

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF KANSAS CITY, KANSAS**

Thursday, April 20, 2017
12 noon

Administrative Bldg.
1124 N. 9th Street

On the 20th day of April 2017 at 12 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular session. The meeting was called to order by Chairman Biscanin, and upon roll call, the following members of the body were present:

John P. Biscanin, Chairman (via conference call)
Rev. Jimmie L. Banks, Vice-Chairman
Jacques Barber, Commissioner
John Breitenstein, Commissioner
Robert G. Frey, Commissioner
Tyrone Garner, Commissioner
P. Anne McDonald, Commissioner (arrived after roll call)
Timothy J. Rhodes, Commissioner
Alvin Sykes, Commissioner (not present during roll call and minutes)
Linda Warner, Commissioner
Matt Watkins, Commissioner
Charles Wilson, Commissioner

ABSENT: None

ALSO PRESENT: Milton Scott, Executive Director
Paula K. Draves, Director of Section 8
Cherrie Escobar, Section 8 Coordinator
Gregory T. Gibson, Director of Finance
Gerald Glavin, Superintendent
Melinda L. Linnell, Director of Housing Management
Sharron Davis-Mays, Self-Sufficiency Coordinator
Benice Meeks, Assistant Director of Finance
Jacqueline D. Randle, Executive Services Manager
Anthony J. Shomin, Director of Facilities Management
Elaine Stroud, Asst. Director of Housing Management
Loretta Heath, St. Margaret's Park
Sean M. Sturdivan, Attorney

Chairman Biscanin called the meeting to order and roll call was taken.

Commissioner Watkins made a motion to approve the minutes of the regular meeting held March 16, 2017. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Brietenstein, Frey, Garner, Rhodes, Warner, Watkins, Wilson

NAYS: None

ABSENT: McDonald, Sykes

ABSTAIN: None

Motion carried.

Executive Director's Report

- Mr. Scott directed the Board to page 11. He and Sharron Davis-Mays met with Spark Bookhart, Executive Director of Youthbuild in an effort to have his students perform community service at the Housing Authority. The students will work in the maintenance department as part of the unoccupied unit turnover process. The agency has worked with YouthBuild students in the past and expects to have a successful outcome as the students are motivated to do well. The particulars are still being worked out.
- Mr. Scott noted that he and Melinda Linnell attended the Resident Association meeting at Bethany Park Towers. Mayor Mark Holland was the guest speaker. Commissioners Alvin Sykes and Charles Wilson were present.
- Mr. Scott noted that he mentioned in February that Kim Wilson Housing (KWH) was putting together a grant. The grant was received and we are working with them on a MOU. KWH will work with the Housing Authority to help our residents retain their housing. They will also be able to refer our residents to other resources within the community. Commissioner Barber questioned what causes the residents to be late on rent. Mr. Scott explained there are a combination of factors, e.g., maintenance fees and other factors and expenses in the household. KWH will help Housing Authority tenants with other issues unrelated to housing.
- Mr. Scott referred the Board to information that was submitted to HUD regarding occupancy. He noted that many changes have occurred over the last several months to improve the application process. The agency is looking at ways to increase its occupancy. Commissioner Garner suggested condensing the information in a strategic package.
- Mr. Scott noted that he and Melinda Linnell went to Topeka, Kansas to receive recognition for our work with the Family Conservancy. The agency provides the Family Conservancy with space and in-kind services.

They provide tangible services to our residents in the form of diapers, etc. (Commissioner McDonald arrives.)

- The Board's attention was directed to review the other reports in the handouts. Mr. Scott asked if anyone wanted to elaborate and no one did.

Committee Reports

Bylaws

Commissioner Barber referred the Board to the handouts which show a draft of the Bylaws of the Housing Authority of the City of Kansas City, Kansas; and the Kansas City, Kansas Housing Authority Policies and Procedures. The committee has met twice since the last Board meeting to address the election procedures, Code of Ethics and conflict of interest. Drafts were provided to the Board with proposed changes to the Bylaws listed in red. The details of the election procedures are listed in a separate document entitled Policies and Procedures. Commissioner Barber explained that the Bylaws are a formal document that requires Board action to make changes, whereas the Policies and Procedures are less formal and provide guidelines for how to approach certain activities. The details of the election process are spelled out and can be adjusted as the Board sees fit. Changes would require Board discussion, but not the formality and time frame of making changes to the Bylaws. He noted the standing committees are addressed in the Bylaws. The exact functions would need to be spelled out. He noted drafts are being presented today for review and a meaningful discussion and adoption could take place at the next meeting.

Commissioner Garner expressed that he was the Chair of the Minority Participation committee, but was not clear on his role and responsibilities or the intent of the Minority Participation committee. He questioned why we were getting rid of the committee. Commissioner Barber noted that the Minority Participation committee was tasked with maximizing the opportunities for minority owned businesses to participate in Housing Authority contracting opportunities. They encourage minority participation by providing seminars and other outreach. Commissioner Barber further expressed that this was a procurement activity, so it would be moved to procurement and incorporated into our rules for the procurement process.

Commissioner Watkins noted that he had some thoughts on the timing of the nominations which he would provide in later discussion. Commissioner Barber thanked Mr. Scott and Ms. Randle for preparing the documents for Board dissemination. Vice-Chairman Banks asked that the committee reconsider the inclusion of the Minority Participation committee in an effort to be good stewards of the resources we allocate. The other matter would be the Policies and Procedures and the times that are a part of this document which would require at least two months filling an opening on the Board. He expressed that would be

too long and it would open the door for lobbying and would not do the organization any good. Chairman Banks further noted that he does not like the idea of self-nomination as this does not add value to the organization or the individual. Commissioner Barber took notes on the suggestions and said that further discussion would take place next month. Vice-Chairman Banks asked that the committee rethink the language.

Commissioner Garner noted that the Chair and Vice-Chair appoint the committee Chairs and is there a time limit. Chairman Biscanin explained that the Board Chair had the discretion of appointing Chairs to the committees as he/she deemed appropriate. He noted that if there is a concern, this should be provided to Jackie Randle and this would be passed on to the Bylaws committee for review. Vice-Chairman Banks further explained that committee Chairs serve at the discretion of the Board Chair and he has personal experience with this. Mr. Scott noted that should be put in the policies and procedures. Again, Commissioner Barber took notes and asked the Board to send ideas to Jackie Randle or him prior to the next board meeting.

Personnel

Vice-Chairman Banks noted that he needs to get with Chairman Biscanin to complete the contractual agreement with the Executive Director. Chairman Biscanin indicated there might be a new Chair after today. Vice-Chairman Banks noted that the current Chairman has unfinished business that would need to be addressed.

Development

Commissioner Watkins noted that the Development committee did not meet, but they did sign the agreement with the brokers regarding the maintenance facility, and a site visit took place with Jerry (Glavin). Commissioner Sykes asked if there was a meeting in the Juniper Gardens community a couple of months ago. Commissioner Watkins noted that an assessment took place, but not a meeting. Commissioner Garner noted that he believed a meeting may have taken place with the Historic Northeast Mid-town Association. He was not present at the meeting.

Resident Participation

Commissioner Wilson noted that Mr. Singleton opened the meeting of the United Resident Council which met on April 6, 2017. Mr. Singleton opened the meeting. They discussed coming up with a mission statement. Ms. Davis-Mays handed out copies of the following: clarification of policies, council of United Residents Bylaws, resident advisory board and CFRs. The Bylaws were discussed. Commissioner Sykes acted on Article II. Commissioner Wilson further explained that the United Resident Council is not truly united as it does not represent the

family sites or scattered sites. They want to change the Bylaws to include all of the residents. There was agreement by all in attendance that all the councils should be united. Commissioner Sykes has agreed to check on the wording in the membership section and get back to the council. The next training meeting will take place at Wyandotte Towers at 1pm.

The PHRC met on April 3, 2017 at 1pm. Ms. Davis-Mays opened the meeting at St. Margaret's Park. There were 14 in attendance. A luncheon and meeting is being provided by El Centro at 650 Minnesota Avenue in Kansas City, Kansas. The event is open to all Housing Authority Council staff. *A date was not given.* The Tenant Participation Committee is scheduled to meet with Commissioner Sykes and Wilson. Forms to ride the bus are being mailed out. Commissioner Wilson provided additional information in his written report.

Commissioner Wilson summed it all up to say that he has met with Commissioners Sykes and Garner to form a committee. Commissioner Sykes will Chair the committee, Commissioner Wilson will be Vice-Chair and Commissioner Garner will remain on the committee until his time is up on the Housing Authority Board.

Commissioner Barber began a discussion on the lack of representation from the family sites and the rules for membership on the council. Commissioner Wilson explained that the United Resident's Council has primarily focused on the high-rises and the other sites feel left out. He met with the President of the United Resident's Council to change the Bylaws to include representation from the family sites. Ms. Heath noted that scattered sites, family and elderly have always had their own boards. They do not all have representation from the scattered sites and they feel abandoned. *Commissioner McDonald asked that her proxy be given to Commissioner Watkins as she exited the meeting.* Commissioner Garner noted that he supports all residents and asked for further input from Commissioners Sykes and Wilson.

Commissioner Sykes explained that he has spoken with the Chair of the Housing Authority Board concerning his recommendation that he Chair the Resident Participation committee, with the understanding that the Chair must make the appointment. Commissioner Sykes further noted that this is the first time there are two residents on the Housing Authority Board and there is a consensus that he serve as Chair of Resident Participation committee and that Commissioner Wilson serve as the Vice-Chair. Commissioner Sykes cited his experience and that Commissioner Wilson would continue to make the monthly reports to the Board.

Secondly, Commissioner Sykes expressed concerns related to the United Resident's Council. He spoke about the jurisdictional authority to make appointments. He noted that questions came about when the new President took over the United Resident's Council and Ms. Davis-Mays asked for his input.

The URC is seeking to change the Bylaws to be representative of all the residents. To further clarify, Commissioner Garner asked if they want individual representation. Commissioner Sykes explained there are two entities and how they were designed to operate. Additionally, there is a monthly meeting held by Ms. Davis-Mays. All areas do not have representation and they are wanting to correct that. Discussion continued on how to involve all the residents with a jurisdictional-wide council. This Board would not need to take any action in this matter other than to recognize this body. Chairman Biscanin noted that good points were brought up today and he would ask the Executive Director to follow-up with Commissioners Sykes and Wilson, Ms. Davis-Mays and perhaps the URC.

The following committees did not provide a report: Executive, Finance and Minority Participation.

New Business Consent Item

Chairman Biscanin called for a motion to approve the new business consent item. Vice-Chairman Banks made the motion to approve Resolution No. 3337. Commissioner Breitenstein seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: McDonald

ABSTAIN: None

Motion carried.

Resolution No. 3337—authority to dispose of scrap metal weight.

This resolution authorizes the disposal of nine ranges and eight refrigerators which are identified by manufacturer serial numbers and PHA decal numbers. The value received will be determined by scrap metal weight.

RESOLUTION NO. 3337—AUTHORITY TO DISPOSE OF SCRAP METAL.

Commissioner Watkins made a motion to approve the committee reports. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, Rhodes, Sykes, Warner, Watkins, Wilson
NAYS: None
ABSENT: McDonald
ABSTAIN: None

Motion carried.

Chairman Biscanin asked for a five minute recess and then a motion to go into Executive Session would follow.

Commissioner Rhodes made a motion to go into Executive Session for 30 minutes to discuss a legal matter. Mr. Scott and Mr. Sturdivan were present. Commissioner Watkins seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, Rhodes, Sykes, Warner, Watkins, Wilson
NAYS: None
ABSENT: McDonald
ABSTAIN: None

Motion carried. *Executive Session lasted from 1:55pm—2:24pm.*

Chairman Biscanin noted the Board was back in Regular Session.

Commissioner Sykes made a motion to nominate Commissioner Watkins as Chairman of the Kansas City, Kansas Housing Authority Board of Commissioners. Commissioner Garner seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, Rhodes, Sykes, Warner, Watkins, Wilson
NAYS: None
ABSENT: McDonald
ABSTAIN: None

Motion carried.

Newly elected Chairman Watkins thanked the Board for its vote, and he thanked outgoing Chairman Biscanin for his service. Chairman Biscanin noted that the time was right for new leadership and the Kansas City, Kansas is on the move. He mentioned new development around The University of Kansas Medical Center and how the new Chairman could use his real estate background to move the agency forward. He concluded that the agency is poised to continue to do great things in the community.

Vice-Chairman Banks made a motion to adjourn. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: McDonald

ABSTAIN: None

Motion carried.

John P. Biscanin, Chairman

Milton Scott, Executive Director