to file all applications, documents and forms between the Authority and the Allegheny County Department of Economic Development; and

BE IT FURTHER RESOLVED that the Board of Directors will assure where applicable, the provision of the full local share of the project costs; and

BE IT FURTHER RESOLVED that the Board of Directors will assure that the project will be awarded or under construction within 180 days after contractual execution.

Evelyn Benzo moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber	NAYS: None
Evelyn Benzo	
Paul D'Alesandro	

The Chair thereupon declared said Resolution carried and adopted.

B. Legal

1. The following **Resolution #13-07** was introduced by the Chair, read in full and considered:

RESOLUTION #13-07 APPROVING COLLECTION LOSS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$14,510.52 and referral to General Counsel for further action, if warranted.

Paul D'Alesandro moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Evelyn Benzo, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber	NAYS: None
Evelyn Benzo	
Paul D'Alesandro	

The Chair thereupon declared said Resolution carried and adopted.

C. HCVP

1. The following **Resolution #13-08** was introduced by the Chair, read in full and considered:

RESOLUTION #13-08 ADOPTING TEMPORARY GUIDELINES AS OUTLINED IN PIH NOTICE 2013-03

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby adopt the following three provisions as described in PIH Notice 2013-03 temporary guidelines for public

housing agencies in fulfilling certain Public Housing and Housing Choice Voucher program requirements during this period of decreased resources available to PHAs:

- a. Allow households to self-certify as to having assets of less than \$5000
- b. Allow optional streamlined annual reexaminations for elderly families and disabled families on fixed incomes
- c. Allow a payment standard of not more than 120% of FMR without HUD approval as a reasonable accommodation

Evelyn Benzo moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber
Evelyn Benzo
Paul D'Alesandro

NAYS: None

The Chair thereupon declared said Resolution carried and adopted.

2. The following **Resolution #13-09** was introduced by the Chair, read in full and considered:

RESOLUTION #13-09 ADOPTING HCVP VOUCHER ISSUANCE BEDROOM SIZE GUIDELINES

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby adopts the following HCVP standards regarding issuance of a housing choice voucher for a particular bedroom size – the bedroom size is a factor in determining the family's level of assistance. Bedroom size will be determined using the following guidelines:

- a. Children of the opposite sex, both under the age of six (6), will share a bedroom;
- b. Children of the same sex will share a bedroom regardless of age difference;
- c. Persons of different generations will not be required to share a bedroom;
- d. Live-in aides will get a separate bedroom

Paul D'Alesandro moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Evelyn Benzo, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber
Evelyn Benzo
Paul D'Alesandro

NAYS: None

The Chair thereupon declared said Resolution carried and adopted.

Reports:

Mrs. Benzo had a question concerning eviction actions against LIPH tenants and wanted to know if tenants are permitted to remain in units during the legal process. John Joyce replied that Public Safety recommendations for eviction based on criminal activity are reviewed by the Criminal Activity Review Board before any legal action is taken by the Authority. Tenants are permitted to remain in the units during the appeal process and they are not evicted unless ACHA obtains a possession order.

Adjournment

Evelyn Benzo made a motion to adjourn the meeting, which was seconded by Paul D'Alesandro and unanimously approved.

/db

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Tuesday, April 16, 2013

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, April 16, 2013, at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Derek Uber	Absent: None
	Deborah Booker	
	Evelyn Benzo	
	Vera Kelly	
	Paul D'Alesandro	

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving litigation, property, and personnel, and called the meeting to order.

Evelyn Benzo made a motion to approve the Minutes of the March 26, 2013 meeting, which motion was seconded by Paul D'Alesandro and approved by all.

Attendance: Frank Aggazio, John Joyce, Deborah Breitenstein, Bobby Gabbianelli, Kim Longwell, Frank Magliocco, Pat Blackwell, Ed Mogus, Jack McGraw, Jim Zapf, James Bulls, Barbara Baulding, Paul Reiber, Tom McPoyle, Dean Allen, Rich Stephenson, and Shirley Marshall, Dave Majewski, Ava Johnson, Florence Powell

Public Participation: Mr. Aggazio presented the employee of the month award to David Majeski, an accountant in the Finance Department, who is retiring at the end of April. He has done a great job over the years reporting on our utility consumption and helping us to reduce costs in that area. He also did a lot of valuable work reporting on our mixed finance developments, and working with the resident councils. Mr. Majeski graciously accepted the award, and thanked Mr. Aggazio and the Board, stating it has been a pleasure working at the Authority.

Mr. Aggazio then presented an award of appreciation to Shirley L. Marshall, who recently left the Authority. This award is in recognition and appreciation of her 41 years of service to the Authority and its residents, her dedication and daily contributions to the workplace will be greatly missed. John Joyce added that not only was Ms. Marshall a great employee, she is a great person and we will all miss her. Ms. Marshall thanked those present, and added we will miss her as much as she will miss us.

Old Business: None.

New Business:

A. Development

1. Motion by Deborah Booker, second by Vera Kelly to table the agenda item to award QSP ACHA-1494, Tree Service at Park/Sheldon Apts.; motion unanimously approved.

B. Purchasing

1. Motion by Deborah Booker, second by Evelyn Benzo, approving the purchase of Agricultural/Grounds-keeping type power equipment from Steel City Mower & Plow in the amount \$17,446.30 for the Homestead Apartments. Motion carried. Jim Zapf stated this is a tractor/snow plow for the grounds at Homestead and which will be paid for by the partnerships' reserves.
2. Motion by Paul D'Alesandro, second by Vera Kelly, approving purchase of Agricultural/Grounds-keeping type power equipment from Murphy Family in the amount of \$15,990 for the West

Mifflin Manor. Mr. Zapf advised this is a lawn tractor and snow plow for the West Mifflin high-rise. Motion carried.

3. Motion by Deborah Booker, second by Paul D'Alesandro, approving award RFP Contract ACHA-1312 Quality Control Services, to KJB Consulting, LLC, for a one-year term, with up to four 1-year renewal options. Mr. Aggazio advised that the contractor reports to him. He assigns quality control reviews as he feels is needed to fine tune our operations; the contractor reports directly to him. Thereafter the motion was unanimously approved.

C. Travel

1. Motion by Vera Kelly, second by Deborah Booker, approving travel for 2 staff members to attend the ENUG (emPHAsys National User Group) Conference from August 18 – 22, 2013, in Baltimore, MD. Motion carried.

Reports:

Ms. Benzo asked about the sewer line at Prospect Apt. 60. Paul Reiber responded in the back of the building, there was about a 10' length of ABS pipe that was crushed and had to be replaced. It could have happened when development was done and clean-up of the site; the weight of the equipment could have crushed it, but we really don't know how it happened or who was responsible.

Adjournment:

Motion by Deborah Booker, second by Paul D'Alesandro, to adjourn the meeting. Motion carried.

/db

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Tuesday, June 18, 2013

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, June 18, 2013, at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Derek Uber
 Deborah Booker
 Evelyn Benzo
 Paul D'Alesandro

Absent: Vera Kelly

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving litigation, property, and personnel, and called the meeting to order.

Evelyn Benzo made a motion to approve the Minutes of the April 16, 2013 meeting, which motion was seconded by Deborah Booker and approved by all.

Attendance: : Frank Aggazio, John Joyce, Deborah Breitenstein, Elizabeth Roberts, Gloria M. Ford, Sydney Hayden, Mirella Vercillo, Tonya Bennett, Hannah Ross, Wilma DeLisio, Jim Zapf, Bobby Gabbianelli, Kim Longwell, Frank Magliocco, Renee Mielnicki; Rich Stephenson; David Cutone, James Bulls; Barbara Baulding; Dean Allen

Public Participation: Mr. Aggazio presented the employee of the month award to Dave Cutone, Property Manager at Hays Manor. Mr. Cutone has developed useful and unique reports; additionally, he significantly improved both his rent collections and REAC scores, and we are recognizing these achievements. Mr. Cutone thanked Mr. Aggazio and the Board for the recognition.

Mr. Aggazio then advised those present that Debbie Booker was resigning from the ACHA Board (and boards of the ACHA sub entities), and that this would be her last meeting as a Board member. He thanked Mrs. Booker for her long service, 18 years, as a board member. She significantly added to the ACHA; she oversaw our turn-around from a troubled agency to a high performer. She has provided unparalleled leadership ability and dedication, and has always had the residents in the forefront of her mind, as well as the staff. I thank Debby for all she has done for this agency.

Mrs. Benzo said that she and Debbie started at the same time as board members of the Authority. We would go out to the developments together; she was always available. I don't know what I'm going to do without her; we saw this agency through a lot and I'm going to miss her terribly. Mrs. Booker said that this is true, that we had some adventures, that her service has been a blessing to her and she is truly going to miss us.

Old Business

Motion by Evelyn Benzo, second by Deborah Booker, ratifying a poll of the Board by the Executive Director on May 23, 2013, wherein Derek Uber, Deborah Booker, and Evelyn Benzo:

1. Awarded QSP ACHA-1494, Tree Service at Park/Sheldon Apartments, in the amount of \$17,123.00 to Liokareas Construction Company.

2. Approved Amendment #1 to Contract ACHA-1427, A/E Services for Exterior Improvements to Residential Buildings at Park/Sheldon Apts., with Upstreet Architects, for design work for Phase 2 of the project, in the amount of \$98,800 with \$10,000 maximum reimbursable costs.

3. Approved renewal of the Workers Compensation insurance coverage with the Housing and Redevelopment Insurance Exchange (HARIE) for the term 6/15/13-6/15/14, estimated annual premium of \$239,518.
4. Approved the opening and closing of the following LIPH Waiting Lists:

Closing end of Business Day June 10, 2013

- Dumplin Hall
- Hawkins Village – 2 bedroom
- Philip Burtner
- Caldwell Station

Opening start of Business Day June 11, 2013 (For 90 Days Only, Closing end of day September 9, 2013)

- Carnegie Apartments
- Homestead A, B, C, & D – 1 & 2 bedrooms
- Negley – 1 & 3 Bedrooms
- Prospect Terrace – 1 & 2 bedrooms
- Sharpsburg Housing – All bedrooms

Opening start of Business Day June 11, 2013

- Jefferson Manor
- West View
- Dalton's Edge – 2 bedroom

The motion was unanimously approved.

New Business

A. Administration

1. The following **Resolution #13-10** was introduced by the Chair, read in full and considered:

RESOLUTION #13-10 APPROVING AND AUTHORIZING SUBMISSION OF ACHA'S 2013 ANNUAL PLAN

RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby approves and authorizes the submission to HUD of ACHA's 2013 Annual Plan for the Five Year Plan.

Deborah Booker moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Evelyn Benzo, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Derek Uber	NAYS:	None
	Deborah Booker		
	Evelyn Benzo		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

2. Motion by Paul D'Alesandro, second by Deborah Booker, approving the placement of the employee benefit- healthcare coverage with UPMC effective July 1, 2013. The motion was carried; note that Mr. Uber abstained from voting due to working in the healthcare industry. Mr. Aggazio explained that Aetna wanted a 34% increase for renewal premiums. Our broker, Enscoe Long, marketed the coverage and UPMC offered comparable coverage for significantly less than Aetna. It is a good plan, along with a rate cap.

B. Legal

1. Motion by Deborah Booker, second by Paul D'Alesandro, awarding QSP ACHA-1496, Hearing Officer Services, in a total amount not to exceed amount of \$20,000 for up to an 18-month term, to the following two law firms:

<u>Firm</u>	<u>Rate</u>
Grogan Graffam	\$140/hour
Steve A. Leindecker	\$125/hour

Motion carried. Mr. Joyce stated these are the outside hearing officers that hear appeals for denial of eligibility for HCVP applicants. We went to outside hearing officers about 8 years ago; it was not required but was highly recommended. Using contracted hearing officers has greatly increased our success with appeals of the denials.

2. Motion by Evelyn Benzo, second by Deborah Booker, approving a shared services agreement with Three Rivers Communities, Inc., and an Independent Contractor Agreement with Glenshaw Gardens, Inc. Motion carried. Mr. Joyce explained these are companies we own and control. TRCI has no employees so ACHA employees perform the work. This agreement is basically an auditing tool which sets forth the basis for fees charge for work perform. Glenshaw Gardens does have employees but there are times when they ask Finance or Legal for assistance, and again this agreement sets forth a basis for fees charged for services rendered to the company. Outside counsel recommended we have these agreements; we may look at doing similar agreements for our other sub-entities.
3. The following **Resolution #13-11** was introduced by the Chair, read in full and considered:

RESOLUTION #13-11 APPROVING COLLECTION LOSS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$8,860.44 and referral to General Counsel for further action, if warranted.

Deborah Booker moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Derek Uber Deborah Booker Evelyn Benzo Paul D'Alesandro	NAYS:	None
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The Chair thereupon declared said Resolution carried and adopted.

C. Finance

1. Motion by Evelyn Benzo, second by Deborah Booker, accepting the ACHA's Fiscal Year 2012 Single Audit performed by Maher Duessel. Motion unanimously approved.

D. Purchasing

1. Motion by Deborah Booker, second by Evelyn Benzo, approving piggyback of PA State Costar Contract #8, Contract #008-126 with CS&E, in the amount of \$13,385, to upgrade ACHA Security Surveillance Systems at the Deborah Booker Building at Park/Sheldon Apts. Motion carried. Mike Vogel stated this concludes the grant funded upgrades of security system upgrades

E. MIS

1. Motion by Paul D'Alesandro, second by Deborah Booker approving renewal of the Software Maintenance Agreement with Emphasys Software for 2013, in the amount of \$94,705.10, to provide support on the proprietary software license to ACHA. Motion carried.

F. Development

1. Motion by Deborah Booker, second by Paul D'Alesandro, approving amendment #1 to Contract ACHA-1431, A/E Services for Exterior Improvements to General Braddock Tower, with McLean Architects, LLC, for design work for Phase 2 of the project, in the amount of \$24,500 with \$1500 maximum reimbursable costs. Motion carried.
2. Motion by Evelyn Benzo, second by Deborah Booker, awarding Contract ACHA-1493, Interior Door Replacement at Wilmerding Apts., in the amount of \$99,700 to Moret Construction. The motion was unanimously approved.
3. Motion by Evelyn Benzo, second by Paul D'Alesandro awarding Contract ACHA-1499, Concrete Replacement at Hays Manor, in the amount of \$31,600 to Joseph Palmieri Construction. Motion carried. Jack stated this money is coming out of the tax credit partnership's reserve for the development.

Reports None.

Adjournment

There being no further business to conduct, Deborah Booker made a motion to adjourn the meeting, which motion was seconded by Evelyn Benzo and approved by all.

/db

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Tuesday, July 16, 2013

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, July 16, 2013, at 10:45 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Derek Uber
 Austin Davis
 Evelyn Benzo
 Paul D'Alesandro

Absent: Vera Kelly

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving litigation, property, and personnel, and called the meeting to order.

Mr. Uber then welcomed Austin Davis to the Board. Mr. Davis was appointed on June 18, 2013 to the Authority's Board of Directors, to serve until December 21, 2016 (replacing Deborah Booker). Mr. Uber stated he had an opportunity to work with Austin directly for 6 months and indirectly since that time, he is a hard working young man and will be a great addition to the Board and the Authority.

Paul D'Alesandro made a motion to approve the Minutes of the June 18, 2013 meeting, which motion was seconded by Austin Davis and approved by all.

Attendance: : Frank Aggazio, Deborah Breitenstein, Bobby Gabbianelli, Kim Longwell, Pat Blackwell, Frank Magliocco, Ed Mogus, Paul Reiber, James Bulls, Nicole King, Jim Zapf, Dean Allen, Tom Smith, Barbara Baulding, Rich Stephenson, Holly Hudson, Sci-Tek Consultants, Inc, Ciara Chic, Cosmos Technologies, Inc.

Public Participation: Mr. Aggazio presented the employee of the month award to Maintenance Aide Tom Smith, recognizing his extraordinary efforts in taking care of two developments, Carver Hall and Millvue Acres, while a co-worker has been off on a workers comp injury. Mr. Smith thanked Mr. Aggazio for recognizing his work.

Old Business None.

New Business

A. Administration

1. Motion by Evelyn Benzo, second by Austin Davis, nominating and approving the following slate of officers for the Board of Directors for the remainder of the year:
 - Chair – Derek Uber
 - Vice Chair – Austin Davis
 - Secretary – Evelyn Benzo
 - Treasurer – Paul D'Alesandro
 - Assistant Secretary/Treasurer – Vera KellyMotion unanimously carried.

B. Development

1. The following **Resolution #13-12** was introduced by the Chair, read in full and considered:

RESOLUTION #13-12 AUTHORIZING THE FILING OF AN APPLICATION FOR YEAR 40 CDBG FUNDS WITH THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT

WHEREAS, the Allegheny County Housing Authority is desirous of obtaining funds from the Department of Economic Development, in the following amounts, under the Federal Housing and Community Development Act as amended:

- a. \$1,500,000 for construction funds for the revitalization of the Orchard Park – Phase I Burns Heights on-site development
- b. \$1,000,000 for new kitchen and bathroom improvements at Jefferson Manor, Westview Tower, Blawnox Apts., Robert Corbett Apts., and West Mifflin Manor
- c. \$1,000,000 for interior and exterior improvements (new kitchens, bathrooms, roofs, concrete and weatherization work) at Wilmerding Apts.
- d. \$1,000,000 for exterior improvements (roofs, windows, concrete) at Hawkins Village
- e. \$500,000 for the construction of a Community Center at Prospect Terrace

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby formally requests grants from the Department of Economic Development.

BE IT FURTHER RESOLVED that the Board of Directors does hereby designate the Executive Director as the official to file all applications, documents, and forms between the Allegheny County Housing Authority and the Allegheny County Department of Economic Development.

BE IT FURTHER RESOLVED that the Board of Directors will assure, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED that the Board of Directors will assure that the projects will be awarded or under construction within 180 days after contractual execution.

Evelyn Benzo moved that the foregoing Resolutions be adopted as introduced and read, which were seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber	NAYS: None
Austin David	
Evelyn Benzo	
Paul D'Alesandro	

The Chair thereupon declared said Resolutions carried and adopted.

Jack McGraw stated this is the annual submission to DOED listing the top 5 five projects we would like to receive funding for. Due to the recent tax credit award, the Orchard Park development in Duquesne, PA is out top funding priority.

2. Motion by Paul D'Alesandro, second by Evelyn Benzo, approving Change Order G-7 in the amount of \$25,117.50 to Liokareas Construction Company for additional masonry work under Contract No. ACHA-1474-1/GC, Park Sheldon Phase I Exterior Improvements. Motion carried. Jack McGraw stated this project came about because of the rapidly deteriorating exteriors of the buildings. When we went out to bid, we had so much work identified in the bid specs with allowances for additional work beyond that which we could clearly identify, with corresponding costs. We performed the work and identified additional allowance items that had to be done; which are taken care of with this change order. Mr. Uber wanted to know how much more work is to be done on Phase 1. Mr. McGraw responded that with this change order, the work is completed. We prepared Phase 2, but we are probably going to repackage Phase 2. There are 40 buildings that need work. Because of the expense, we are not considering breaking it up into two 20 building phases and considering only doing selective work to minimize cost, due to unprecedented reduced funding levels.
3. Motion by Evelyn Benzo, second by Austin Davis, awarding the following contracts for the Phase 2 Interior and Exterior Improvements at General Braddock Tower:

- a. Contract ACHA-1500-1/GC, General Construction Contract, in the amount of \$717,000 to Liokareas Construction Company;
- b. Contract ACHA-1500-2/EC, Electrical Contract, in the amount of \$103,500 to Right Electric, Inc.

Motion carried. Jack McGraw stated this project is largely funded through DOED grant for exterior improvements to the building. We are doing lighting, landscaping, and the largest piece of this project is window replacement. That is being done due to we have a Honeywell EPC that is going to supply a new HVAC system. This building was built at a time when all the units had window AC systems. We are going to eliminate the window AC units and need to replace the old windows, which will be more energy efficient. The first phase of this building was to get the Floors 10-12 back on line.

C. Legal

1. The following **Resolution #13-13** was introduced by the Chair, read in full and considered:

RESOLUTION #13-11 APPROVING COLLECTION LOSS

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of uncollectible tenant accounts in the amount of \$17,112.11 and referral to General Counsel for further action, if warranted.

Evelyn Benzo moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber
Austin David
Evelyn Benzo
Paul D'Alesandro

NAYS: None

The Chair thereupon declared said Resolutions carried and adopted.

D. Purchasing

1. Motion by Evelyn Benzo, second by Paul D'Alesandro, awarding RFP Contract ACHA-1497, Prepaid Debit Card Program, to J. P. Morgan Chase Bank, N.A., for a one-year period, with up to four 1-year renewal options. Motion unanimously approved. Rich Stephenson stated we run about 3000 checks a month for HAP payments and utility allowances. Instead of issuing checks, and the postage, paper, and time involved with that procedure, JP Morgan Chase will issue a debit card to each payee, and each month payments to program participants, as well as landlords who choose not to enroll for direct deposit, will be transferred to the debit cards. This results in significant savings to the Authority. J.P. Morgan Chase already runs this program for several PHAs throughout the country. Mr. Uber wanted to know if a balance is taken off the card if it's not used, like a gift card. Mr. Stephenson responded that was one of the scoring criteria, fees charged for services. JP Morgan Chase has very limited charges to the end user. If they would happen to lose the card, they would have to pay a fee to have another one reissued. The program should save up to about \$50,000 a year. Mr. Uber wanted to know how the program will transition. Mr. Stephenson said certainly, there will be an education process. That was another reason why we liked JP Morgan Chase; they have developed and been using a program to educate the end users; a lot of communication has to take place between the participants, the Authority and JP Morgan Chase. What is nice about this card is that the end user does not need to have a bank account to use this card. Our goal is to transition to the card within 60 days.

Reports None.

Adjournment

Motion by Austin Davis, second by Evelyn Benzo, to adjourn the meeting. Motion carried.

/db

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Tuesday, September 17, 2013

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, September 17, 2013, at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present:	Austin Davis	Absent:	Derek Uber
	Evelyn Benzo		Vera Kelly
	Paul D'Alesandro (via phone)		

The Vice Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving litigation, property, and personnel, and called the meeting to order.

Evelyn Benzo made a motion to approve the Minutes of the July 16, 2013 meeting, which motion was seconded by Paul D'Alesandro and approved by all.

Attendance: : Frank Aggazio, George Janocsko, Esq., Deborah Breitenstein, Maria Atkinson, Bobby Gabbianelli, Jack McGraw, Kim Longwell, Jeannine Rose, Frank Magliocco, Dean Allen, James Bulls, Jim Zapf, Mike Vogel, Rich Stephenson, Pat Blackwell, Barbara Baulding,

Public Participation None

Old Business None.

New Business

A. Administration

1. Motion by Evelyn Benzo, second by Paul D'Alesandro, appointing Austin Davis to the boards of directors of the following non-profit corporations fully owned by the Authority:

- a) Allegheny Composite Housing Development Corporation
- b) Allegheny Housing Development Corporation
- c) Allegheny Housing Partnership, Inc.
- d) Fox Hill Management, Inc.
- e) Leetsdale Housing Development Corporation
- f) Ohio Valley Housing GP Corp.
- g) Swissvale Housing Development Corporation
- h) Three Rivers Communities, Inc.
- i) Three Rivers GP Corp.
- j) Waterfront Housing GP Corp.
- k) West Pine Affordable Housing, Inc.

Motion carried.

2. Motion by Evelyn Benzo, second by Paul D'Alesandro, approving an agreement with the County of Allegheny for the provision of legal services to the Authority. The Executive Director advised typical services would include representation of the Authority concerning landlord/tenant actions, consultation of HR related matters, labor issues, contracts, etc. The motion was unanimously approved.

B. Development

1. Motion by Evelyn Benzo, second by Paul D'Alesandro, awarding the following contracts for Exterior Improvements at Park/Sheldon Apts.-Phase 2:
 - a. General Construction Contract ACHA-1496-1/GC in the amount of \$2,167,000 to Liokareas Construction Company.
 - b. Electrical Contract ACHA-1496-2/EC in the amount of \$71,340 to Wheels Mechanical Contracting.

Jack McGraw explained this is Phase 2 of the work, to address some structural damage due to water infiltration (roofing, siding, gutters, downspouts, windows, exterior doors), to 20 buildings. We will be coming back next year to address Phase 3, consisting of 10 buildings. The motion was approved and carried.

2. Motion by Evelyn Benzo, second by Paul D'Alesandro, awarding Contract ACHA-1503-1/GC, Accessible Parking Improvements at Forest Glen, in the amount of \$16,900 to Joseph Palmieri Construction, Inc. Motion carried. Jack McGraw stated we purchased this property about a year ago. A condition of HUD for approval of the purchase was that one of the units in the complex has to be handicapped accessible, which we did, including installation of an elevator in the unit. The work will bring the sidewalk and parking area for that unit in compliance with UFAS/504. This contractor performed well on a previous job at Hays Manor.
3. Motion by Paul D'Alesandro, second by Evelyn Benzo, awarding Contract ACHA-1505, ACM Abatement at General Braddock Tower – Phase 2, in the amount of \$34,200 to Gray Waste Management. Jack McGraw advised that we discovered all of the old VCT contains asbestos. We had abated some of the common areas under a previous contract for the 10-11-12 floors. Now we have vacated the 9th floor for some plumbing change overs and want to take care of this work. The second part involves work to be done under the energy performance contract with Honeywell. We are going to put a new AC system in the building, and they need to drill through the floors for the installation, so part of this contract is to remove a small area of the floor tile in each unit. Later we will come back at some point and do the rest of the apartments. Motion approved and carried.

C. Finance

1. The following **Resolution #13-14** was introduced by the Vice Chair, read in full and considered:

RESOLUTION #13-14

WHEREAS, the Allegheny County Housing Authority has prepared its Fiscal Year 2014 Operating Budgets; and

WHEREAS, HUD has implemented asset based management rules necessitating the creation of a Central Office Cost Center budget as well as Asset Management Project (AMP) budgets; and

WHEREAS, the Allegheny County Housing Authority finds that the proposed total expenditures of \$39,496,884 for the Central Office, and \$19,576,390 for the AMPs, are necessary for an efficient and economical operation of the Authority for the purpose of serving the Allegheny County Housing Authority residents; and

WHEREAS, the ACHA finds that the Budgets are reasonable in that they indicate funding sources adequate to cover all proposed expenditures.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Allegheny County Housing Authority that the Fiscal Year 2014 Operating Budgets are approved, and that the Executive Director is authorized and shall take such measures as necessary to place the Fiscal Year 2014 operating budgets in effect.

Paul D'Alesandro moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Evelyn Benzo, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Austin Davis
Evelyn Benzo
Paul D'Alesandro

NAYS: None

The Vice Chair thereupon declared said Resolution carried and adopted.

2. Motion by Paul D'Alesandro, second by Evelyn Benzo, approving a \$500,000 owner's draw from the Harrison Hi-Rise reserves. The motion was unanimously approved and carried.
3. The following **Resolution #13-15** was introduced by the Vice Chair, read in full and considered:

RESOLUTION #13-15

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve transfer of all uncollectible tenant accounts through September 30, 2013 (fiscal year end) and referral for further action, if warranted.

Paul D'Alesandro moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Evelyn Benzo, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Austin Davis
Evelyn Benzo
Paul D'Alesandro

NAYS: None

The Vice Chair thereupon declared said Resolution carried and adopted.

D. Travel

1. Motion by Evelyn Benzo, second by Paul D'Alesandro, approving travel for up to 4 staff to attend the NAHRO National Conference & Exhibition from October 24-26, 2013 in Cleveland, OH. Motion carried.

Reports Mr. Davis commended the Executive Director on the recent editorial in the *Pittsburgh Post-Gazette*, co-authored with Castor Binion, concerning the impact of federal funding cuts on PHAs.

Adjournment

There being no further business to conduct, Evelyn Benzo made a motion to adjourn the meeting, which motion was seconded by Paul D'Alesandro and approved by all.

/db

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Tuesday, October 15, 2013

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, October 15, 2013, at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Derek Uber
 Austin Davis
 Evelyn Benzo
 Paul D'Alesandro

Absent: Vera Kelly

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving litigation, property, and personnel, and called the meeting to order.

Austin Davis made a motion to approve the Minutes of the September 17, 2013 meeting, which motion was seconded by Evelyn Benzo and approved by all.

Attendance: : Frank Aggazio, George Janocsko, Esq., Deborah Breitenstein, Frank Magliocco, Pat Blackwell, Kim Longwell, Paul Reiber, Jack Kearney, James Bulls, Jim Zapf, Mike Vogel, Marlene Sanders, Dean Allen, Barbara Baulding, Jack McGraw, Linda Aliberti, Jeannine Rose, Rich Stephenson

Public Participation

Mr. Aggazio stated there are two awards this month. The first is to recognize Marlene Sanders, manager of Prospect Terrace, concerning a meeting she conducted with approximately 15 social service providers at Prospect Terrace to see how they could help us and the residents to stem the violence at the development. Ms. Sanders handled the meeting flawlessly and I want to recognize the outstanding job she did. The second award is actually for the month of September. I shared with the Board before the meeting our REAC scores for several properties, which have been consistently in the mid to upper 90s, for 8 or 9 properties, which is outstanding. It is hard to single out one person, but we have someone who contributes any way he can, especially with the sidewalks – REAC can ding us for points if the sidewalks present tripping hazards. Jack Kearney has been going around the County taking care of that, doing an outstanding job, and we are recognizing his efforts. Mr. Kearney and Ms. Sanders expressed their gratitude for their recognition.

Old Business None.

New Business

A. Administration

1. Motion by Austin Davis, second by Paul D'Alesandro, approving amendments to the Insurance Plans portion of the Employee Handbook, concerning dates benefits would start for new hires, and when benefits would end. Motion carried.

B. Development

1. Motion by Evelyn Benzo, second by Paul D'Alesandro, to approve Change Order P-4 in the amount of \$26,693.52 to Mele Mechanical, LLC, for additional plumbing work required on the 9th floor, Wing A, B, C & D, of General Braddock Tower, under Contract ACHA-1486-2/PC , General Braddock Tower Interior and Exterior Improvements, Phase 1. Jack McGraw advised that as part of the work to bring floors 10, 11 and 12 back on line, we had to replace the sanitary stacks which are badly deteriorated. In order to do that we had to vacate the 9th floor and we

wanted to also replace the stacks on the 9th floor while the floor was vacant. The motion was unanimously approved.

C. Purchasing

1. Motion by Austin Davis, second by Evelyn Benzo, approving piggyback of the Pennsylvania State Contract #4400010438 with SimplexGrinnell, in an approximate amount of \$100,000, for the annual inspection and maintenance of ACHA's fire protection systems. Motion carried.
2. Motion by Paul D'Alesandro, second by Evelyn Benzo approving piggyback of the PA State CoStars Contract #003-175 with All Lines Technology, Inc. for the purchase of 26 computers at a cost of \$22,305, to standardize and update ACHA computer equipment pursuant to its computer replacement plan. Motion carried.

D. Public Safety

1. The following **Resolution #13-16** was introduced by the Chair, read in full and considered:

RESOLUTION #13-16 ADOPTING POLICY AND PROCEDURES FOR DISSEMINATION OF PROTECTED INFORMATION REQUIRED BY 18 PA. C.S.A. §9106(C)(5) OR (6)

I. PURPOSE

The purpose of this directive is to establish policy guidelines of the Allegheny County Housing Authority which will enable its Public Safety Department to gather, disseminate, and receive intelligence, investigative and treatment data from other conforming criminal justice agencies. This data is being classified as "protected information" by 18 Pa. C.S.A. § 9106.

II. POLICY

It is the policy of Allegheny County Housing Authority to conform to the mandates of the Criminal History Record Information Act 18 Pa. C.S.A. § 9101 et seq. (CHRIA).

III. DEFINITIONS

Automated Systems — A computer or other internally programmed device capable of automatically accepting and processing data, including computer programs, data communication links, input and output data and data storage devices.

Criminal Justice Agency — A court, including the minor judiciary, with criminal jurisdiction or any other governmental agency, or sub-unit thereof, created by statute or by the State or Federal constitutions, specifically authorized to perform as its principal function the administration of criminal justice, and which allocates a substantial portion of its annual budget to such function. Criminal justice agencies include, but are not limited to: organized State and municipal police departments, local detention facilities, county, regional and State correctional facilities, probation agencies, district or prosecuting attorneys, parole boards, pardon boards and such agencies or subunits thereof, as are declared by the Attorney General to be criminal justice agencies as determined by a review of applicable statutes and the State and Federal constitutions or both.

Protected information — Protected information includes three types of information - - Intelligence Information, Investigative Information and Treatment Information. Refer to these definitions.

Intelligence information — Information concerning the habits, practices, characteristics, possessions, associations or financial status of any individual compiled in an effort to anticipate, prevent, monitor, investigate or prosecute criminal activity. Notwithstanding the definition of "treatment information" contained in this section, intelligence information may include information on prescribing, dispensing, selling, obtaining or using a controlled substance as defined in the act of April 14, 1972 (P.L. 233, No. 64), known as the Controlled Substance Drug Device and Cosmetic Act.

Investigative information — Information assembled as a result of the performance of any inquiry, formal or informal, into a criminal incident or an allegation of criminal wrongdoing and may include modus operandi information.

Treatment information — Information concerning medical, psychiatric, psychological or other rehabilitative treatment provided, suggested or prescribed for any individual charged with or convicted of a crime.

Repository — Any location in which criminal history record information is collected, compiled, maintained and disseminated by a criminal justice agency.

Central Repository — The central location for the collection, compilation, maintenance and dissemination of criminal history record information by the Pennsylvania State Police.

Criminal History Record Information — Information collected by criminal agencies concerning individuals, and arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates and notations of arrests, indictments, informations or other formal charges and any dispositions arising therefrom. The term does not include intelligence information, investigative information or treatment information, including medical and psychological information, or information and records specified in Section §9104, relating to Scope.

IV. PROCEDURES

Intelligence Officer Michael J. Vogel, Chief of Police, will be designed as the intelligence officer and will be responsible for the classification, computerization and dissemination of all "protected information" classified in CHRIA. He may designate other members of the Department to perform this duty on an as needed basis upon approval of the Chief of Police.

1. Collection of protected information — The Department will collect protective information in its automated system only when the following conditions are met:

- a. The information concerns an individual or group which it reasonably suspects of criminal activity.
- b. The information is related to criminal activity that would give rise to prosecution for a state offense graded a misdemeanor or felony or for a Federal offense for which a penalty is imprisonment for more than one year.
- c. The information is categorized based upon subject matter.
- d. The information does not concern participation in a political, religious or social organization, or in the organization or support of a nonviolent demonstration, assembly, protest, rally or similar form of public speech, unless there is a reasonable suspicion that the participation by the subject of the information is related to criminal activity or prison rule violation.

Protected information will not be collected for, or transferred to, the central repository maintained by the Pennsylvania State Police.

2. Security of Protected information — The confidentiality of protected information will be provided for and securely maintained by:

- a. Following department physical plant/maintenance policy to reasonably protect repository from theft, sabotage and manmade or natural disasters.
- b. Properly selecting, supervising, and training personnel authorized to have access to protected information.
- c. Insure that, where computerized data processing is employed, the equipment utilized for maintaining intelligence information, investigative information or treatment information is dedicated solely to purposes related to the administration of criminal justice. If the equipment is not used solely for the administration of criminal justice, the criminal justice agency is accorded equal management participation in computer operations used to maintain the intelligence information, investigative information or treatment information.
- d. Insuring that only those authorized to access protected information are electronically coded or otherwise designated to enter the automated system. A copy of the authorization list will be maintained by the intelligence officer.
- e. Three different levels of storage of protected information will be established for reliability and sensitivity:
 - i. **Level I** — Will include all information that has been received from a reliable source and is substantiated.
 - ii. **Level II** — Will include all information that has been received from a reliable source but is unsubstantiated.

- iii. **Level III** — Will include all information that has been received from an unreliable source and is not and cannot be substantiated.

3. Dissemination of Protected Information — This Department's intelligence office may only disseminate protected information if the following conditions are met:

- a. The requesting criminal justice agency must certify that it has adopted policies and procedures consistent with this Act. This may be a verbal certification, if agency is known to intelligence officer.
- b. The intelligence officer records on the designated form the pertinent information for a proper audit trail of disseminated protected information. This record is to be maintained separate from the individual's file.
- c. The protected information has been determined to be reliable.
- d. The requesting criminal justice agency justifies its request based on name, fingerprints, modus operandi, genetic typing, voice print or other identifying characteristics.
- e. The intelligence officer lists on the Dissemination Log: the date, purpose and agency requesting the information.

In the event the intelligence officer becomes aware of/by any means that previously disseminated information is misleading, obsolete, and/or unreliable, the information is to be corrected and the recipient agencies notified of the change within a reasonable time period.

Protected information in the Department's possession but which was not obtained through our sources may not be disseminated to another agency except if requesting agency and our department are investigating or prosecuting a criminal matter jointly. The intelligence officer must, however, refer requesting agency to the agency which was the source of the information.

This Department's intelligence officer, when requesting protected information from another agency, must certify in writing that this department complies with CHRIA.

4. Retention of Records — Department's protected information will be maintained and will be purged only with the written approval from the Chief of Police and only under the following conditions:

- a. The data is no longer relevant or necessary to meet the goals and objectives of this agency.
- b. The data is obsolete making it unreliable for present purposes and updating it would be worthless.
- c. The data cannot be used for strategic or tactical purposes associated with the duties of this agency.

Austin Davis moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Paul D'Alesandro, and upon roll call the 'Ayes' and 'Nays' were as follows:

<i>AYES:</i>	<i>Derek Uber</i>	<i>NAYS: None</i>
	<i>Austin Davis</i>	
	<i>Evelyn Benzo</i>	
	<i>Paul D'Alesandro</i>	

The Chair thereupon declared said Resolution carried and adopted.

Reports None.

Adjournment

There being no further business to conduct, Evelyn Benzo made a motion to adjourn the meeting, which motion was seconded by Austin Davis and unanimously approved.

/db

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Tuesday, November 19, 2013

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Tuesday, November 19, 2013, at 10:30 a.m. in the board room at the Authority's offices located on the 12th floor, 625 Stanwix Street, Pittsburgh, PA, 15222. Those present and absent were as follow:

Present: Derek Uber
 Austin Davis
 Evelyn Benzo
 Paul D'Alesandro

Absent: Vera Kelly

The Chair declared a quorum present, advised those attending that this day prior to the meeting the Board met in executive session to discuss matters involving litigation, property, and personnel, and called the meeting to order.

Paul D'Alesandro made a motion to approve the Minutes of the October 15, 2013 meeting, which motion was seconded by Evelyn Benzo and approved by all.

Attendance: Frank Aggazio, George Janocsko, Deborah Breitenstein, Pat Blackwell, Paul Reiber, Ronald Yates, Maria Atkinson, Kim Longwell, Jim Zapf, James Bulls, Ed Mogus, Dean Allen, Jack McGraw, Frank Magliocco, Linda Aliberti, Barbara Baulding

Public Participation

Mr. Aggazio presented Assistant Facilities Manager Ron Yates with the employee of the month award, in recognition of his extraordinary job performance which contributed to the high REAC scores the Authority has received this year. Mr. Yates expressed his gratitude to Mr. Aggazio and the Board for this recognition.

Old Business None.

New Business

A. HCVP

1. The following **Resolution #13-17** was introduced by the Chair, read in full and considered:

RESOLUTION #13-17 CERTIFYING TO AND APPROVING SUBMISSION TO HUD OF THE ANNUAL SEMAP CERTIFICATION

RESOLVED, that the Board of Directors of the Allegheny County Housing Authority hereby certify to and approve submission to HUD of the annual Section 8 Management Assessment Program (SEMAP) Certification for fiscal year ending September 30, 2013.

Paul D'Alesandro moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Austin Davis, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Derek Uber NAYS: None
 Austin Davis
 Evelyn Benzo
 Paul D'Alesandro

The Chair thereupon declared said Resolution carried and adopted.

B. Purchasing

1. Motion by Paul D'Alesandro, second by Evelyn Benzo, approving piggyback of Central Westmoreland Council of Governments Cooperative Purchasing with Day Fleet Sales, Contract #13-MV-013-014 for the purchase of the following fleet vehicles for a total cost of \$42,530:

<u>Vehicle</u>	<u>Cost</u>
2014 Chevrolet Cargo Van (Maintenance Dept.)	\$23,395
2013 Chevrolet Impala (HCVP Dept.)	\$19,135

Motion carried.

2. Motion by Evelyn Benzo, second by Paul D'Alesandro, approving piggyback of PA State CoStar Contract #003-334 with PSx to upgrade ACHA Security Surveillance Systems at Dumplin Hall in the amount of \$15,875. Motion carried.

C. Travel

1. Motion by Austin Davis, second by Evelyn Benzo, approving travel for 1 staff person to attend a Nan McKay and Associates training seminar on Fair Housing and Reasonable Accommodations in Phoenix, AZ from January 9-10, 2014. Motion carried.

D. Finance

1. Motion by Austin Davis, second by Paul D'Alesandro, approving the opening of an escrow account with PNC Bank in connection with the financing for the Phase VII EPC. Motion carried.

VIII. Reports

Mr. Uber asked about the updates to the Authority's website. Mr. Magliocco responded the updates are 98% complete and he expects the upgraded website to be up and running by the end of November.

IX. Adjournment

There being no further business to conduct, Austin Davis made a motion to adjourn the meeting; the motion was seconded by Evelyn Benzo and unanimously approved.

/db