

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

Thursday, December 20, 2018
12 noon

Administrative Bldg.
1124 N. 9th Street

On the 20th day of December 2018 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 Watkins, and upon roll call, the following members of the body were present:

Matt Watkins, Chairman
Rev. Jimmie L. Banks, Vice-Chairman
Rachel Jefferson (via conference call)
Don Jolley, Commissioner
P. Anne McDonald, Commissioner
Timothy J. Rhodes, Commissioner (via conference call)
Alvin Sykes, Commissioner
Cardelia Walker, Commissioner
Linda Warner, Commissioner
Charles Wilson, Commissioner

ABSENT: Jacques Barber, Commissioner
Denise Tomasic, Commissioner

ALSO PRESENT: Milton Scott, Executive Director
Anwar Crockett, Asst. Director of Housing Management
Cherrie Escobar, Director of Section 8
Melinda Linnell, Director of Housing Management
Julio Marino, Jr., User Support/Inventory Clerk
Sharron Davis-Mays, Self-Sufficiency Coordinator
Benice Meeks, Director of Finance
Jacqueline D. Randle, Executive Services Manager
Veronica Sanders, Financial Analyst
Anthony J. Shomin, Director of Facilities Management
Holly Duff, Wyandotte Towers' President

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

Chairman Watkins noted that Commissioner Rhodes has a limited amount of time to participate in the meeting. As a result, approval of the minutes and the Executive Director's report would still go first, but New Business Discussion

Items, Resolution Nos. 3391 and 3392, would be moved up on the agenda and go before the committee reports.

Chairman Watkins asked for a motion to approve the minutes. Vice-Chairman Banks made a motion to approve the minutes of November 15, 2018. Commissioner Warner seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Rhodes, Sykes, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Barber, Tomasic

ABSTAIN: None

Motion carried.

Executive Director's Report

- Mr. Scott referred the Board to pages 6—22 for the written Executive Director's report as listed in the December 20, 2018 board packet.
- Mr. Scott noted that in addition to his report there are attached reports from staff.
- Handouts were also provided to each Board member with a table of contents attached.
- The Section 8 Department held an appreciation meeting with private landlords where Chairman Watkins was the speaker.
- A Finance committee report, the Resident Council annual holiday meeting notice, Section 8 waiting list and Occupancy Report are included in the handouts.

New Business Discussion Items

Resolution No. 3391—approving security and monitoring services at K1-55 Wyandotte Tower, was introduced.

Mr. Shomin noted that an RFP for security services was prepared for Wyandotte Towers. One bid was received from Vets Securing American, Inc. A committee scored the bid and it was found to be competitive with what we are currently paying for security services. Mr. Shomin recommended that the Board approve Resolution No. 3391. Upon questioning from Vice-Chairman Banks, Mr. Shomin indicated that the references were favorable. Commissioner Rhodes asked why Titan, the current provider, did not respond. Ms. Linnell indicated Titan was having personnel issues and did not think they could cover the shifts. Vets is a firm based out of Texas, but they have a local office in Kansas City, Missouri.

Commissioner Warner made a motion to approve Resolution No. 3391. Commissioner Sykes seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Rhodes, Sykes, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Barber, Tomasic

ABSTAIN: None

Motion carried.

Resolution No. 3391—Approve Security and Monitoring Services at K1—55 Wyandotte Towers.

Resolution No. 3392—authorizing the receipt of donations of real estate or other property to the Kansas City, Kansas Housing Authority, was introduced.

Mr. Scott noted there was no procedure or policy in place for the Housing Authority to receive donations of real estate or other affordable properties. Resolution No. 3392 will create a mechanism for the receipt of these donations. Discussions have been held with other entities, such as CHIG, as it relates to having a policy governing the receipt of real estate. Commissioner Rhodes added that donations of real estate would be funneled through CHIG to satisfy tax implications. Revenue generated from this property could be used on our other properties. This would provide creative ways of generating revenue without the current limitations. It would also add inventory and serve the community. Commissioner Jefferson discussed having a clear title. Commissioner Rhodes noted that the title would be reviewed before taking possession of the property. Commissioner Jefferson also discussed getting an EPA Phase One completed on these properties. Commissioner Rhodes indicated this would be done when prudent to do so. Chairman Watkins further explained that we may not be required to do an EPA Phase One if we are not using federal funds. Vice-Chairman Banks noted we should scrutinize the *gifts*. Ms. Scott noted that a matrix tool would be used to vet the properties. Commissioner Wilson asked

how the property would be used. Chairman Watkins noted the properties could be rented or sold. We are looking at single-family homes, but would look at what comes available. The Board continued to discuss how the properties would be best utilized. Commissioner Rhodes summarized that we would be able to generate additional revenue with these acquisitions as reviewed through the Development Committee. Vice-Chairman Banks asked about the expertise needed in selecting these properties. Mr. Scott noted we would use our Board and CHIG's expertise along with bringing someone on to assist us. Priorities would be determined by the Board under guidance of the Development Committee. Commissioner Jolley questioned if this was standard procedure. Chairman Watkins noted this is being done in other communities and would utilize our non-profit. Commissioner McDonald noted this concept is new to the Board, but has been discussed in committee for at least a year or more.

Commissioner McDonald made a motion to approve Resolution No. 3392. Commissioner Jolley seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Rhodes, Sykes, Walker, Warner, Watkins, Wilson
NAYS: None
ABSENT: Barber, Tomasic
ABSTAIN: None

Motion carried.

Resolution No. 3392—Authorizing the Receipt of Donations of Real Estate or Other Property to the Kansas City, Kansas Housing Authority.

Committee Reports

Chairman Watkins called for committee reports.

Bylaws

Commissioner Barber was not present.

Finance

Commissioner McDonald provided a written report. She noted that time was spent discussing employee health insurance and the audit. She explained that while Ms. Meeks has done a super job, she has decided to step back from the director level of responsibility and resume the assistant director position. The agency has advertised for a new director. Chairman Watkins thanked Ms. Meeks

for her time as finance director. Ms. Meeks thanked the Board for the privilege and is looking forward to being the assistant again. Commissioner McDonald mentioned the anticipated subsidy amount and noted the agency was being conservative. Ms. Meeks noted that the subsidy is 95 percent this year. The Finance committee will meet jointly with the Development committee at 3 p.m. on January 9, 2019.

Inclusion and Public Information

Commissioner Warner noted they did not meet this month, but are scheduled to meet on January 28, 2019.

Personnel

Vice-Chairman Banks noted they did not meet. He advised that there were no comments received on the review of the Personnel Policy. Therefore, the policy is ready to be distributed to staff.

Development

Commissioner Rhodes was no longer on the conference call. Chairman Watkins reminded the Board that the Development committee would meet jointly with the Finance committee on January 9, 2019. There is a resolution on the agenda for the donation of property that has already been voted on. Mr. Scott added that Mr. Shomin has provided a report on the Capital Funds Program. Chairman Watkins noted that the maintenance facility and new office financing will be discussed next month during the joint meeting. He and Mr. Scott will meet with the bond council and also met with the bank this last week.

Resident Participation

Commissioner Wilson did not provide a report this month as they did not meet. He read a brief statement indicating the resident commissioner is the best person to represent the residents. He indicated the resident commissioner would be more responsive to the needs of the residents. Commissioner Wilson provided a written statement to be reflected in the minutes.

CHIG

Chairman Watkins noted that CHIG would hold its quarterly meeting in January.

Public Comments

Chairman Watkins asked for comments from the public. Ms. Holly Duff, Wyandotte Towers, provided the following comments: She noted that lights are out around Wyandotte Towers. The sidewalks did not get shoveled during the last snow storm. She asked the Board to work on some of the old projects before taking on new projects. She indicated there are leaks in the building that need to be addressed. She asked that they work on preventing this from happening like the situation with the elevators. While they are dealing with the elevators, it makes it hard on the tenants and all they hear is to be patient. Ms. Duff asked the Board to think about the rent-paying tenants when they are making decisions. She noted a couch needs to be removed from the lobby which is infested with bed bugs and roaches. She asked that the items mentioned get addressed.

Chairman Watkins asked if there were any other comments. He then thanked Ms. Duff.

Old Business Consent Items

Commissioner Warner made a motion to approve Resolution Nos. 3386—3388. Commissioner McDonald seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Sykes, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Barber, Rhodes, Tomasic

ABSTAIN: None

Motion carried.

Resolution No. 3386, amending the Admissions and Continued Occupancy Plan (ACOP).

This information was presented last month to be voted on this month. This resolution requests that the Board amend the Admissions and Continued Occupancy Plan (ACOP). Amendments are being made to Chapters 4 and 14; along with amendments to the maintenance charges. Residents and the public were provided with a 30-day comment period. No comments were received.

RESOLUTION NO. 3386—AMEND THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP).

Resolution No. 3387, approving the Kansas City, Kansas Tenant Grievance Procedure.

Similar to Resolution No. 3386, this resolution was presented to the Board last month and is being voted on this month. This resolution requests that the Board approve the Kansas City, Kansas Tenant Grievance Procedure. As required by federal regulations, public housing residents are entitled to due process when an adverse decision is made against them. From time to time, modifications are made to the regulations that permit some discretion to PHAs where state law provides due process for evictions. The tenant grievance procedure needs to be updated to reflect changes to the agency policy. The agency is not required to grant a hearing to public housing tenants for nonpayment of rent, illegal drug activity or violent crimes. Residents and the public were provided a 30-day comment period. No comments were received.

RESOLUTION NO. 3387—APPROVE KANSAS CITY, KANSAS TENANT GRIEVANCE PROCEDURE.

Resolution No. 3388, approving the annual utility allowance adjustment utility rate changes—effective January 1, 2019.

This resolution was also presented last month to be voted on this month. Resolution No. 3388 requests Board approval for utility allowance adjustments effective January 1, 2019. The housing authority makes utility allowances for residents who pay their own utilities. The resident receives a rent reduction based on the utility allowance adjustment. Seven of our properties are not included in the average as they do not pay utilities. An allowance can be made for households with excessive usage due to medical equipment. Changes in the utility allowance are proposed based on consumption and utility rates provided by Johnson Controls as reflected in the Energy Performance Contract. Residents and the public were given 30 days to make comments. No comments were received.

RESOLUTION NO. 3388—APPROVE ANNUAL UTILITY ALLOWANCE ADJUSTMENT UTILITY RATE CHANGES—EFFECTIVE JANUARY 1, 2019.

New Business Consent Items

Commissioner Warner made a motion to approve Resolution Nos. 3389 and 3390. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Sykes, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Barber, Rhodes, Tomasic

ABSTAIN: None

Motion carried.

Resolution No. 3389, authorizing Certifications of Compliance with PHA Plans and Related Regulations and required Civil Rights Certification.

This is HUD Form 50077-ST-HCV-HP which is submitted to HUD annually. This resolution authorizes the submission of the 2019—2023 CFP 5-Year Plan and the 2019 Annual PHA Plan for the fiscal year beginning April 1, 2019.

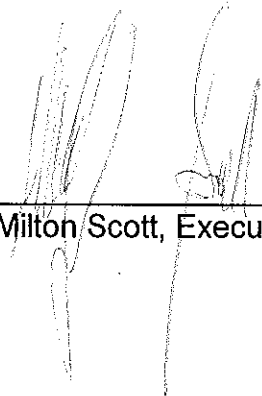
RESOLUTION NO. 3389—AUTHORIZING CERTIFICATION OF COMPLIANCE WITH PHA PLANS AND RELATED REGULATIONS AND REQUIRED CIVIL RIGHTS CERTIFICATION.

Resolution No. 3390—Authorizing PHA Certification of Compliance and Approval of the 2019 PHA Annual Plan and the 2019 Capital Fund Program (CFP) Five-Year Plan.

PHAs are required by HUD to submit an Annual Plan and agencies participating in the Capital Fund Program (CFP) are required to submit a Five-Year plan outlining capital improvements. This agency utilizes a rolling five-year plan. Both plans require Board approval. The Five-Year plan seeks input from residents, management, and maintenance. There is also a needs assessment conducted on Housing Authority properties. The public was given a 45-day comment period and comments are listed in the 5-year plan as deemed feasible. Upon Board approval, the plans are submitted to HUD. Once approved by HUD and Congress decides on funding appropriations, the agency is notified of the amount of the 2019 CFP funding as provided by the Annual Contributions Contracts (ACC). Funds are then made available for obligation and expenditure which generally takes place mid-year.

RESOLUTION NO. 3390—AUTHORIZING PHA CERTIFICATION OF COMPLIANCE AND APPROVAL OF THE 2019 PHA ANNUAL PLAN AND THE 2019 CAPITAL FUND PROGRAM (CFP) FIVE-YEAR PLAN.

Chairman Watkins noted his appreciation for everyone's time and wished everyone a happy holiday. The meeting was adjourned.



Milton Scott, Executive Director



Matt Watkins, Chairman