

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

Thursday, August 20, 2020  
12:30 p.m.

Held Electronically  
Via Zoom

On the 20th day of August 2020 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session via Zoom 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  
Rev. Jimmie L. Banks, Vice-Chairman  
Jacques Barber, Commissioner  
Broderick Crawford, Commissioner  
Rachel Jefferson, Commissioner  
P. Anne McDonald, Commissioner  
John D. Rios, Commissioner  
Denise Tomasic, Commissioner  
Cardelia Walker, Commissioner (arrived after roll call)  
Linda Warner, Commissioner

ABSENT: Timothy J. Rhodes, Commissioner  
Charles Wilson, Commissioner

ALSO PRESENT: Thomas M. Scott, Executive Director/CEO  
Cherrie Escobar, Director of Section 8  
Sharron Davis-Mays, Self-Sufficiency Coordinator  
Jacqueline D. Randle, Executive Services Manager  
Caroline Rogers, Director of Finance  
Anthony J. Shomin, Director of Facilities Management  
Elaine Stroud, Assistant Director of Housing Management  
Nebyu Tilahun, Assistant Director of Finance

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

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Chairman Watkins called for approval of the minutes. Commissioner Crawford made the motion to approve the minutes of July 16, 2020. Commissioner McDonald seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Rios, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Rhodes, Walker, Wilson

ABSTAIN: None

Motion carried.

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### **Executive Director's Report**

- Mr. Scott informed the Board that J.D. Rios was sworn in on Friday, August 14, 2020 as the newest Housing Authority board member. Chairman Watkins was present for the swearing in. Commissioner Rios was then welcomed to the Board. Together, they spent three and a half hours touring Housing Authority properties, visiting Delaware Highlands Assisted Living and the new maintenance facility.
- The Resident Selection staff began move-ins last month. We had 47 move-ins for the month of July; they were 29 move-outs for a net gain of 18. So far in August there were 27 move-in and 22 move-outs. There is a staff shortage in that department. Eleven of the properties have increased occupancy percentages and only four have decreased occupancy. Plaza Towers is under modernization.
- On August 17, 2020 Governor Kelly signed Executive Order 20-61 to extend the moratorium on evictions for COVID-related conditions until September 15, 2021. The federal government may extend this even further.
- Connecting for Good, a long-time partner of the agency, has met at Belrose Manor and Douglas Heights family sites. They are proposing adding computer labs at both locations. We have some insurance adjustments because they were sued when a young participant left the building on 3<sup>rd</sup> Street and was hit by a vehicle. We are working through those issues with Connecting for Good to get them back working with our residents.
- Mr. Scott held a meeting on August 6, 2020 with Sharron Davis-Mays; Jason Mohr, HUD Regional Administrator HUD; Jose Davis and Fred Brisco to discuss the Envision Center. Rather than withdraw from the program, Mr. Scott proposed getting Connecting for Good involved to try and meet the four pillars of the Envision Center which are 1) character and leadership, 2) economic empowerment, 3) education advancement and 4) health and wellness. By end-year we hope to have commitments with other partners, as well.
- Contact surface disinfecting is taking place again as we have reached the 90 days when you would need to reapply the product.

- We have reached out to HUD for guidance on doing a feasibility study of the current portfolio. This will help the Housing Authority in knowing its options for the future.
- A roundtable virtual discussion with HUD will be held on September 3, 2020. Jackie Randle will send out that information for the Board members to participate. Housing Authority staff will be participating.
- A letter of support was sent over to the Mayor's office and we plan to get this back as part of the repositioning of Juniper Gardens.

Vice-Chairman Banks asked about the status of resident participation during the pandemic. Mr. Scott indicated there has been good success. There is a slight issue at Bethany Park Towers and provisions will be taken. There were five positives at Glanville Towers, but they are all negative now. Mr. Scott offered that 66102, 66104, and 66106 are all hot spots for Kansas City, Kansas. We may suspend visitors at the high-rises again. Commissioner Crawford added that the numbers are increasing and Mr. Scott correctly identified the hot spots. There is great concern for our seniors. The positivity rate is about 20—25 percent for those tested, making this a definite concern.

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### **Committee Reports**

#### **Bylaws**

Commissioner Barber stated there was nothing to report this month.

#### **Finance**

Commissioner McDonald noted the Finance Committee has not met. They will meet before next month's board meeting and the auditors are planning to return within the next several weeks.

#### **Inclusion and Public Information**

Commissioner Warner indicated they have not met.

#### **Personnel**

Vice-Chairman Banks deferred to Mr. Scott who has met with HCap. Mr. Scott noted there are potentially five new candidates to review. He expects to be able to reach out to the Personnel Committee to discuss this further and get something set up in the next 10 days.

### **Development Committee**

Chairman Watkins noted this committee has not met. Mr. Scott offered that we need to get the relocation plan completed before proceeding with anything else. Also, the Finance Committee did not meet because staff is accessing the software changes for accounting, maintenance and resident documentation. Commissioner Jefferson questioned if the Development Committee would meet after the relocation contract is in place. Mr. Scott indicated that was correct.

### **Resident Participation**

Chairman Watkins noted this committee has not met.

### **Executive Committee**

Chairman Watkins indicated the Executive Committee did meet and the results of the meeting would be discussed in Executive Session.

### **Community Housing Investment Group (CHIG)**

Chairman Watkins noted the CHIG board met on Tuesday. There were a couple of more cases of COVID-19, but they are under control. The census figures are between 111-114 out of 120. We hope to be able to bring people back into the building.

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Chairman Watkins noted he will be reaching out the Board members to make sure they are comfortable on the committees they are serving on. This will take place in the next couple of weeks.

### **New Business Consent Item**

Chairman Watkins moved this resolution to the discussion portion of the agenda, as Commissioner Jefferson wanted to have more discussion on this item.

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### **New Business Discussion Item:**

Resolution No. 2020-17, accepting the proposal and authorizing a contract for relocation services with CVR Associates, was introduced.

Commissioner Jefferson asked what was included in the unit cost of \$1,500. *Commissioner Walker arrived.* Mr. Scott stated that in 2005, when we did relocation, it cost us about \$1,000 per unit. The \$1,500 includes counseling,

meetings with the residents, and private counseling for their relocation. The overall intent is to protect the interests of the residents. Mr. Shomin added that they will meet individually with each resident and match them with community resources. They will coordinate the entire move and follow-up with a survey after everyone is moved. Their first task will be to provide a relocation plan to be included in our application to HUD. Mr. Scott stated the relocation firm will reach back 24 months, even if the residents do not still live with us. Commissioner Jefferson asked what else would be included in the plan. Mr. Shomin expressed that HUD will look to make sure residents were given all their options and they were not discriminated against. HUD wants to see that we are doing our due diligence. The relocation company will lay out the total plan. Commissioner Jefferson asked would the moving costs be an extra expense outside of this contract and how much that would be. Mr. Shomin noted that moving expenses would be an extra cost which we have budgeted at \$1,000 per unit. It could be about \$2,500 per unit in total. The relocation company would do the follow-up. Mr. Scott added that funds are in the Capital Fund budget for the moving expenses. This could take 18 months to two years and will be staggered over time. Commissioner Barber asked to see the score sheets. Mr. Shomin noted he would scan and send the score sheets out to the Board. Mr. Shomin was asked to discuss why this firm was picked. He explained that three firms were priced over \$500,000 and three were under that amount. The firm out of Georgia/Tampa, Florida was selected as they have two people that live in Kansas City which keeps their cost lower. This company has experience nationwide and is familiar with HUD regulations. The price was good and they are a top notch company. They offered to fill positions with people in the community if there is a need for more manpower and they meet the qualifications. Commissioner Jefferson questioned how we would follow-up on them fulfilling their offer to hire people in the community. Mr. Shomin stated that he hoped their plan would address this and he would be able to comment on it.

Commissioner Rios made a motion to approve Resolution No. 2020-16. Commissioner McDonald seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Rios, Tomasic, Walker, Warner, Watkins

NAYS: None

ABSENT: Rhodes, Wilson

ABSTAIN: None

RESOLUTION NO. 2020-17—AUTHORITY TO ACCEPT THE PROPOSAL AND AUTHORIZE A CONTRACT FOR RELOCATION SERVICES WITH CVR ASSOCIATES.

Motion carried.

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Commissioner McDonald asked to leave the meeting, noting that she fully participated with the Executive Committee and supports the decision of the Executive Director.

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### **Executive Session**

Commissioner Crawford made a motion to go into Executive Session for 15 minutes to discuss a personnel matter. Commissioner Rios seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, Rios, Tomasic, Walker, Warner, Watkins

NAYS: None

ABSENT: McDonald, Rhodes, Wilson

ABSTAIN: None

This session lasted from 1 p.m.—1:15 p.m.

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Commissioner Barber made a motion to extend Executive Session for another 15 minutes to continue the discussion of a personnel matter. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, Rios, Tomasic, Walker, Warner, Watkins

NAYS: None

ABSENT: McDonald, Rhodes, Wilson

ABSTAIN: None

This session lasted from 1:15 p.m.—1:30 p.m.

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Commissioner Barber made a motion to return to Regular Session. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, Rios, Tomasic, Walker, Warner, Watkins

NAYS: None

ABSENT: McDonald, Rhodes, Wilson  
ABSTAIN: None

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Commission Rios made a motion to uphold the decision of the Executive Director, follow-up with the review of the policy and look at hiring a full-time Human Resources person. Commissioner Barber seconded the motion and the following vote was recorded:

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

Motion Carried.

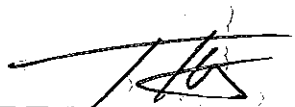
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Chairman Watkins then called for the meeting to adjourn and it passed unanimously.



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Matthew T. Watkins, Chairman



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Thomas M. Scott, Executive Director/CEO