

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

Thursday, June 21, 2018
12 noon

Administrative Bldg.
1124 N. 9th Street

On the 21st day of June 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
Jacques Barber, Commissioner
Rachel Jefferson, Commissioner
Don Jolley, Commissioner
P. Anne McDonald, Commissioner
Denise Tomasic, Commissioner
Cardelia Walker, Commissioner
Linda Warner, Commissioner
Charles Wilson, Commissioner

ABSENT: Timothy J. Rhodes, Commissioner
Alvin Sykes, Commissioner

ALSO PRESENT: Milton Scott, Executive Director
Anwar Crockett, Asst. Director of Housing Management
Cherrie Escobar, Director of Section 8
Gerald Glavin, Asst. Director of Facilities Management
Melinda Linnell, Director of Housing Management
Sharron Davis-Mays, Self-Sufficiency Coordinator
Jacqueline D. Randle, Executive Services Manager
Veronica Sanders, Financial Analyst
Anthony J. Shomin, Director of Facilities Management
Ken Moore, Unified Government Chief Counsel
Aletha Joy Johnson-Carvin

Chairman Watkins called the meeting to order and asked for roll call.

Chairman Watkins noted that we typically have a judge present to do the swearing in for the new commissioner. However, due to the events of the past week, Mr. Scott will conduct the swearing in. The Chair then paid tribute to the loss this community has shared with a moment of silence.

Mr. Scott administered the Oath of Office to the newest commissioner Mr. Don Jolley. Commissioner Jolley then introduced himself to the Board. He was born and raised in Wyandotte County and graduated from Washington High School. He is presently retired after working with the Federal Reserve Bank and owning his own business. Chairman Watkins expressed that the Board looks forward to working with Commissioner Jolley.

Chairman Watkins asked for a motion to approve the minutes. Commissioner Warner made a motion to approve the minutes of May 17, 2018. Commissioner Tomasic seconded the motion and the following vote was recorded:

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

Motion carried.

Chairman Watkins acknowledged Ken Moore, Unified Government Chief Counsel, who would be presenting later in the meeting.

Executive Director's Report

- The written Executive Director's report is on pages 9—26 of the June 2018 board packet.
- Mr. Scott informed Commissioners Jolley and Walker that a new commissioner orientation would be held and that Ms. Randle would inform them of when this would occur.
- Mr. Scott reviewed the highlights beginning with item no. 3. He explained that the Housing Authority would be partnering with HUD's new program, EnVision Center and Kansas City, Missouri's new program, aSTEAM Village which will develop the concept for the program. We have a letter of intent in place to work together. On June 7, 2018 HUD announced that the Kansas City, Kansas Housing Authority was one of 17 sites selected across the country to participate in the EnVision Center Demonstration communities. Secretary Carson may be in town to promote the program in July. HUD, from the D.C. office, will be in town June 25—26, 2018. The Board was invited to participate at the 1:00 p.m. session on June 26, 2018. This programming will look at four areas: 1) self-sufficiency—

economic empowerment, 2) educational advancement, 3) health and wellness and 4) character and leadership. Two sites have been designated for this program, they are at 2106 Quindaro Blvd., and Connecting for Good. St. Margaret's may also be used. Resources will be in one area for easy access by the residents and the public. Chairman Banks noted that he would talk to Chester Thompson, VP of Engineering at Allied Signal, about volunteering his expertise on this project. Commissioner Jefferson asked if the Northeast Master Plan and jobs were discussed as part of this initiative. Mr. Scott noted they would try to connect as many dots as possible. aSTEAM Village will be looking at this.

- Mr. Scott noted that the Choice Neighborhood grant was submitted and we will hope to hear something in the next 60—90 days. This grant will focus on the northeast area. (Commissioner Barber arrived.)
- The United Way recognized the Housing Authority for increasing its giving in 2018 over 2017. Mr. Scott gave kudos to staff.
- A meeting as held with the Mayor on May 14, 2018 and Mr. Scott hopes to continue this relationship.
- We have applied for the Emergency, Safety and Security grant to update the cameras in our high-rises. Once the requests exceed the amount of the grant, it goes into a lottery and a drawing takes place. There has been an increase in funding for this grant. We should hear something this fall. We are also working on the following grants: they are Lead-Based Paint, Family Unification Program and 2018 Resident Opportunity & Self-Sufficiency. We may look at the Job Plus grant.
- Ms. Linnell discussed the smoking survey that was done with our residents by the health department. She explained this is a partnership with K.U. Medical Center. She provided statistics on 749 residents/households that are currently smoking and completed the survey. The partnership is providing smoking cessation classes, health fairs and patches. We have a grant that will provide: 1) free medication, 2) help for the residents and/or loved ones and 3) how to quit smoking classes. Ms. Linnell noted that we are seeing success with the program.
- Mr. Scott indicated the May and June agency newsletter is included in the handouts and there is an article about helping staff to quit smoking.
- Mr. Scott noted that the occupancy report which Ms. Linnell prepared is in the Board packet.

Board Briefing

Chairman Watkins indicated that he and Commissioner Tomasic reached out to Ken Moore, City Attorney, to provide guidance on the Kansas Open Meeting Act (KOMA). Mr. Moore thanked the Board for its invitation to speak and provided a written and oral review on KOMA. Vice Chairman Banks questioned what are the rights of a non-member to attend a meeting? Mr. Moore asked if the Vice-

Chairman was referring to a sub-committee and he was. Mr. Moore then noted they could attend, because it's a public meeting, but they do not necessarily need to participate. The requirement is that the meeting be open to the public, but not that they participate in the meeting, only that they are allowed to be there. Chairman Watkins asked about a quorum. Mr. Moore noted that the sub-committee has the same requirement for a quorum as a full board. Commissioner Jefferson asked how this was addressed in our bylaws. Mr. Scott noted this would need to be injected into the bylaws. Mr. Moore continued with his presentation with an emphasis on the Executive Session. Commissioner Jefferson asked if the Executive Session could be extended during the session and Mr. Moore noted it could not. You would need to go out and come back in. He gave an example of how a motion to go into Executive Session should read. Vice-Chairman Banks asked if someone betrays the confidence of what was discussed in an Executive Session, would that be an issue for disciplinary action or censorship. He asked what would be the consequences. Mr. Moore noted that would be self-policing and it would be left up to the Board to police itself.

Mr. Moore concluded that the burden is on you to prove that you did not violate the open meetings act (KOMA). There is a civil penalty not to exceed \$500 for each violation, each action can be voided and the court may require the Board to attend training. The court can also award reasonable expenses for the investigation and attorney fees. Commissioner Barber questioned how the Board could get in contact with Mr. Moore and he responded that he could be contacted through Chairman Watkins or Commissioner Tomasic.

Committee Reports

Chairman Watkins made note of the time and asked that committee reports be brief in the interest of time.

Bylaws

Commissioner Barber noted that the Bylaws Committee met to discuss KOMA which resulted in today's presentation by Mr. Moore. The second area was the election process. He explained that the Chairman had thought the policies and procedures would be approved at this meeting and the election of Chair would take place. The Bylaws state that the Chairperson serves a four-year term and Chairman Watkins has been in the position for one year. The Bylaws are silent on what happens when someone is reappointed. However, Chairman Watkins, in an effort to keep down controversy, would have a new election. Another issue was the length of time, and that 90 days was too long. They are looking at a 30 or 60 day process. They need to clarify that the Secretary of the Board is the Executive Director. He indicated that more work needs to be done on the

procedures as far as the election process. Commissioner Barber asked for a recommendation on a timeline for this process as he has no recommendations at this time. There were minor changes to the Inclusion and Public Information Committee description and substantial changes the Resident Participation Committee description. There was a suggestion that the Chair of the Resident Participation Committee should be open to any Commissioner. More discussion is needed before this comes back to the body for action. Vice-Chairman Banks noted that he has questions about governance (that he committed to discussing off-line) which he has not done. Chairman Watkins asked Board members to work with Commissioner Barber with any questions or concerns that they might have. Chairman Watkins then followed up that he does plan to have an election once the Bylaws committee's work is approved. Mr. Scott added that suggestions from Commissioners Jefferson and Wilson from the Resident Participation Committee were submitted. Vice-Chairman Banks noted that historically the resident representative comes with information that is critical and more specific to what is going on with the residents. Commissioner Barber explained that was why it was originally written for the Resident Commissioner appointee to chair the Resident Participation Committee. However, the question came up in their discussion about having another Board member serve as Chair. Commissioner Jefferson noted her agreement with Vice-Chair Banks.

Finance

Commissioner McDonald noted that she provided a written report in the handouts. The Finance Committee met, but did not vote on anything. The audit report is expected in September 2018.

Inclusion and Public Information

Commissioner Warner noted that the Inclusion and Public Information Committee has not met since its last quarterly meeting.

Personnel

Vice-Chairman Banks indicated they will meet between now and the next meeting and have a couple of items for the Board's consideration.

Development

In Commissioner Rhodes' absence, Chairman Watkins informed the Board that the Development Committee would meet next Wednesday.

Resident Participation

Commissioner Wilson noted that he submitted a hand-written report. However, he has met with residents of Bethany Park Towers and spoke with the former President of Belrose Manor. He concluded that the Resident Participation

Committee would need to meet to discuss some of the issues in his written report.

Executive

Chairman Watkins noted that this committee did not meet.

Community Housing Investment Group (CHIG)

Chairman Watkins noted that this group holds its quarterly meeting next month.

Public Comments

Ms. Carvin noted that she was at the Housing Authority on June 7, 2018 to have a hearing for her brother who being evicted from Bethany Towers for bed bugs. Ms. Carvin explained that she had an interaction with the Bethany Towers' manager who had a very bad outburst. She indicated that the manager did not know who she was at the time. Ms. Carvin stated that the manager was unprofessional and when she found out who the manager was, she went to speak to her boss, who she now knows is Melinda (Ms. Linnell). Ms. Carvin noted that Melinda stated she was not privy to the conversation, even though there were a lot of people around during the manager's outburst. Ms. Carvin gave her name to Melinda and she asked her if her husband worked at the agency, and he does. Ms. Carvin does not want any retaliation against her brother and her husband due to what has happened. She referenced a copy of her letter to each Board member. Chairman Watkins indicated that they received the letter and would be in touch.

New Business Consent

Vice-Chairman Banks made a motion to accept Resolution No. 3370. Commissioner McDonald seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Jefferson, Jolley, McDonald, Tomasic, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Rhodes, Sykes

ABSTAIN: None

Motion carried.

Resolution No. 3370, authorizing the disposal of scrap metal.

This resolution authorizes the disposal of 18 ranges and nine refrigerators. The appliances are being disposed of according to the Housing Authority's procedure for the disposal of personal property. Appliances are identified by manufacturer serial numbers and PHA decal numbers. The value received will be determined by scrap metal weight.

RESOLUTION NO. 3370—AUTHORITY TO DISPOSE OF SCRAP METAL.

New Business Discussion

Resolution No. 3371, Authorizing a Contract with Allison & Alexander for Construction of the Building Addition and Various Site Improvements for the New Maintenance Facility to be Located at 1300 Meadowlark Lane in Kansas City, Kansas, was introduced.

Mr. Shomin noted this is the next step in our quest for a new maintenance facility. He then brought the Board up-to-date on where we are now. He noted that we signed a contract for the purchase of a piece of land. We hired an architect to prepare plans and then went through the Unified Government to obtain a building permit. The next step was to bid the work. We have received 11 bids for this project. The low bidder is Allison & Alexander, Inc. from Riverside, Missouri. References have been checked and everything came back fine. Mr. Shomin recommended approving this resolution. Chairman Watkins noted the bid opening was well attended and there are consultants (architects) being used on this project. WSKF or Williams, Spurgeon, Kuhl & Freshnock are the architects.

Commissioner McDonald made a motion to approve Resolution No. 3371. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Jefferson, Jolley, McDonald, Tomasic, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Rhodes, Sykes

ABSTAIN: None

Motion carried.

RESOLUTION NO. 3371—AUTHORIZING A CONTRACT WITH ALLISON & ALEXANDER FOR CONSTRUCTION OF THE BUILDING ADDITION AND VARIOUS SITE IMPROVEMENTS FOR THE NEW MAINTENANCE FACILITY TO BE LOCATED AT 1300 MEADOWLARK LANE IN KANSAS CITY, KANSAS.

Resolution No. 3372, adoption of the 60th Annual Report, was introduced.

Mr. Scott noted that the Housing Authority is required to do an annual report of its finances. He explained that the Director of Finance is out today. Mr. Scott advised there was a meeting regarding the annual report and after consulting with our auditors, they indicated this is our unaudited report and they will complete the audited report in September. Attachment D is being submitted and based on this assessment, the agency is doing well financially in all three areas and has a net gain in Public Housing, Central Office Cost Center and Section 8. The final numbers will be submitted in September. He indicated there was a delay in getting the numbers in this year. Commissioner Warner asked if the data on page 17 would be submitted. Mr. Scott noted that was correct. Commissioner McDonald indicated there is a HUD format that the information must be submitted in.

Commissioner Warner made a motion to approve Resolution No. 3372. Vice-Chairman Banks seconded the motion and the following vote was recorded:

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

Motion carried.

RESOLUTION NO. 3372—ADOPTING 60TH ANNUAL REPORT.

Chairman Watkins called for adjournment and it passed unanimously.



Milton Scott, Executive Director



Matt Watkins, Chairman