

On April 27, 2016, the Saint Paul Public Housing Agency (PHA) Board of Commissioners approved the following actions:

- Accessible Space, Inc. (ASI)
- HUD – Veterans Affairs Supportive Housing Program (VASH) Vouchers; 17 Additional Vouchers
- Renew Delta Dental Insurance Policy
- Investment Signature Authority Pershing LLC
- Current Signature Authority U.S. Bank Checking Accounts
- Asbestos Abatement and Demolition at Ravoux Hi-Rise; AMP 7; Contract NO. 16-147
- Moving Services at Ravoux Hi-Rise; AMP 7; Contract NO. 16-148

Copies of these Board reports are available here.....

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Accessible Space, Inc. (ASI)

DATE April 27, 2016

Staff recommends Board approval to implement a tentative mutual agreement reached by staff with Accessible Space, Inc. (ASI) to phase out ASI's services at Montreal and Neill hi-rises over the next 18-24 months. The end result will be the termination of contracts with ASI that the Board first approved on July 20, 1988. A copy of that Board report is attached, and one from July 17, 1991.

Stephen Vander Schaaf, ASI's President/CEO, explained the reasons underlying this agreement to phase out the program as follows in an April 14, 2016 letter (attached).

Over the last eight years it has become increasingly difficult for ASI to consistently maintain the level of quality care necessary to provide ...services on a 24/7/365 basis at Montreal and Neill. This is due in large part to systemic issues beyond ASI's control including assessed levels of care and reimbursement. The result has been a net decrease in reimbursement equaling approximately 28% at each of these two buildings which has seriously impacted ASI's delivery of the services. This has also been amplified by the increased complexity of cares involved as a number of the residents have multiple diagnoses beyond their primary one.

Accessible Space, Inc. (ASI) is a nonprofit organization that has shared a partnership with the PHA since October 1, 1988. Over the past 27 years this program has housed hundreds of residents providing 24/7/365 assisted living personal care services, which has allowed those residents to enjoy a basic form of independent living, and avoid premature commitment to a care facility or nursing home. ASI has been operating in three PHA hi-rise buildings, Montreal, Neill and Valley; and they will continue to provide services at Valley Hi-Rise. Their clients range

from adults with brain injuries, quadriplegia, multiple sclerosis, cerebral palsy, post-polio, spina bifida, muscular dystrophy, complications from diabetes, stroke and numerous other physical as well as neurological disabilities.

PHA staff will work with ASI to make the transition as comfortable and smooth as possible for ASI's clients and ensure no resident harm. PHA staff will take the lead in scheduling meetings with the Resident Councils and working with each resident's family and care-teams along with ASI staff to formulate a specific plan for transition based on the individual needs of the affected ASI client.

JMG/MW/KNG

Attachment: April 14, 2016 Letter from Stephen Vander Schaaf, ASI Inc. President/CEO
July 20, 1988 PHA Board Report; ASI at Montreal Hi-Rise
July 17, 1991 PHA Board Report: ASI at Neill Hi-Rise

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING HUD-Veterans Affairs Supportive Housing
Program (VASH) Vouchers;
17 Additional Vouchers

DATE April 27, 2016

Staff requests Board approval of Resolution No. 16-04/27-3 for the Agency to accept 17 more Housing Choice Vouchers (HCV) under the HUD-Veterans Affairs Supportive Housing (VASH) Program. HUD-VASH is a partnership with the Veterans Administration Medical Center (VAMC) in Minneapolis. The new vouchers will bring the PHA's total of VASH vouchers to 176 and the total for all voucher programs 4,668 (including the 81 Mod Rehab Single Room Occupancy units).

On April 18, 2016 HUD notified the Executive Director by e-mail (copy attached) that the PHA could receive these vouchers which are funded out of the FFY 2016 Appropriations Act. HUD's letter directed the PHA to submit a streamlined application by May 2, 2016 to accept the vouchers.

The VASH program is intended to assist homeless veterans by providing case management services through VA facilities and rent subsidies through PHAs. The VAMC identifies eligible veterans and refers them to the PHA, where they bypass the regular voucher waiting list. The PHA verifies only income eligibility and checks that no family member is subject to a lifetime registration requirement under a state sex offender registration program. If the family or individual meets those two eligibility requirements, the PHA issues the voucher and administers it like other Housing Choice Vouchers.

The table below shows the history of VASH vouchers awarded to the PHA. When this report was written 140 of the vouchers were under lease and 20 more were shopping for a unit; three applications were pending approval. Staff continues to work diligently to assure that an adequate number of referrals are obtained from the VAMC to ensure the maximum number of VASH vouchers are leased up.

Year	VASH Award
2009	35
2010	25
2011	25
2012	40
2013	15
2015	19
2016	17
Total:	176

The PHA will receive additional administrative fees for these 17 vouchers. Adding those vouchers to the current allocation will modestly increase staff workload but staff believes the current staffing levels are adequate. If the PHA continues to receive additions to the voucher supply, at some point it may be necessary to increase staffing levels.

DJM/FAH

Attachments: Resolution
HUD Letter Offering VASH Vouchers

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NO. 16-04/27-3

**APPLICATION TO THE UNITED STATES
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT;
FOR 17 HOUSING CHOICE VOUCHERS (SECTION 8) FOR THE
HUD-VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) has undertaken the provision of decent, safe and sanitary housing for families pursuant to Section 8 of the United States Housing Act of 1937, as amended (42 USC 1437, et seq.); and

WHEREAS, the PHA currently administers a combined Section 8 Voucher Program with 4,668 units, including Housing Choice Vouchers, Mainstream/Disability Vouchers, Family Unification Program Vouchers, Mod Rehab Single Room Occupancy units and 159 vouchers under the HUD-Veterans Affairs Supportive Housing (VASH); and

WHEREAS, on April 18, 2016, HUD offered the PHA 17 more VASH vouchers to administer in partnership with the Veterans Administration Medical Center in Minneapolis; and

WHEREAS, staff recommends that the PHA accept this funding offered by HUD, to administer this program that will benefit more homeless veterans and their families, as well as the community;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Public Housing Agency of the City of Saint Paul as follows:

1. The PHA accepts HUD's offer of 17 Housing Choice Voucher subsidies for the HUD-Veterans Affairs Supportive Housing (VASH) Program; and
2. The Executive Director or his designee is authorized to execute all documents required by HUD or the Veteran's Administration to accept and administer the additional VASH vouchers.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Renew Delta Dental
Insurance Policy

DATE April 27, 2016

Staff recommends Board approval to renew the contract with Delta Dental of Minnesota for the Agency's dental insurance policy, effective July 1, 2016 to June 30, 2017. The sharing of premium costs between the Agency and the three employee groups (City Employees' Union Local 363, AFSCME, and Supervisory and Confidential Employees), was discussed and finalized as part of the union contracts and Supervisory and Confidential Employee Policies approved by the Board during 2015 and 2016.

Delta Dental increased the PHA's premium rates effective July 1, 2016 by 7.81%, as shown on the table below. This will be the first increase in seven years as the dental premiums have remained unchanged for six of the past seven years, and decreased once (a 4.0% decrease for July 1, 2014). The PHA's benefits consultant at Gallagher Benefits tried to negotiate a lower premium increase with Delta Dental of Minnesota, with no success. The premium rates were increased due to the PHA's current incurred loss ratio of 81.99% being higher than our targeted loss ratio of 79.63%.

For all three employee groups, the PHA contributes the full monthly premium cost for single coverage for all eligible regular full time employees, and pays 60% of the monthly premium cost for dependent coverage for all eligible full time employees who qualify for and are enrolled in the plan. The monthly premiums for the current year and the proposed premiums for the upcoming year starting July 1, 2016 are as follows:

Employees (30+ hours/week)	SINGLE	SINGLE + 1	FAMILY
Current Premium	\$38.10	\$76.30	\$100.05
Proposed Premium	\$41.08	\$82.26	\$107.86
Premium Rate Difference	\$2.98	\$5.96	\$7.81

The Agency's share of the dental insurance cost increase will be approximately \$10,700, going from about \$136,900 to \$147,600. The amounts the PHA pays toward employee dental insurance premiums were included in the Operating Budget approved by the Board on March 23, 2016. With the Board's approval of the recommended contract with Delta Dental of Minnesota and the new premiums, an open enrollment period will be offered to employees.

DMM/ANH/AAG/MGB

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Investment Signature Authority
Pershing LLC

DATE April 27, 2016

Staff requests Board approval of Resolution 16-04/27-1 notifying Pershing LLC of PHA staff authorized to initiate PHA investment activity. This resolution is required by Pershing LLC, the 3rd party agency responsible for holding the PHA's investments made through Financial Northeastern Companies.

RPM

Attachment: Resolution

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Current Signature Authority
U.S. Bank Checking Accounts

DATE April 27, 2016

Staff requests Board approval of Resolution 16-04/27-2 notifying U.S. Bank of individuals who are currently authorized to sign checks or initiate “treasury management services” (a banking term that encompasses a range of banking services). This is required when there is a change in Board composition and/or Officer positions. This was last done in May 2014.

RPM

Attachment: Resolution

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Asbestos Abatement and Demolition
At Ravoux Hi-Rise; AMP 7
Contract No. 16-147

DATE April 27, 2016

Staff requests Board approval to award a contract for Asbestos Abatement and Demolition at Ravoux Hi-Rise (AMP 7) to the lowest responsible bidder, VCI Environmental Inc., of Lakeland, Minnesota, for the total bid amount of \$178,960. A copy of the April 14, 2016 bid tabulation is attached.

The contract includes demolition of walls, asbestos abatement and plumbing demolition in 220 apartment units and asbestos abatement of the existing piping and hot water storage tanks in the basement of the hi-rise as part of the plumbing modernization project.

VCI Environmental Inc. has previously performed work for the PHA and their work has been satisfactory. Copies of the Employer Information Reports for VCI and the second lowest responsible bidder, ECCO Midwest Inc., are attached.

VCI is a women-owned business enterprise (WBE) and also a Section 3 business.

There are sufficient funds available in the Capital Fund Budget for this contract.

BLA/TDB/SEA

Attachments

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Moving Services at Ravoux Hi-Rise
AMP 7; Contract No. 16-148

DATE April 27, 2016

Staff requests Board approval to award a contract for moving services at the Ravoux Hi-Rise (AMP 7) to the lowest responsible bidder, AAA Movers Inc., of Crystal, Minnesota, at the unit prices stated in their bid. The low bid was determined by a formula stated in the bid specifications which weights the various bid items on anticipated quantities for each type of service work. Using the formula, the low bid was \$91,554.80 and the second low bid, from Bester Brothers Transfer, was \$116,365.00. The contract will run until August 31, 2017.

The contract includes moving the resident's furniture and other belongings from each unit to be modernized to another unit (a "hotel unit") within Ravoux Hi-Rise while the plumbing is being replaced in their unit. After work is completed, everything will be moved back again to the resident's original unit.

AAA Movers Inc. has performed similar services for the PHA previously and their work has been satisfactory. Copies of the bid tabulation and the Employer Information Reports for both AAA Movers Inc. and Bester Brothers Transfer are attached. AAA Movers Inc. is a Section 3 business.

Based on staff estimates approximately \$107,000 will be spent during this contract. There are sufficient funds available in the Capital Fund Budget for this contract.

BLA/TDB/SEA

Attachments