

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

Thursday, April 16, 2020
12:30 p.m.

Administrative Office
1124 N. 9th Street

On the 16th day of April 2020 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session via conference call due to the coronavirus pandemic. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman
Jacques Barber, Commissioner
Broderick Crawford, Commissioner
P. Anne McDonald, Commissioner (arrived after roll call)
Denise Tomasic, Commissioner
Cardelia Walker, Commissioner
Linda Warner, Commissioner
Charles Wilson, Commissioner

ABSENT: Rev. Jimmie L. Banks, Vice-Chairman
Rachel Jefferson, Commissioner
Don Jolley, Commissioner
Timothy J. Rhodes, Commissioner

ALSO PRESENT: Thomas M. Scott, Executive Director/CEO
Cherrie Escobar, Director of Section 8
Jacqueline D. Randle, Executive Services Manager
Caroline Rogers, Director of Finance
Anthony J. Shomin, Director of Facilities Management
Kendra Tyler, Asst. Director of Housing Management

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

Chairman Watkins called for the approval of the minutes. Commissioner Crawford made a motion to approve the minutes of March 19, 2020. Commissioner Tomasic seconded the motion and the following vote was recorded:

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

Motion carried.

New Business Consent Items:

Chairman Watkins moved the resolutions up on the agenda to allow for Commissioner Crawford to leave the meeting at 1:00 p.m. He called for a motion to approve the New Business Consent Items consisting of Resolution Nos. 2020-06 and 2020-07.

Commissioner Barber made a motion to approve Resolution Nos. 2020-06 and 2020-07. Commissioner Crawford seconded the motion and the following vote was recorded:

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

Motion carried.

Resolution No. 2020-06, authorizing a contract with Taylor Made Exteriors for HVAC Improvements at Chalet Manor.

This resolution authorizes the approval of heating and air conditioning equipment for 66 dwelling units at K1-23, Chalet Manor family development. The air conditioning equipment uses the R-22 Freon refrigerant coolant system which is no longer being manufactured, making it difficult to obtain and maintain the equipment. The R-410 coolant system will replace the R-22 coolant system. The Invitation to Bid was advertised in the usual publications and mailed directly to contractors, HVAC companies and Section 8 contractors. Eight contractors picked up plans for this project and four contractors bid on this work. The pre-bid conference was held on March 11, 2020. The responsive low bidder was Taylor Made Exteriors, LLC with a base bid of \$360,385.08 plus Alternate A of \$44,898; plus Alternate B of \$55,440 for a total bid of \$460,723.08. The pricing which includes Alternates A and B ranged from \$460,723.08—\$626,143. Taylor Made Exteriors has been in business for 19 years. The agency has no prior experience with this contractor. References were favorable. There is \$528,000 in the 2018 Capital Fund Program budgeted for this work. The architect's estimate is

\$537,862.62. This resolution authorizes entering into a contract with Taylor Made Exteriors, LLC for HVAC improvements at K1-23, Chalet Manor family development in the amount of \$460,723.08.

RESOLUTION NO. 2020-06—AUTHORITY TO ACCEPT THE BID AND A CONTRACT FOR HVAC IMPROVEMENTS AT K1-53 CHALET MANOR FAMILY DEVELOPMENT LOCATED IN KANSAS CITY, KANSAS WITH TAYLOR MADE EXTERIORS, LLC.

Motion carried.

Resolution No. 2020-07, authorizing a contract with Fire and Security Solutions, Group, Inc. for fire alarm panel replacement at Bethany Tower, Douglas Heights High-rise, Glanville Tower and Westgate Tower.

This resolution authorizes a contract to replace individual fire alarm panels at four tower high-rise facilities. These alarm panels need to be replaced due to numerous service calls and difficulty with maintenance and testing of the alarms. The Invitation to Bid was advertised in the usual publications and mailed to contractors, electrical companies, fire alarm companies and Section 3 contractors. Ten contractors picked up plans for this work. No pre-bid conference was held due to the coronavirus pandemic. Contractors were asked to submit questions after viewing the fire alarm panels. An addendum was issued on March 30, 2020 answering the questions posed by the contractors. There was only one responsive low bidder, Fire and Security Solutions Group, Inc. with a bid of \$145,566. This bid was below the \$250,000 threshold and does not require a price analysis. The architect and staff determined the bid to be reasonable. Fire and Security Solutions Group has been in business for 13 years. We have previous experience with this contractor. There is \$180,000 in the 2018 Capital Fund Program budget. The architect's estimate for the work is \$140,000. Staff is recommending entering into a contract with Fire and Security Solution Group, Inc. in the amount of \$145,566 for fire alarm replacement at Bethany, Glanville and Westgate Tower; and Douglas Heights High-rise.

RESOLUTION NO. 2020-07—AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR FIRE ALARM PANEL REPLACEMENT AT BETHANY TOWER, DOUGLAS HEIGHTS HIGH-RISE, GLANVILLE TOWER AND WESTGATE TOWER LOCATED IN KANSAS CITY, KANSAS WITH FIRE AND SECURITY SOLUTIONS GROUP, INC.

Motion carried.

New Business Discussion Item:

Resolution No. 2020-08, authorizing the naming of the new maintenance facility after Thomas M. Scott, was introduced.

Chairman Watkins noted this resolution would authorize the Board to name the new maintenance building, the Thomas M. Scott Maintenance Facility. He thanked Mr. Scott for his dedication to the agency and sees this as a way to honor his contributions to the Housing Authority. He noted that Mr. Scott leaves an incredible legacy and has had a hand in hiring and recruiting staff. Chairman Watkins acknowledged, Mr. Scott's wife, Dianne for her support. He noted that with Mr. Scott at the helm, he is confident in the future. This is one small gesture to thank Mr. Scott for his hard work and dedication to this agency. The Board echoed the sentiments of the Chairman. *Commissioner McDonald arrived (via conference call) during this resolution.*

Commissioner Tomasic made a motion to approve Resolution Nos. 2020-08. Commissioner Walker seconded the motion and the following vote was recorded:

AYES: Barber, Crawford, McDonald, Tomasic, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Banks, Jefferson, Jolley, Rhodes

ABSTAIN: None

RESOLUTION NO. 2020-08—AUTHORITY TO NAME THE NEW MAINTENANCE FACILITY THE THOMAS M. SCOTT MAINTENANCE FACILITY.

Motion carried.

Executive Director's Report

- Mr. Scott thanked the Board for this recognition and noted his appreciation for this honor.
- Mr. Scott informed the Board that we have hired an Assistant Finance Director that will start on April 27, 2020. We have also hired the Director of Housing Management that will start on May 14, 2020. He is looking forward to these additions to our staff. We have experience with one of them and they both bring a vast knowledge base with them. They will provide vertical transition for the future of this agency.
- We reached an agreement with Catholic Charities and on April 15, 2020 for them to begin providing sack lunches to the children residing in our family

developments during this time. They cannot service the scattered sites. Catholic Charities will be providing five lunches, per child, per household to the family developments, once a week. The Learning Club that has provided tutoring, on a regular basis, is going to the children at Juniper Gardens and St. Margaret's Park to provide learning materials and snacks. Family Conservancy is providing learning materials and diapers to Juniper Gardens and St. Margaret's Park. We lost the food service program on two of the elderly sites and have not come up with a satisfactory way to replace this programming.

- On April 8, 2020 Mr. Scott joined a teleconference call and led a discussion on best practices to address what our agency is doing during this pandemic. There were 80 participants on the call.
- Due to Mr. Scott working remotely, staff is providing daily reports. The payment window was suspended on March 19, 2020. A payment drop box has been installed in the door. New payment options have been provided to residents. Late charges and court costs have been suspended. Finance staff has tracked this and we have collected \$10,400 more in rent than the same time last period. Resident managers began cold calling the first of the month and this has helped.
- The Section 8 Department was closed on March 30, 2020 due to a contamination. The entire agency was prepared on March 19, 2020 for working remotely. Ms. Escobar did an excellent job preparing her staff to work out of the office for 10 days. There were no illnesses. Everyone is back in the office effective this Monday. Section 8 shows an increase in occupied units for this month. The CARES Act and PIH Notice 2020-05 provides different waivers for the Housing Authority on re-exams. Downward exams are being on the spot.
- Resident Selection is continuing to process applications, but we are not processing move-ins. Maintenance is still preparing move-ins in both family and high-rise developments. A tele-conference will be held tomorrow or Monday with Resident Selection, Finance and Maintenance departments to discuss ways to approach housing residents for now and in the future. This discussion will be for family move-ins only. High-rise visitation was restricted last week and this is being monitored.
- Emergency work orders are being done through maintenance and common areas are being wiped down at least twice a day.
- About five employees were asked to go home due to their age and medical conditions. Three of them have returned to work. Mr. Scott applauded the staff for their work and noted that we are prepared to operate remotely, if needed.
- Mr. Scott highlighted line items on the operating expenditures report to show that we have gone from a negative to a positive in the COCC and noted we are doing really well. He recognized staff for their hard work. *Commissioner Crawford left the conference call mid-way through the Executive Director's report.*

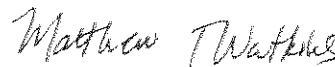
Commissioner McDonald expressed that with so much going on, it sounds like things are well in hand. Mr. Scott noted that anxiety was really high on March 19, 2020 and we have tried to stay ahead of everything with the Paid Sick Leave and Emergency Family Medical Leave Act. We have a very good tracking system that has been incorporated into our payroll system, so we can be reimbursed from the government for staff out on leave. Mr. Scott noted the he could not speak to individual situations, but we are trying to continue to pay staff and allow them to be able to take care of their families.

Commissioner Barber thanked Mr. Scott for all he is doing at the high-rises and asked about the family sites. Mr. Scott noted there has been a lot of cooperation agency-wide. There are camera systems in the high-rises, but this is not available in family developments. Maintenance personnel are working on the outside of family developments and there have not been any bad reports.

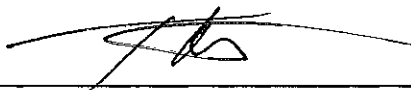
Commissioner Wilson thanked Mr. Scott for all the positive news in his report. He expressed appreciation for everyone for doing their part to make sure everyone is safe. Commissioner Wilson indicated that he is working seven days a week at night to keep his building covered. They are monitoring visitors and there are no incidents at Glanville Towers. Mr. Scott thanked Commissioner Wilson and those working at the high-rises as being, somewhat, first responders at their buildings.

Commissioner Barber commended the agency on its handling of rent payments during this crisis. Mr. Scott noted this was initiated on the 19th so as to not add a hardship to our residents. We are not doing evictions. Hearings are taking place for social and criminal activity, and we keeping these records to handle this at a later date. We may consider reducing the minimum rent which is currently \$50.

Chairman Watkins then called for the meeting to adjourn and it passed unanimously.



Matthew T. Watkins, Chairman



Thomas M. Scott, Executive Director/CEO