

MEMPHIS HOUSING AUTHORITY  
700 ADAMS AVENUE  
MEMPHIS, TN 38105

MEETING OF THE BOARD OF COMMISSIONERS  
MINUTES OF MEETING  
February 25, 2016  
9:00 am

Attendee(s):  
Commissioners:

Mr. William Stemmler  
Dr. Elma H. Mardis  
Ms. Janet Covington  
Ms. Lisa Wheeler Jenkins  
Dr. Laura Harris  
Mr. Mickell Lowery

MHA Staff:

Dorian Jenkins, Interim Executive Director

|                       |                 |
|-----------------------|-----------------|
| Gregory L. Perry      | Tony Olden      |
| Sharon Wilkins        | Joe Sanders     |
| Dale Jackson          | William Webb    |
| Luretha Phillips      | Leslie Paige    |
| Cheiktha Dowers-Scott | Evelyn Suggs    |
| Michael Swindle       | Vickie Aldridge |
| LaTonia Young         | Patricia Powers |
| Albert Booker         | Evelyn Suggs    |
| Bobby Slaughter       |                 |

Residents: Albert Sanders and Residents from Barry Homes

Media Presentation: Local News WREG Channel 3

Special Guest(s): Sandra Soucie and Quadel Representatives  
Memphis Police Department (Community Outreach)  
Vatricia Mckinney

The meeting of the Memphis Housing Authority Board of Commissioners was held February 25, 2016 at 9:00 am in the Board Room. The meeting was called to order by Commissioner Mardis. Commissioners called for a recess for a fifteen minute executive session to discuss personnel matter. Meeting resumed at 9:30 a.m.

I. AGENDA

The agenda was unanimously approved.

II. MINUTES

Commissioner Mardis called for approval of the minutes from February 5, 2016. The minutes were unanimously approved.

III. APPROVALS

Commissioner Mardis called for presentation of all Resolutions:

- A. RESOLUTION NO. 4432 AUTHORIZING THE EXECUTION OF A CONTRACT WITH URBAN STRATEGIES, INC. FOR GRANT ADMINISTRATION SERVICES AND COORDINATION SERVICES ASSOCIATED WITH THE IMPEMENTATION OF THE FOOTE HOMES JOB-PLUS PILOT PROGRAM GRANT – **HOPE VI DEPARTMENT**
- B. RESOLUTION NO. 4433 EXTENDING THE CONTRACT WITH QUADEL CONSULTING CORPORATION FOR HOUSING CHOICE VOUCHER MANAGEMENT SERVICES FORMELY KNOWN AS SECTION 8 NOT TO EXCEED SIX ADDITIONAL MONTHS ENDING DECEMBER 31, 2016 – **LEGAL DEPARTMENT**
- C. RESOLUTION NO. 4434 AUTHORIZING AWARD OF A CONTRACT FOR LEGAL SERVICES WITH COHEN & GRIGSBY, P.C. FOR VARIOUS REDEVELOPMENT PROJECTS FOR THE CHOICE NEIGHBORHOODS INITIATIVE GRANT (CNI) – **LEGAL DEPARTMENT**
- D. RESOLUTION NO.4435 EXTENDING THE CONTRACT WITH URBAN STRATEGIES, INC. TO MANAGE THE MEMPHIS HOUSING AUTHORITY'S HUMAN SERVICES DEPARTMENT ENDING FEBRUARY 28, 2017 – **LEGAL DEPARTMENT**
- E. RESOLUTION NO. 4436 FOR THE MEMPHIS HOUSING AUTHORITY BOARD OF COMMISSIONERS TO ACCEPT THE FEDERAL FISCAL YEAR 2016 CAPITAL FUND PROGRAM AND REPLACEMENT HOUSING FACTOR GRANTS FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT – **CAPITAL IMPORVEMENTS DEPARTMENT**

**Ms. Phillips sought Board approval for Resolution No. 4432**

**RESOLUTION NO. 4432**

**AUTHORIZING THE EXECUTION OF A CONTRACT WITH URBAN STRATEGIES, INC. FOR GRANT ADMINISTRATION SERVICES AND COORDINATION SERVICES ASSOCIATED WITH THE IMPEMENTATION OF THE FOOTE HOMES JOB-PLUS PILOT PROGRAM GRANT**

**WHEREAS**, the Memphis Housing Authority (MHA) was awarded an FY2014 Job-Plus Pilot Program Grant on April 2, 2015 in the amount of \$3,000,000 by the U.S. Department of Housing and Urban Development (HUD); and

**WHEREAS**, said grant will be used to fund initiatives to improve employment and earnings outcomes for residents of Foote Homes through job readiness, employer linkages, job placement, financial literacy and other support services; and

**WHEREAS**, Urban Strategies, Inc. a not for profit community planning agency was named in the Jobs Plus Grant Application to assist the MHA in administering the grant, including program management and coordination; and as the firm has demonstrated capacity required by the grant; and

**WHEREAS**, fees paid to Urban Strategies shall include direct salaries and benefits for contracted case management staff, program management and coordination fees and programmatic costs, and any third party costs associated with the implementation of the Jobs Plus Pilot Program Grant through the term of the contract ending May 1, 2019.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby approves the execution of a contract with Urban Strategies for identified case management oversight and coordination, direct case management services, third party vendor services, programmatic expenses and eligible reimbursable expenses associated with implementation of the grant through the four year contract period.

Commissioner Marids called for a motion to approve Resolution No. 4432. A motion was made by Commissioner Harris and seconded. Commissioner Mardis called for discussion;

Commissioner Mardis asked about the evaluation process. Ms. Phillips stated that all programs will be evaluated by an independent company and that HUD established the guidelines.

There being no further discussion, Commissioner Marids called for the vote. The motion passed; Resolution 4432 was approved.

**Management of the Memphis Housing Authority's  
Jobs Plus Pilot Program**

**CONTRACT NO:**

This contract entered into this 1st day of November, 2015 by and between the Memphis Housing Authority, hereinafter referred to as "MHA", a private, non-profit corporation at 700 Adams Avenue, Memphis, Tennessee, 3810, and, Urban Strategies, Inc., hereinafter referred to as "Contractor."

Now in consideration of the following, the parties agree that:

1. As the procured Manager of MHA's Human Services Department, the Contractor shall provide the management of the MHA Jobs Plus Pilot Program (JPP) and ensure coordination with the South City Choice Neighborhoods Implementation Grant Program.
2. This contract shall be effective from November 1, 2015 to May 1, 2019.
3. The MHA shall pay the contractor for salaries, fringes, project management fees, programmatic costs, and third party programmatic costs associated with the implementation of the JPP.
4. This contract shall be subject to and governed by the following documents:
  - a. The Contract
  - b. The Approved Budget
  - c. Any Certifications/Representations
  - d. Amendments/Addendums
5. The Contracting Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Contracting Officer determines appropriate for the convenience of the MHA.
6. This contract may be terminated by the MHA for failure of the Contractor to perform the services with thirty (30) days written notice at the Contractor's regular mailing address. Contractor agrees to pay all reasonable and necessary expenses including attorney's fees incurred by MHA in seeking to enforce this contract or defending its rights hereunder.
7. Any notices to the MHA shall be delivered to:

David Walker, Procurement Officer  
Memphis Housing Authority  
700 Adams Avenue  
Memphis, TN 38105  
dwalker@mhanewday.com

8. The MHA may extend the term of this contract by written notice to the contractor by the expiration date of this contract.
9. The Contractor shall make available to the Secretary of the U.S. Department of Housing and Urban Development (HUD), the Inspector General of HUD, the Comptroller General of the United States or their duly authorized representatives, access to all books, documents, papers or other records, which are pertinent to a specified contract for the purpose of making audit examinations, excerpts and transcripts. Additionally, the Contractor is required to retain all required records for three (3) years after final payments are made and all other pending matters are closed.
10. The MHA shall not be liable to the Contractor for any loss, damage or expense of any kind or nature caused directly, indirectly or consequentially by any negligent act or omission by the MHA or its employees arising from or out of the contractual relationship between the Owner and the Contractor or for damages arising from or out of the use of the notice to proceed, change orders, access to property or the failure to perform any other obligations which the Contractor claims issue, or for any loss of business whether direct or consequential and however caused.
11. In the event of a termination of this contract, the MHA shall be liable to the Contractor only to the extent of indemnifying the Contractor against any damages directly resulting from such termination, but the Contractor shall not be entitled to prospective profits on work unperformed or services unfurnished.

**Memphis Housing Authority**

**Urban Strategies, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name:

Name:

Title:

Title:

Date:

Date:

**Mr. Perry sought Board approval for Resolution No. 4433**

**RESOLUTION NO. 4433**

**EXTENDING THE CONTRACT WITH QUADEL CONSULTING CORPORATION FOR HOUSING CHOICE VOUCHER MANAGEMENT SERVICES FORMELY KNOWN AS SECTION 8 NOT TO EXCEED SIX ADDITIONAL MONTHS ENDING DECEMBER 31, 2016**

**WHEREAS**, the Memphis Housing Authority (MHA) operates a Housing Choice Voucher Program under terms and conditions outlined by the U.S. Department of Housing and Urban Development; and

**WHEREAS**, the MHA must administer the program in accordance with all applicable federal, state and local regulations; and

**WHEREAS**, the MHA has made a determination to extend the Contract with Quadel Consulting Corporation for the management of the Housing Choice Voucher program for an additional six months beyond the contract end date of June 30, 2016; and

**WHEREAS**, the new end date shall be December 31, 2016; and

**WHEREAS**, this extension will allow MHA to properly procure a new contract before this extension ends.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners approves and authorizes the extension of this contract to provide management of the Housing Choice Voucher Program for an additional six months.

Commissioner Marids called for a motion to approve Resolution No. 4433. A motion was made by Commissioner Harris and seconded. Commissioner Mardis called for discussion;

There being no discussion, Commissioner Marids called for the vote. The motion passed; Resolution 4433 was approved.

**Mr. Perry sought Board approval for Resolution No. 4434**

**RESOLUTION NO. 4434**

**AUTHORIZING AWARD OF A CONTRACT FOR LEGAL SERVICES WITH COHEN & GRIGSBY, P.C. FOR VARIOUS REDEVELOPMENT PROJECTS FOR THE CHOICE NEIGHBORHOOD INITIATIVE (CNI) GRANT**

**WHEREAS**, the Memphis Housing Authority (MHA) issued Solicitation No. HR 16-R-00329 for legal services for the Choice Neighborhoods/Mixed-Finance Redevelopment Initiatives, and as a result of the competitive procurement process, Cohen & Grigsby was selected as the most qualified respondent by an evaluation committee; and

**WHEREAS**, the firm of Cohen & Grigsby has vast experience in affordable housing and community development law and has represented the MHA in recent management development agreements; and

**WHEREAS**, contracted services will include representing the MHA with its CNI Grant multi-phased development project, including drafting development agreements, loan and lease/transfer documents. Disbursement agreements, and other legal documents as required under the CNI Grant undertaken by the Housing Authority; and

**WHEREAS**, funding for this contract will come from HOPE VI CNI grant funds.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of Memphis Housing Authority hereby authorizes award of a legal services contract with Cohen & Grigsby in the grant budget amount of not to exceed \$350,000.

Commissioner Marids called for a motion to approve Resolution No. 4434. A motion was made by Commissioner Jenkins and seconded. Commissioner Mardis called for discussion;

There being no discussion, Commissioner Marids called for the vote. The motion passed; Resolution 4434 was approved.

**Mr. Perry sought Board approval for Resolution No. 4435**

**RESOLUTION NO. 4435**

**EXTENDING THE CONTRACT WITH URBAN STRATEGIES, INC. TO MANAGE THE MEMPHIS HOUSING AUTHORITY'S HUMAN SERVICES DEPARTMENT ENDING FEBRUARY 28, 2017**

**WHEREAS**, the Memphis Housing Authority (MHA) receives funding for various grant programs from U.S. Department of Housing and Urban Development (HUD) under Human Services Department; and

**WHEREAS**, the MHA must administer the grants through the Human Services Department with several other grants in accordance with its Grant Plan, all applicable federal, state and local regulations; and

**WHEREAS**, the MHA is requesting approval from the Board of Commissioners to extend the current contract with Urban Strategies, Inc., St. Louis, Missouri to provide management services for the Human Services Department issued July 2, 2012; and

**WHEREAS**, the current contract ends June 30, 2016; and

**WHEREAS**, it is recommended that the new end date shall be February 28, 2017.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners approve and authorize the extension of this contract with Urban Strategies of St. Louis, Missouri to provide management of the Memphis Housing Authority's Human Services Department with an end date of February 28, 2017.

Commissioner Marids called for a motion to approve Resolution No. 4435. A motion was made by Commissioner Jenkins and seconded. Commissioner Mardis called for discussion;

There being no discussion, Commissioner Marids called for the vote. The motion passed; Resolution 4435 was approved.



**Mr. Perry sought Board approval for Resolution No. 4436**

**RESOLUTION NO. 4436**

**FOR THE MEMPHIS HOUSING AUTHORITY BOARD OF COMMISSIONERS TO ACCEPT THE FEDERAL FISCAL YEAR 2016 CAPITAL FUND PROGRAM AND REPLACEMENT HOUSING FACTOR GRANTS FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**WHEREAS**, the U.S Department of Housing and Urban Development (HUD) provides annual Capital Fund Program grants for eligible activities; and

**WHEREAS**, the Memphis Housing Authority requires the continued capital funding for items identified and approved in the 5 Year Plan; and

**WHEREAS**, HUD awarded the Memphis Housing Authority a Federal Fiscal Year 2015 Capital Fund Program Grant Number TN40P00150116 in the amount of \$4,589,828, a Replacement Housing Factor Grant Number TN40R00150116 in the amount of \$981,564 (First Increment), and a Replacement Housing Factor (Second Increment) Grant Number TN40R00150216 in the amount of \$941,251; and

**WHEREAS**, HUD Capital Fund Grants Processing Guidance requires submission of signed Annual Contributions Contract Amendments by March 16, 2016 to facilitate HUD's obligation of the nationwide allocations; and

**WHEREAS**, by signing the ACC Amendments MHA agrees to comply with the United States Housing Act of 1937, as amended and the Capital Fund Final regulation effective November 25, 2013 found at 24 CFR Part 905; and

**WHEREAS**, the Executive Director signed each of the Annual Contributions Contract Amendments listed above in order to meet the HUD prescribed submittal date;

**NOW, THEREFORE, BE IT RESOLVED**, that the MHA Board of Commissioners approves the Executive Director's actions in executing the necessary documents to accept from HUD the Federal Fiscal Year 2016 Capital Fund Program and Replacement Housing Factor grants on behalf of MHA.

Commissioner Marids called for a motion to approve Resolution No. 4436. A motion was made by Commissioner Jenkins and seconded. Commissioner Mardis called for discussion;

There being no discussion, Commissioner Marids called for the vote. The motion passed; Resolution 4436 was approved.

**SPECIAL PRESENTATION(S):**

- Ms. Vetricia Mckinney was honored with an award for years of service as a MHA Board of Commissioner.
- Ms. Aldridge, Director of Accounting provided the Board with a financial update.

**DISCUSSION ITEMS:**

- None

**ANNOUNCEMENT(S):**

- Next regular meeting of the Board of Commissioners' is March 24, 2015 at 9:00 a.m.
- Meeting Adjourned



Dr. Elma H. Mardis, Commissioner



Dorian Jenkins, Interim Executive Director