

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Annual Meeting
Friday, January 17, 2020

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held its Annual Meeting on Friday, January 17, 2020 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:	Mark Foerster	Absent:	Derek Uber
	Sara Innamorato		
	Sydney Hayden		
	Paul D'Alesandro (via telephone)		

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Attendance: Frank Aggazio, John Daley, Beverly Moore, Deborah Breitenstein, Patrick Blackwell, Mike Vogel, Frank Magliocco, Richard Stephenson, Kim Longwell, Jack McGraw, Kim Evans, Kevin J. Bartko, James Bulls

Recognitions/Proclamations

The Chair recognized the Public Safety Department for a recent incident involving a tenant at Homestead Apartments who pulled a shotgun on Authority police officers after the officers visited the tenant for a loud music nuisance call. Chief Mike Vogel gave a brief summary of the incident and commended his officers for their handling of the situation.

The Executive Director then presented the employee of the month award to Kim Evans, in recognition of her extraordinary efforts in assisting the residents of Corbett Apts. with their temporary relocations during modernization work at the building.

Public Comment None.

Approval of Minutes

Sara Innamorato made a motion to approve the Minutes of the December 20, 2019 Board of Directors meeting; the motion was seconded by Sydney Hayden and carried.

Old Business None.

New Business

A. Administration

1. Motion by Sara Innamorato, second by Sidney Hayden, proposing and approving the following slate of officers for the Board of Directors:

Chair – Mark Foerster
Vice Chair – Sara Innamorato
Secretary – Derek Uber
Treasurer – Sydney Hayden
Asst. Secretary/Treasurer – Paul D'Alesandro

Motion unanimously carried.

2. Motion by Sydney Hayden, second by Sara Innamorato, approving renewal of the flood insurance policies with the National Flood Insurance Program through Housing Authority Insurance (HAI) the term 02/26/20 to 02/26/21 for coverage on various buildings at Authority owned and/or management developments. After a brief discussion, the motion was carried.
3. Motion by Sara Innamorato, second by Sydney Hayden, approving purchase of Sexual Misconduct Liability insurance for a one-year term, through HAI, for the Authority's operation of an at-risk youth program at the Deborah Booker Center. The motion was unanimously carried after a brief discussion.
4. The following **Resolution #20-01** was introduced by the Chair, read in full and considered:

RESOLUTION #20-01 ADOPTING SIGNATURE AUTHORITY FOR DOCUMENTS REQUIRING SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the United States Department of Housing and Urban Development (HUD) desires to have on file an authorized signature list from the Allegheny County Housing Authority; and

WHEREAS, the Allegheny County Housing Authority has determined that its current signature list needs updated: and

WHEREAS, the updated signature list will be as follows: the Executive Director is authorized to sign all documents requiring submission to HUD. In the absence of the Executive Director, the Deputy Executive Director will be authorized to sign. In the absence of the Executive Director and the Deputy Executive Director, the Chief Financial Officer will be authorized to sign;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Allegheny County Housing Authority:

1. *That the signature list will be updated as outlined above and submitted to HUD; and*
2. *The Executive Director is hereby authorized and shall take such measures as may be necessary to implement the change.*

Sydney Hayden moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

B. HCVP

1. The following **Resolution #20-02** was introduced by the Chair, read in full and considered:

RESOLUTION #20-20 AUTHORIZING EXTENTION OF A VOUCHER PREFERENCE FOR INDIVIDUALS WITH OUD

NOW, THEREFORE, BEI IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby adopt an extension of the preference heretofore approved on April 18, 2019, to permit no more than 25 vouchers for use in providing supportive housing opportunities for individuals with Opioid Use Disorders (OUD); this preference will continue until the 25 vouchers have been utilized.

Sara Innamorato moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sydney Hayden, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Mark Foerster NAYS: None
Sara Innamorato
Sydney Hayden
Paul D'Alesandro

The Chair thereupon declared said Resolution carried and adopted.

C. Development

1. Motion by Sydney Hayden, second by Sara Innamorato, approving award of IFB Contract ACHA-1621, Traction Elevator Modernization at Springdale Manor and Golden Tower, in the amount of \$1,233,539.36 to Otis Elevator Company. After a brief discussion, the motion was unanimously carried.

D. HMO

1. The following **Resolution #20-03** was introduced by the Chair, read in full and considered:

RESOLUTION #20-03 AUTHORIZING TRANSFER OF 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 \$25,954.27 and referral for further action, if warranted.

Sydney Hayden moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES: Mark Foerster NAYS: None
Sara Innamorato
Sydney Hayden
Paul D'Alesandro

The Chair thereupon declared said Resolution carried and adopted.

Comment on General Items None.

Adjournment

Sara Innamorato made a motion to adjourn the meeting; the motion was seconded by Sydney Hayden and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, February 21, 2020

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular Meeting on Friday, February 21, 2020 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:	Mark Foerster	Absent:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:15 a.m.

Attendance: Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Patrick Blackwell, Bobby Gabbianelli, Frank Magliocco, Richard Stephenson, Jack McGraw, Mike Vogel, Kevin Bartko, James Bulls; Paul Reiber; Mike Flaherty

Recognitions/Proclamations

The Executive Director presented the employee of the month award to Michael Flaherty, a housing counselor in the HCVP Department, in recognition of his initiative, excellent customer service and attendance.

Mark Foerster and Sydney Hayden then recognized Police Chief Mike Vogel, who served as the President of the Western Pennsylvania Police Chiefs Association for the past two years.

Public Comment None.

Approval of Minutes

Sara Innamorato made a motion to approve the Minutes of the January 17, 2020 meeting; the motion was seconded by Paul D'Alesandro and carried.

Old Business None.

New Business

A. Development

1. Motion by Sara Innamorato, second by Derek Uber, approving Change Order G-4 in the amount of \$25,000 to Moret Construction Company, Inc. for front entrance changes under contract ACHA-1574-1/GC, Interior and Exterior Improvements at West Mifflin Manor. After a brief discussion, the motion was unanimously carried.
2. The following **Resolution #20-04** was introduced by the Chair, read in full and considered:

RESOLUTION #20-04 APPROVING SUBMISSION TO HUD OF A DEMOLITION/DISPOSITION APPLICATION FOR HAWKINS VILLAGE

WHEREAS, the Allegheny County Housing Authority, in partnership with Pennrose Properties, LLC, has submitted a low-income housing tax credit application to the Pennsylvania Housing Finance Agency for funding to redevelop Hawkins Village; and

WHEREAS, the Allegheny County Housing Authority owns and operates Hawkins Village, PA006000601, in accordance with the Annual Contribution Contract; and

WHEREAS, the Allegheny County Housing Authority and Pennrose Properties, LLC have determined the Hawkins Village Development is obsolete as to the physical condition; and

WHEREAS, the Allegheny County Housing Authority has made an offer of sale to the Resident Advisory Board, who represents the residents of Hawkins Village, on February 6, 2020; and

WHEREAS, the Allegheny County Housing Authority will relocate the residents of Hawkins Village in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and implementing regulations at 49 C.F.R. Part 24; and

WHEREAS, the demolition/disposition application is to be submitted to the U.S. Department of Housing and Urban Development in accordance with 24 CFR Part 970 (Form 5285).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve the submission of a Demolition/Disposition Application to the HUD Special Applications Center under Section 18 of the Housing Act of 1937, as amended, for the demolition and disposition of Hawkins Village to a to-be-formed limited partnership in which an ACHA instrumentality will be a general partner.

Sydney Hayden 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:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

3. Motion by Sara Innamorato, second by Derek Uber, awarding the following contracts for Roof and Make-Up Air Unit Replacement at Jefferson Manor:
 - a. Contract ACHA-1624-1/GC, General Construction Contract, in the amount of \$292,121, to Liokareas Construction Company
 - b. Contract ACHA-1624-2/MC, Mechanical Contract, in the amount of \$119,500 to Controlled Climate
 - c. Contract ACHA-1624-3/EC, Electrical Contract, in the amount of \$18,900 to Merit Electrical Group.

After a brief discussion, the motion was unanimously carried.

4. Motion by Derek Uber, second by Paul D'Alesandro, awarding the following contracts for Roof and Mark-up Air Unit Replacement at Blawnox Apartments:
 - a. Contract ACHA-1625-1/GC, General Construction Contract, in the amount of \$295,123 to Liokareas Construction Company
 - b. Contract ACHA-1625-2/MC, Mechanical Contract, in the amount of \$185,000, to Controlled Climate
 - c. Contract ACHA-1625-3/EC, Electrical Contract, in the amount of \$49,400 to Merit Electrical Group.

The motion was unanimously carried.

B. HMO

1. The following **Resolution #20-05** was introduced by the Chair, read in full and considered:

RESOLUTION #20-05 AUTHORIZING TRANSFER OF COLLECTION LOSS

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby authorize transfer of the uncollectible tenant accounts in the amount of \$13,178.23 and referral for further action, if warranted.

Sydney Hayden moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the 'Ayes' and 'Nays' were as follows:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

Comment on General Items None.

Adjournment

Derek Uber made a motion to adjourn the meeting; the motion was seconded by Paul D'Alesandro and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, April 17, 2020

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular Meeting on Friday, April 17, 2020 at 10:30 a.m. Due to the COVID-19 crisis and the Governor's Emergency Declaration, the meeting was held virtually via GoToMeeting. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met virtually in executive session at 9:40 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a virtual meeting today at 9:15 a.m.

Attendance: Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Rich Stephenson, Patrick Blackwell, Frank Magliocco, Mike Vogel, Kevin Bartko, James Bulls; Paul Reiber; Kim Longwell

Recognitions/Proclamations

The Executive Director stated that last month Dennis Ruffing, a 30 year staff accountant in the Finance Department, retired, and was recognized as the employee of the month. Richard Stephenson, CFO, stated that Dennis was instrumental in assisting him when he first started at the Authority as Director of the Finance Department, that his retirement is certainly a loss for the department, but we wish him well.

Public Comment None.

Approval of Minutes

Sara Innamorato made a motion to approve the Minutes of the February 21, 2020 meeting; the motion was seconded by Paul D'Alesandro and carried.

Old Business

Motion by Derek Uber, second by Sara Innamorato, ratifying and approving the following Virtual Meeting Plan for the Authority:

Virtual Meeting Plan

The Board of Directors of the Allegheny County Housing Authority (ACHA) is establishing the following Virtual meeting Plan for all Authority public meetings held during the Governor's Emergency Declaration:

1. All monthly Board meetings, as well as other public meetings, will be held via GoToMeeting.
2. The ACHA will inform the public of the change in where and/or how the public meetings will be held, in the following places:
 - a. ACHA's website at <http://www.achsng.com>
 - b. ACHA's social media site (Facebook)
 - c. Newspaper (either print or electronic) of general circulation
3. The ACHA will post meeting log-in information in the following places:
 - a. ACHA's website at <http://www.achsng.com>

- b. ACHA's social media site (Facebook)
4. The Board will afford the public an opportunity to comment during a designated "public comment period" on the GoToMeeting call. All members of the public who wish to speak must identify their name and address before making their comments.
5. All virtual meeting audios will be recorded via GoToMeeting and posted to the Authority's website for one month following the meeting.
6. The ACHA will continue to post meeting Minutes on its website at [http://www.achsng.com/ABOUT/PUBLIC DOCUMENTS](http://www.achsng.com/ABOUT/PUBLIC_DOCUMENTS)

The motion was unanimously carried.

New Business

A. Administration

1. The following **Resolution #20-07** was introduced by the Chair, read in full and considered:

RESOLUTION #20-07 AUTHORIZING IMPLEMENTATION OF CERTAIN WAIVERS FROM NORMAL HUD REQUIREMENTS DUE TO THE COVID-19 EMERGENCY

BE IT RESOLVED by the Board of Directors of the Allegheny County Housing Authority that due to the COVID-19 emergency, the Department of Housing and Urban Development ("HUD") has authorized all public housing authorities to implement certain waivers from its normal requirements without prior HUD approval (PIH Notice 2020-05, COVID-19 Statutory and Regulatory Waivers for the Public Housing, Housing Choice Voucher, Indian Housing Block Grant and Indian Community Development Block Grant programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program). Due to our local situation we have chosen to implement the following waivers, all of which are adopted and ratified by the Board of Directors on April 17, 2020, and implemented on April 17, 2020. Any HUD extension of the dates mentioned below shall be automatically approved by the Housing Authority without further Board action.

The descriptions of the specific waivers below are summaries. The PHA shall comply with the waivers as described in the HUD Notice in all their particularities.

The Executive Director is hereby delegated the express authority to nullify any waiver and end this modification of our policies at such time as the Executive Director determines appropriate. If feasible, the Executive Director may choose to not take advantage of any of these waivers at his sole discretion.

PUBLIC HOUSING AND HOUSING CHOICE VOUCHERS

PH and HCV-1: PHA 5-Year and Annual Plan Submission Dates, Significant Amendment Requirements

The PHA hereby adopts the authority granted by HUD to delay submission of its agency plan according to the dates in the HUD notice. We adopt the waiver of the significant amendment process until July 31, 2020.

PH and HCV-2: Family Income and Composition: Delayed Annual Examinations

The PHA is hereby taking advantage of the waiver that delays annual reexaminations of HCV and public housing families. However we will follow the requirement regarding an increase in the payment standard contained in HCV-7. All annual recertifications due in calendar year 2020 will be completed by December 31, 2020.

PH and HCV-3: Family Income and Composition: Annual Examination - Income Verification requirements

The PHA will take advantage of the HUD waiver that allows us to not follow the income hierarchy of PIH Notice 2018-18. The PHA will consider resident and participant self-certification as the highest

form of income verification for exams done prior to July 31, 2020. The self-certification may occur over the telephone extemporaneously documented by our staff, or via email or regular mail.

If we later determine that there are material discrepancies in a self-certification, we will take the appropriate enforcement actions according to our policy.

PH and HCV-4: Family Income and Composition: Interim Examinations

The requirements for annual examinations stated above in PH and HCV-3 also apply to interim examinations conducted before July 31, 2020.

PH and HCV-5: Enterprise Income Verification (EIV) Monitoring

The Housing Authority is taking advantage of HUD's waiver of requirements to not monitor our EIV reports prior to July 31, 2020.

PH and HCV-6: Family Self-Sufficiency (FSS) Contract of Participation; Contract Extension

Due to the COVID-19 emergency, the Housing Authority will extend a families' Contract of Participation in the FSS program for up to 2 years. This extension waiver ends on December 31, 2020.

PH and HCV-7: Waiting List: Opening and Closing; Public Notice

HUD provides a waiver for requirements of reopening our waiting list. We may accept this waiver if we open our closed waiting list prior to July 31, 2020. In accepting this waiver we agree to the communications requirements stated in the Notice.

HOUSING QUALITY STANDARDS

HQS-1: Initial Inspection Requirements

The Housing Authority is accepting HUD's waiver of initial inspections not being required prior to the beginning of the initial lease term. Instead, we will accept an owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit or units. We reserve the right to add other requirements or conditions to this owner certification. In any event, we will conduct an HQS inspection of all units as soon as reasonably practical, but no later than October 31, 2020. This waiver is applicable until July 31, 2020.

HQS-2: Project-Based Voucher (PBV) Pre-HAP Contract Inspections, PHA Acceptance of Completed Units

The Housing Authority is accepting HUD's waiver of an inspection of a rehabilitated and/or newly constructed unit before entering into a HAP contract. The same conditions in timeframes as expressed in HQS-1 above apply here.

HQS-3: Initial Inspection: Non-Life-Threatening Deficiencies (NLT) Option

We are utilizing the option HUD is giving us to approve HAP contracts and begin making housing assistance payments on a unit that fails initial HQS inspection providing the failure is solely for non-life threatening deficiencies or lead-based paint issues. This option is available for both tenant-based and project-based units. The owner shall be given 60 days instead of the normal 30 days to repair any non-life threatening deficiencies. The ability to extend for 60 days ends on July 31, 2020.

HQS-4: HQS Initial Inspection Requirement – Alternative Inspection Option

HOTMA authorized housing authorities to allow a unit to be occupied prior to the initial inspection if the unit has passed an alternative inspection as allowed in the Administrative Plan within the previous 24 months. The housing authority had to inspect the unit within 15 days of the RFTA. HUD is waiving the 15-day inspection requirement and allowing just the alternative inspection to suffice so long as the owner certifies that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit. The PHA may add additional requirements or conditions. In any event, the initial HQS inspection must be conducted no later than October 31, 2020. This option is available for both tenant-based and project-based units. This waiver is valid until July 31 2020.

HQS-5: HQS Inspection Requirement – Biennial Inspections

Inspections must be made every other year or every third year depending upon the housing authority and our Administrative Plan. HUD is waiving these inspection periods so long as the inspections are completed as soon as reasonably possible, but no later than October 31, 2020.

HQS-6: HQS Interim Inspections

Interim inspections requested prior to July 31, 2020 do not have to follow the normal regulatory timeframes. Instead they must be made as soon as feasible. As a condition of this change the PHA is required to notify the owner of a reported life threatening deficiency. The owner must either correct the life threatening deficiency within 24 hours or provide adequate documentation that the reported deficiency does not exist. In the case of non-life threatening deficiencies the owner must make the repair or document that the deficiency does not exist within 30 days or any approved extension that the PHA makes. The PHA is not required to conduct an on-site inspection to verify the repairs have been made, but may rely on an alternative verification method such as photographs or tenant certifications.

HQS-7: PBV Turnover Unit Inspections

Normally when a project-based voucher turns over, an inspection is made. This waiver allows the PHA to accept an owner certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist and allow the new tenant to move in. The PHA reserves the right to add additional requirements or conditions. In any event, an inspection must be completed as soon as reasonably possible, but no later than October 31, 2020. The authority for this waiver ends on July 31, 2020.

HQS-8: PBV HAP Contract – HQS Inspections to Add or Substitute Units

At the discretion of the housing authority and subject to all PBV requirements a PHA can allow a substitution of one unit for a previously covered unit. Normally the new unit must be inspected prior to the initial occupancy. HUD has waived the pre-occupancy inspection requirement. A substitution can be made upon the owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit. The PHA can add additional conditions or requirements. This waiver ends on July 31, 2020 and all inspections must be made prior to October 31, 2020.

HQS-9: HQS Quality Control Inspections

The requirement for PHAs to conduct supervisory quality control inspections of a sample of units under contract is waived until October 31, 2020.

HQS-10: Housing quality standards; Space and Security

The regulation establishes a minimum standard for adequate space for assisted families. It requires at least one bedroom or living/sleeping room for each 2 persons. For people continuing to live in the same unit who need to add a person or persons to their lease because of the COVID-19 emergency, the minimum space requirement is waived. This does not apply to an initial or new lease. This waiver is in effect for the duration of the current lease term or through April 10, 2021, whichever period of time is longer.

HQS-11: Homeownership Option – Initial HQS Inspection

The initial HQS inspection required for the HCV home ownership program by the PHA is waived until July 31, 2020.

HOUSING CHOICE VOUCHER PROGRAM**HCV-1: Administrative Plan**

HUD is waiving the requirement that all changes to the Administrative Plan be approved by the Board of Commissioners prior to adoption. Instead, the Board must approve revisions as soon as practical, but no later than July 31, 2020.

HCV-2: Information When Family is Selected - PHA Oral Briefing

HUD requires that all families participating in the HCV or PBV program should be given an oral briefing prior to admission. This requirement is being waived and, as a substitute, HUD will allow

things like webcasts, video calls, or expanded information packets as substitutes. Section 504 and the ADA requirements remain. This waiver expires on July 31, 2020.

HCV-3: Term of Voucher – Extensions of Term

HUD is waiving the requirement for voucher extensions to be according to the Administrative Plan. Instead, HUD is allowing us to extend the term of vouchers according the needs of our community. This authority expires on July 31, 2020.

HCV-4: PHA Approval of Assisted Tenancy – When HAP Contract is Executed

HUD is waiving the requirement that a HAP contract be executed within 60 days of the beginning of the lease and extending that term to 120 days from the beginning of the lease. This waiver expires July 31, 2020.

HCV-5: Absence from Unit

The regulation requires that a family not be absent from a unit for more than 180 consecutive calendar days for any reason. Due to the COVID-19 emergency, this is being waived in the case of extenuating circumstances (e.g. hospitalizations, extended stays at nursing homes, caring for family members). This waiver expires on December 31, 2020.

HCV-6: Automatic Termination of HAP contract

A HAP contract is typically terminated 180 days after the last HAP payment to the owner. This waiver removes the 180-day limit and substitutes a time set by the PHA. This waiver expires on December 31, 2020.

HCV-7: Increase in payment standard under HAP contract term

The regulation requires that if the payment standard amount increases during a HAP contract, the new payment standard shall be effective on a family's first reexamination on or after the increase in the payment standard. HUD is waiving this requirement and allowing us to apply the increased payment standard at any time after the effective date of the new payment standard, provided that the increased payment standard is used no later than the effective date of the family's first regular reexamination following the change. If we adopted the waiver in PH and HCV-2 we must use the increased payment standard beginning on the date of the family's first regular examination that would have been effective in the absence of the waiver. Alternatively, we can conduct an interim reexamination where the only change is the increased payment standard amount. This waiver expires December 31, 2020.

HCV-8: Utility allowance schedule – required review and revision

This waives the requirement to revise our utility allowance if there's been a change of 10% or more in a utility rate. This waiver expires December 31, 2020.

HCV-9: Homeownership Option – Homeownership counseling

HUD is waiving the pre-purchase briefing and counseling requirements for families purchasing a home under the Section 8 home ownership program. This waiver expires July 31, 2020.

PUBLIC HOUSING PROGRAM

PH-1: Fiscal Closeout of Capital Grant Funds

This waiver extends the deadline for the submission of any Actual Development Cost Certificates (ADCC) and an Actual Modernization Cost Certificates (AMCC) (two financial reporting documents required to close out Capital Fund grants). This waiver extends the required filing dates between March 1, 2020 and September 30, 2020 by 6 months.

PH-2: Total Development Costs

HUD is waiving the TDC and HCC limits on public housing funds used in public housing development, mixed finance development, and Choice Neighborhoods development. The PHA can exceed the limits by 25% without HUD approval and the HUD Field Office can approve up to 50% in excess of the limits. This applies to development proposals submitted to HUD no later than December 31, 2021.

PH-3: Cost and Other Limitations; Types of Labor

Under this waiver the PHA can use force account labor for modernization activities even if the PHA is not a high performer and it is not part of our 5-Year Action Plan. This waiver ends December 31, 2020.

PH-4: ACOP: Adoption of Tenant Selection Policies

This waiver allows the PHA to adopt and implement changes in their ACOP without formal Board approval so long as the Board of Commissioners approves them as soon as practical, but before July 31, 2020.

PH-5: Community Service and Self-Sufficiency Requirement (CSSR)

This waiver suspends the community service self-sufficiency requirement until March 31, 2021.

PH-6: Energy Audits

This waiver suspends the requirement of an energy audit being completed every 5 years if the audit was due before December 31, 2020. The audit requirement is extended for one year.

PH-7: Over-Income Families

This waiver suspends the over income requirement between now and December 31, 2020 and over-income families can retain their unit under the status quo.

PH-8: Resident Council elections

This waiver allows for an extension beyond the 3 year limit of resident council elections so long as the rescheduled election is held as soon as reasonably possible and in no event after July 31, 2020.

PH-9: Review and Revision of Utility Allowances

This waiver suspends the annual requirement of reviewing utility allowances that are due in 2020. However, the review must be completed by December 31, 2020.

PH-10: Tenant Notifications for Changes to Project Rules and Regulations

The PHA is required to provide 30-day notice to impacted families to changes in policies, rules and special charges before the changes are made. HUD is waiving the requirement for advance notice except for any changes made to tenant charges. However, the PHA is required to notify impacted families within 30 days of making such changes. This waiver expires July 31, 2020.

11. PHAS, SEMAP, and Uniform Financial Reporting Standards

- a. **PHAS.** HUD is suspending physical inspections for housing authorities unless the PHA requests a new PHAS score. New PHAS scores will not be issued for PHAs with a fiscal year ending on or before December 31, 2020. PHAS scoring will resume for PHAs with fiscal years ending March 31, 2021.
- b. **SEMAP.** SEMAP scores are being suspended for PHAs whose fiscal year ends on or before December 31, 2020 unless the PHA requests a new SEMAP score. SEMAP scores will resume for PHAs with fiscal years ending March 31, 2021.
- c. **Uniform financial reporting standards; Filing of financial reports; Reporting Compliance Dates.** HUD is extending the required date for filing various financial reports according to a schedule set forth in the notice for all agencies with fiscal years ending before June 30, 2020.

12. Other Waivers and Administrative Relief.

- a. **PHA Reporting Requirements on HUD Form 50058.** Form 50058 is normally required to be submitted within 60 calendar days from the effective date of any action recorded on line 2b of the form. This waiver extends the 60-day requirement to 90 days. If the PHA receives a fatal error report, the PHA will not be required to resubmit the form under this waiver. This waiver expires December 31, 2020.
- b. **[For HUD, not the PHA]**

- c. **Extension of Deadline for Programmatic Obligation and Expenditure of Capital Funds.** *This waiver extends both the obligation end date and the expenditure end date of Capital Funds by 1 year.*

Sydney Hayden 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:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

B. Purchasing

1. Motion by Derek Uber, second by Sara Innamorato, approving piggyback of the PA State CoStars Contract #003-423 with All Lines Technology, Inc. for the purchase of 37 laptops, for a total cost of \$34,693.50. After a brief discussion, the motion was unanimously carried.

C. HMO

1. The following **Resolution #20-06** was introduced by the Chair, read in full and considered:

RESOLUTION #20-06 AUTHORIZING TRANSFER OF COLLECTION LOSS

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby authorize transfer of the uncollectible tenant accounts in the amount of \$9,197.31 and referral for further action, if warranted.

Sydney Hayden 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:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

D. Travel

1. Motion by Sydney Hayden, second by Paul D'Alesandro, approving travel for 1 staff person to attend the U.S. Department of Justice FBI Law Enforcement Executive Training from October 4-9, 2020 in Niagara Falls, NY. Motion unanimously carried.

Comment on General Items.

Adjournment

There being no further business to conduct, Derek Uber made a motion to adjourn the meeting; the motion was seconded by Sydney Hayden and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, June 19, 2020

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular Meeting on Friday, June 17, 2020 at 10:30 a.m. Due to the COVID-19 crisis and the Governor's Emergency Declaration, the meeting was held virtually via GoToMeeting. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	Paul D'Alesandro
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met virtually in executive session at 9:55 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a virtual meeting today at 9:15 a.m.

Attendance: Frank Aggazio, Beverly Moore, George Janocko, Deborah Breitenstein, Rich Stephenson, Patrick Blackwell, Frank Magliocco, Mike Vogel, Kevin Bartko, James Bulls; Paul Reiber; Kim Longwell, Jack McGraw

Recognitions/Proclamations None

Public Comment A member of the public expressed concerns that the planned Hawkins Village modernization would be a reduction of units and requested the Authority to look at 1 to 1 unit replacement, as well as incorporation of market rate units into the new development.

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the April 17, 2020 meeting; the motion was seconded by Sydney Hayden and carried.

Old Business

Motion by Sydney Hayden, second by Derek Uber, ratifying an email/telephone poll conducted by the Executive Director on May 14, 2020, wherein Mark Foerster, Derek Uber, Paul D'Alesandro, and Sydney Hayden, approved:

1. Renewal of the Worker's Compensation insurance with HARIE (Housing and Redevelopment Insurance Exchange) for the term 6/15/20 – 6/15/21, estimated premium of \$231,700; and
2. The purchase from W.W. Grainer, Inc., of 100 window air conditions for Wilmerding Apartments in the amount of \$36,707.

Motion carried.

VIII. New Business

A. Administration

1. The following **Resolution #20-08** was introduced by the Chair, read in full and considered:

RESOLUTION #20-08 APPROVING 2021-2025 AGENCY PLAN

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby approve submission of the 2021-2025 Agency Plan to the U.S. Department of Housing and Urban Development

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the “Ayes” and “Nays” were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

2. The following Resolution #20-09 was introduced by the Chair, read in full and considered:

RESOLUTION #20-09 ADOPTING ACTIONS AS SOLE MEMBER OF ALLEGHENY COUNTY AFFORDABLE HOUSING, LLC

Allegheny County Housing Authority, the member (the “Member”) of Allegheny County Affordable Housing, LLC, a Pennsylvania limited liability company (the “Company”), does hereby take the following actions and adopts the following resolutions, effective June 19, 2020, at a meeting of the Member of the Company.

Approval of Felix Negley L.P. Transaction

WHEREAS, the Company desires to enter into an Assignment and Assumption Agreement (the “Assignment Agreement”) by and among Trek Development Group, Inc., PNC Multifamily Capital Institutional Fund XXVI Limited Partnership, a Massachusetts limited partnership (“PNC”), Columbia Housing SLP Corporation, an Oregon corporation (“SLP”), Waterfront Housing GP Corp., a Pennsylvania nonprofit corporation, Felix Negley L.P., a Pennsylvania limited partnership (“Felix Negley”), and the Company, in order for PNC and SLP to assign to the Company and the Company to assume the limited partner interests of PNC and SLP in Felix Negley (the “Transaction”); be it

RESOLVED, that the Board hereby approves the Assignment Agreement and the transactions contemplated thereby, and authorizes the Executive Director of the Member, or his designee, or either or all of them (collectively, the “Authorized Officers”), to take such actions in connection with the Transaction as the Authorized Officers deem necessary, advisable or appropriate, including, without limitation, the execution and delivery of the Assignment Agreement on behalf of the Company.

FURTHER RESOLVED, that the Authorized Officers are hereby further authorized, empowered and directed to execute and deliver such additional documentation and to take such other action, from time to time, in connection with the Transaction as contemplated by the foregoing resolutions as the Authorized Officers deem necessary, advisable or appropriate, including payment of any fees, costs, expenses, assessments and/or taxes in connection with the foregoing.

Sydney Hayden moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sara Innamorato, and upon roll call the “Ayes” and “Nays” were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

B. Finance

1. Motion by Derek Uber, second by Sydney Hayden, accepting the ACHA’s Fiscal Year 2019 Single Audit performed by Maher Duessel. Motion carried.

C. Purchasing

1. Motion by Derek Uber, second by Sara Innamorato, approving award of IFB Contract ACHA-1626 Floor Covering Services to Steinberger Floors, Inc., for a 2-year contract, with up to three additional 1-year option periods. After a brief discussion, the motion was carried.

D. HMO

1. The following **Resolution #20-10** was introduced by the Chair, read in full and considered:

RESOLUTION #20-10 AUTHORIZING TRANSFER OF COLLECTION LOSS

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby authorize transfer of the uncollectible tenant accounts in the amount of \$39,386.82 and referral for further action, if warranted.

Derek Uber moved that the foregoing Resolution be adopted as introduced and read, which was seconded by Sydney Hayden, and upon roll call the "Ayes" and "Nays" were as follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		

The Chair thereupon declared said Resolution carried and adopted.

IX. Comment on General Items

Mark Foerster stated that the July 17, 2020 Board meeting would be held physically in the gym at the Pleasant Ridge Community Building, which is large enough to accommodate the meeting while following social distancing guidelines. Sara Innamorato requested that the meeting also have a virtual option so that members of the public would be able to attend the meeting without having to come to Pleasant Ridge. The Executive Director advised the virtual option would be by phone, and that the meeting information would be advertised and also placed on the Authority's website.

X. Adjournment

There being no further business to discuss, Derek Uber made a motion to adjourn the meeting, which motion was seconded by Sydney Hayden and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, July 17, 2020

MINUTES

The members of the Board of Directors of the Allegheny County Housing Authority held a regular Meeting on Friday, July 17, 2020 at 10:30 a.m. Due to the COVID-19 crisis and the Governor's Emergency Declaration, the meeting was also held virtually via GoToMeeting. Those present and absent were as follow:

Present:	Mark Foerster	Absent:	None
	Sara Innamorato (via telephone)		
	Derek Uber (via telephone)		
	Sydney Hayden (via telephone)		
	Paul D'Alesandro (via telephone)		

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met virtually in executive session at 9:45 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a virtual meeting today at 9:15 a.m.

Attendance: Frank Aggazio, Beverly Moore, George Janocsko, Deborah Breitenstein, Rich Stephenson, Patrick Blackwell, Frank Magliocco, Mike Vogel, Kevin Bartko, James Bulls; Kim Longwell, Bobby Gabbianelli, Jack McGraw, Rena Peddicord

Recognitions/Proclamations

The Executive Director presented the June employee of the month award to Rena Peddicord in recognition her extraordinary efforts for taking on and successfully running an IRS/LL match program for the last several years.

The employee of the month award for July was given to Frank Magliocco, MIS Director, for successfully orchestrating and executing the central office move.

Public Comment None

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the June 19, 2020 meeting; the motion was seconded by Sara Innamorato and carried.

Old Business

Motion by Derek Uber, second by Paul D'Alesandro, ratifying an email/telephone poll conducted by the Executive Director on July 7, 2020, wherein Mark Foerster, Derek Uber, and Sydney Hayden, after lengthy discussion:

1. Ratified and approved a piggyback on Omnia Partners Cooperative Purchase Contract MLA #210581436 with Cintas for disinfecting and sanitizing ACHA properties; total cost not to exceed \$200,000.
2. Approved the following Change Orders concerning Contract ACHA-1599 Interior and Exterior Improvements, Phase 2 Reconfiguration and Retrofit at Wilmerding Apartments:
 - a. General Construction Contract ACHA-1599-1/GC
 - Change Order No. G-6 in the amount of \$101,559.73
 - Change Order No. G-7 in the amount of \$183,996.25
 - Change Order No. G-8 in the amount of \$39,775.45

to Liokareas Construction Company for new exhaust ventilation to the outside, provide adequate fire rating between units and access to replace deteriorated plumbing.

- b. Mechanical Construction Contract ACHA-1599-2/MC, Change Order No. M-1 in the amount of \$50,602.20 to Liokareas Construction Company, for installation of new exhaust ventilation to the outside in each unit.
- c. Plumbing Construction Contract ACHA-1599-3/PC, Change Order No. P-3 in the amount of \$166,512.65 to Vrabel Plumbing Company, LLC, for work on plumbing stacks and laterals; wall carriers for toilets; and vent piping.
- d. Electrical Construction Contract ACHA-1599-4/EC, Change Order No. E-5 in the amount of \$27,272.12, to Liokareas Construction Company, for electrical work for new exhaust fan installation in each unit.

The motion was unanimously carried.

New Business

A. Administration

1. The following **Resolution #20-11** was introduced by the Chair, read in full and considered:

RESOLUTION #20-11 APPROVING A CORONAVIRUS (COVID-19) COMPANY POLICY

BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby adopt and ratify the following Coronavirus (COVID-19) Company Policy for employees of the Allegheny County Housing Authority:

Allegheny County Housing Authority CORONAVIRUS (COVID-19) COMPANY POLICY

***Purpose:** This policy, adopted and ratified on July 17, 2020 by the Authority's Board of Directors, includes the measures that the Allegheny County Housing Authority is actively taking to mitigate the spread of coronavirus and to sustain a healthy and safe workplace. It is important that all employees respond responsibly and transparently to these health precautions in order to protect themselves and their co-workers from a potential coronavirus infection. Violations of these policies, procedures and practices may result in disciplinary actions.*

The Board authorizes the Executive Director, at his sole discretion, to revise, implement and/or discontinue procedures and requirements of this policy in response to governmental guidelines, recommendations and orders relating to coronavirus risk.

A. Families First Coronavirus Response Act (FFCRA) - Guidance for ACHA Employees

Attached is a U.S. Department of Labor Employee Rights notice regarding employee's right to leave under the Families First Coronavirus Response Act (FFCRA). ACHA will administer these leave programs in accordance with the FFCRA as well as Department of Labor Guidance. Note that the attached notice and the information below are subject to change and clarification as the FFCRA may be amended and the Department of Labor may issue regulations and additional guidance necessary to carry out the FFCRA. To the extent that there is a conflict between the FFCRA and this notice and the information below, the terms of the FFCRA shall govern.

Effective April 1, 2020, employees may utilize the FFCRA's Emergency Paid Sick Leave which provides employee with ten (10) sick days for qualifying reasons related to COVID-19.

The FFCRA provides eligible and qualifying Allegheny County employees (with certain exemptions) two categories of paid leave for COVID-19 related reasons, discussed below:

Emergency Paid Sick Leave

The Emergency Paid Sick Leave provided under the FFCRA, discussed in the attached notice, is in addition to sick time currently provided by ACHA policy and/or bargaining unit agreements and is available for immediate use. Employees do not need to use existing benefit time prior to applying for Emergency Paid Sick Leave.

There are six qualifying reasons for Emergency Paid Sick Leave: 1) the employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2) the employee has been advised by a health care provider to self-quarantine related to COVID-19; 3) the employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4) the employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); 5) the employee is caring for a child of such employee if the school or place of care of the child has been closed, or the child care provider of such child is unavailable, due to COVID-19 precautions; or 6) the employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

For an employee taking Emergency Paid Sick Leave for qualifying reasons 1, 2, and 3, above, the employee is entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For an employee taking Emergency Paid Sick Leave for qualifying reasons 4 and 6, above, the employee is entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period). Note that the employees taking leave for qualifying reasons 4 and 6 may choose to supplement the 2/3 leave pay with accrued benefit time up to normal earnings. Employees must notify me in writing if they wish to supplement with benefit time at the time of their leave request.

For an employee taking Emergency Paid Sick Leave for qualifying reason 5, above, the employee is entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of Emergency Paid Sick Leave followed by up to 10 weeks of paid Expanded Family and Medical Leave). For more information regarding Expanded Family and Medical Leave, please see the section titled Expanded Family and Medical Leave below. Note that the employees taking leave for qualifying reason 5 may choose to supplement the 2/3 leave pay with accrued benefit time up to normal earnings. Employees must notify me in writing if they wish to supplement with benefit time at the time of their leave request.

Unless you are teleworking or taking Emergency Paid Sick Leave for qualifying reason 5, above (i.e., the employee is caring for a child whose school is closed or child care provider is unavailable), Emergency Paid Sick Leave must be taken in consecutive full-day increments until you no longer have a qualifying reason for taking the leave or exhaust the available leave, whichever occurs first. If you are taking Emergency Paid Sick Leave for qualifying reason 5, above, you must obtain departmental approval and must come to an agreed upon modified work schedule with your supervisor prior to notifying me of your request to take leave intermittently.

If your Department allows you to telework and you are unable to telework your normal schedule of hours due to one of the above-referenced qualifying reasons, your Department may allow you to take Emergency Paid Sick Leave intermittently while teleworking. You must obtain departmental approval and must come to an agreed upon modified work schedule with your supervisor prior to notifying me of your request to take leave intermittently while teleworking.

If you do not exhaust your available leave and later experience an event that qualifies you again for the Emergency Paid Sick Leave, you may use the balance at that time, until December 31, 2020. Unused Emergency Paid Sick Leave under the FFCRA will not carry over to the following year.

ACHA has decided not to exempt any Departments or employees from the provisions of the Emergency Paid Sick Leave under FFCRA at this time, but reserves the right to exempt Departments or positions from said provisions depending on circumstances and/or staffing needs.

Expanded Family And Medical Leave

The Emergency Family and Medical Leave Expansion Act (“Expanded Family and Medical Leave”) provided under the FFCRA and discussed in the attached notice, provides eligible employees (generally, employees who have been employed by Allegheny County for at least 30 calendar days) with up to an additional 10 weeks of paid Expanded Family and Medical Leave at 2/3 the employee’s regular rate of pay where an employee is unable to work or telework due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. This new provision does not expand the total amount of FMLA leave available to employees, which remains at a maximum of 12 weeks of leave.

For an employee taking Expanded Family and Medical Leave, the employee is entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of Emergency Paid Sick Leave followed by up to 10 weeks of paid Expanded Family and Medical Leave). Note that the employees taking Expanded Family and Medical Leave may choose to

supplement the 2/3 leave pay with accrued benefit time up to normal earnings. Employees must notify me in writing if they wish to supplement with benefit time at the time of their leave request.

Employees may submit a request to their department to take Expanded Family and Medical Leave on an intermittent basis. If that request is granted by the department, employees must agree upon a modified work schedule with the employee's supervisor prior to notifying me of the employee's request to take leave intermittently. If your Department allows you to telework and you are unable to telework your normal schedule of hours due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19, your Department may allow you to take Expanded Family and Medical Leave intermittently while teleworking. You must obtain departmental approval and must come to an agreed upon modified work schedule with your supervisor prior to notifying me of your request to take leave intermittently while teleworking.

Requesting Emergency Paid Sick Leave And/Or Expanded Family And Medical Leave

If you are unable to work and are unable to telework due to any of the qualifying reasons listed on the attached notice and would like to request a leave, you must provide notice to your department supervisor and you must submit a request for leave by me at 412-402-2603 or jhoover@achsng.com. You must provide your department advance notice of the need for leave when the leave is foreseeable.

You must advise me of the reason for your leave. I will determine your eligibility and will provide you with information regarding required documentation that must be submitted in order to approve your time off work.

If your need for leave is to care for a child whose school or place of care is closed, or if child care is unavailable, due to COVID-19, please let me know if the first two weeks of the leave will be (a) taken as two weeks' Emergency Paid Sick Leave OR (b) taken under Expanded Family and Medical Leave OR (c) that you have elected to use benefit time and compensatory time for those two weeks. If taken under Expanded Family and Medical Leave, the first two weeks will be unpaid, unless you choose to use your benefit time and compensatory time. The ability to take Expanded Family and Medical Leave for school or place of care closures, or if child care is unavailable, due to COVID-19, does not expand the total amount of FMLA leave available to you. The overall amount of FMLA leave you can take for any FMLA qualifying reason under the original FMLA and Expanded Family and Medical Leave remains at a maximum of 12 workweeks of leave during a "rolling" 12-month period.

Use Of Existing Accrued Benefit Time

ACHA's established accrued paid leave benefits, including vacation, personal and sick time are available to all eligible employees, to utilize as appropriate under existing policies. In addition, at this time of extraordinary circumstances regarding the COVID-19 emergency, ACHA is allowing the use of any of the paid leave benefits for which an employee is currently eligible to be used for situations compelling their absence from work. As such, an employee may take his/her accrued sick, vacation and personal time to care for themselves or for family members.

Contact HR with any questions about requesting leave as described in this notice.

B. Facemasks

- All employees are required to wear a face mask/covering the mouth and nose while in the workplace, for the purpose of containing the spread of the coronavirus among employees.
- All office personnel when in an office with 2 or more people must wear a face covering when social distancing of a minimum of six (6) feet cannot be attained.
- Face coverings must be worn in any common area.
- Employee meetings must be conducted with social distancing guidelines; attendees must maintain a distance of at least six (6) feet; all attendees must wear face coverings
- All field employees must wear a face covering in the performance of any duty inside of the common areas and occupied units of any site. If there are two (2) or more maintenance personnel working in a vacant unit, face coverings are required if they are working in close proximity, i.e., same room, same floor.
- Employees should stagger breaks and lunch periods to limit congregation and allow for social distancing. Outdoor eating areas should be accessed whenever possible.

C. Personal Travel

Employees choosing to travel for personal reasons should exercise caution, review the CDC travel advisories, and adhere to the following Allegheny County Health Department guidelines:

- Consider rescheduling, changing, or postponing plans if the area you are traveling to is seeing a surge in cases
- Avoid crowded locations and close contact with people
- Wear a face covering even if not required
- Wash your hands often, especially after being in public areas

Upon return from out of state travel, you must notify your supervisor and contact Ed Mogus prior to returning to work. Accuracy is important for risk assessment. Failure to report accurately and in good faith will be cause for discipline up through and including termination. The criteria may include the following:

- Travel destination
- Dates of travel
- Means of transportation
- Exposure to groups
- Adherence to ACHD guidance

Employees will be required to get tested and self-isolate until they receive negative test results and present evidence to their supervisor. You will be required to utilize any personal, sick or vacation time that is available to you while awaiting test results.

D. General Hygiene

- Wash your hands (follow the 20second handwashing rule) or use hand sanitizer after using the toilet, before eating, and if you cough/sneeze into your hands.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting or utilizing sick leave).

Sydney Hayden 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 follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

B. Purchasing

1. Motion by Derek Uber, second by Paul D'Alesandro, approving Change Order No.1 to Contract ACHA-1552, Specialized Legal Services Contract with Fox Rothschild, to increase the not-to-exceed amount for contract term 2/28/20-2/28/21 from \$100,000 to \$250,000, to incorporate a task order for professional legal services for the Hawkins Village mixed-financing deal. After a brief discussion, the motion was unanimously carried.
2. Motion by Derek Uber, second by Sara Innamorato, awarding RFP Contract ACHA-1627, Audit Services, to Maher Duessel for a three-year period, with up to two 1-year options. After a brief discussion, the motion was unanimously carried.
3. Motion by Sydney Hayden, second by Paul D'Alesandro, approving a piggyback to PA State COSTARTS Contract #4400015469 with Johnson Controls (formerly SimplexGrinnell, LP) to supply and install video surveillance, access control, intercom system and intrusion devices at the Authority's new central office at 300 Chartiers Avenue, McKees Rocks, for a total cost of \$126,573. Motion carried.
4. Motion by Sara Innamorato, second by Paul D'Alesandro, awarding IFB Contract ACHA-1628, Refuse Collection Services for ACHA sites, to BFI Waste Services of Pennsylvania, LLC DBA Republic Services of Pittsburgh, for a period of two years with up to three 1-year options. Motion carried.

C. MIS

1. Motion by Sydney Hayden, second by Derek Uber, approving a piggyback to PA State COSTARS Contract #006-135 with Ford Business Machines for the purchase of 120 Microsoft Office 2019 Licenses at a cost of \$52,560. After a brief discussion, the motion was unanimously carried
2. Motion by Derek Uber, second by Paul D'Alesandro, approving renewal of the Software Maintenance Agreement with Emphasys Software in the amount of \$138,137 for the term 2020-2021, to provide support on the proprietary software licensed to the ACHA. Motion carried.

D. HMO

1. The following **Resolution #20-12** was introduced by the Chair, read in full and considered:

RESOLUTION #20-12 AUTHORIZING TRANSFER OF COLLECTION LOSS

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allegheny County Housing Authority hereby authorize transfer of the uncollectible tenant accounts in the amount of \$17,712.94 and referral for further action, if warranted.

Sydney Hayden 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 follow:

AYES:	Mark Foerster	NAYS:	None
	Sara Innamorato		
	Derek Uber		
	Sydney Hayden		
	Paul D'Alesandro		

The Chair thereupon declared said Resolution carried and adopted.

Comment on General Items None.

Adjournment

There being no further business to conduct, Sydney Hayden made a motion to adjourn the meeting; the motion was seconded by Sara Innamorato and carried.