

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

Thursday, October 15, 2020
12:30 p.m.

Held Electronically
Via Zoom

On the 15th day of October 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
Jacques Barber, Commissioner
Broderick Crawford, Commissioner
Rachel Jefferson, Commissioner
P. Anne McDonald, Commissioner
Denise Tomasic, Commissioner
Linda Warner, Commissioner

ABSENT:

Rev. Jimmie L. Banks, Vice-Chairman
John D. Rios, Commissioner
Timothy J. Rhodes, Commissioner
Cardelia Walker, Commissioner
Charles Wilson, 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 Contract Administration
Elaine Stroud, Assistant Director of Housing Management
Nebyu Tilahun, Assistant Director of Finance

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

Chairman Watkins called for approval of the minutes. Commissioner Warner made the motion to approve the minutes of September 17, 2020. Commissioner Crawford seconded the motion and the following vote was recorded:

AYES: Barber, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins
NAYS: None

ABSENT: Banks, Rhodes, Rios, Walker, Wilson
ABSTAIN: None

Motion carried.

Mr. Scott suggested moving the consent items up on the agenda to ensure there was a quorum as Commissioner McDonald would need to leave the meeting early. Commissioner Crawford made the motion to move the consent items up on the agenda. Commissioner McDonald seconded the motion and the following vote was recorded:

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

Motion carried.

Commissioner McDonald made the motion to approve Resolution Nos. 2020-21 and 2020-22. Commissioner Crawford seconded the motion and the following vote was recorded:

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

Motion carried.

New Business Consent Items

Resolution No. 2020-21, approving 2021 Fair Market Rents (FMRs) adjust Housing Choice Voucher Payment Standards and Public Housing Flat Rents.

This resolution authorizes the Board to adopt the revised federal Fair Market Rents (FMRs) for the Housing Choice Voucher program as a result of regulatory changes by HUD. The FMRs will go into effect January 1, 2021. The FMRs adjust the payment standards for the Housing Choice Voucher program and the Flat Rents for Public Housing programs.

RESOLUTION NO. 2020-21—APPROVE 2021 FAIR MARKET RENTS (FMRS)
ADJUST HOUSING CHOICE VOUCHER PAYMENT STANDARDS AND PUBLIC
HOUSING FLAT RENTS.

Resolution No. 2020-22, amending the scheduled list of Maintenance Charges.

This resolution amends the scheduled list of Maintenance Charges which requires periodic updates. There was a 30-day comment period prior to amending the maintenance charges. No comments were received.

RESOLUTION NO. 2020-22—RESOLUTION AMENDING THE SCHEDULED
LIST OF MAINTENANCE CHARGES.

Executive Director's Report

- Mr. Scott asked the Board to replace page 25 of the board packet with the Section 8 report that was emailed. Our conversion from Citrix to Horizon did not carry over and distorted the report.
- Mr. Scott then introduced Michael Stephens with Citrin Cooperman, our auditors for fiscal year April 1, 2019 to March 31, 2020. Citrin Cooperman also audited the agency during the previous fiscal year.
- Mr. Stephens provided the Board with a PowerPoint presentation. Key points of the presentation were: Engagement Scope, Audit Status, Review of Financial Statements and Reports, Required Communications to the Board and Open Items and Comments. While the report was presented in draft form, Mr. Stephens did not foresee any changes to the report before its submission December 31, 2020 and expects to submit the report well ahead of the due date. The Board was advised that the report represents an unmodified opinion on the financial statements which is the best you can have.
- Commissioner McDonald indicated it was a good audit which was largely due to Tom Scott and Caroline Rogers. She thanked them for their good work represented in the audit report. Mr. Stephens echoed Commissioner McDonald's statement and added that Ms. Rogers was new to the agency during the first audit and is an excellent accountant. There were not findings this fiscal year and prior year findings were cleared. He noted that working with Ms. Rogers has been a smooth process. *Commissioner McDonald then left the meeting.* Chairman Watkins thanked Mr. Stephens and Citrin Cooperman for their work. Mr. Stephens indicated they would follow-up with the submission in the next couple of weeks.
- Mr. Scott noted at the last board meeting, Commissioner Rios asked about payments received from residents on outstanding debts. We went back to 2009 and it would be difficult and time consuming, without doing a complete audit, to

provide more detailed reporting. We were able to determine that we have collected \$316,602.77 in write-offs reversals. Retro-rent calculations will be provided later in the report, but there is a lot to go over before then.

- Mr. Scott then discussed the relocation plan that was submitted to HUD. We are now ready to move forward with relocation. This is a forced process with HUD. The plan will be shared with residents and people in the community. This should stop rumors and misinformation that has been circulating in the community. Chairman Watkins asked the Board to route questions from the community back to Mr. Shomin or Mr. Scott.
- Commissioner Tomasic noted she did not see any commentary about students and help with their schooling. Mr. Shomin noted they are in contact with the school district to try and keep the students in their current schools. Mr. Scott noted that he had a phone call this week with the Kansas City, Kansas Public School system to discuss the students in Juniper Gardens and the process to relocate them. The first of November is the target date for the consultant to reach out to the community and to employ some of the community partners to help communicate this process. There are options for vouchers, and for those wanting to continue to reside with us in public housing. The school district is going to work with us to keep the students in their home schools and this will be watched closely. Chairman Watkins noted that Eileen's Place will come online the first of January and will provide more options to families with children.
- Commissioner Jefferson had the following questions three questions: 1) We will be contacting with local business and what does that look like in this process. Mr. Shomin noted we do not know yet. This should be put together in mid-November. We will know more once the application is submitted. A lot will hinge on when the application is submitted. Mr. Scott advised we were hoping to have meetings in October, but meetings are scheduled for late November. However, we are pushing them to follow our timeline and not their own. 2) There are two times selected, October 28 at 1 p.m. and 5:30 p.m., for the resident meetings. Commissioner Jefferson wondered would that be enough. Mr. Scott noted this is a draft copy. There are also two sessions on October 29 as well. If this is not enough, they will continue with more sessions. This will be enough for us to do final plan submittals to the SAC office before the end of the year. Commissioner Jefferson noted that the letter was well done and offers more clarity than the previous letter. Mr. Scott noted the initial letter was just to get information out to the community and then COVID-19 hit. 3) Is this the relocation for all the units? Would the people living to the south of YouthBuild be considered for relocation? Mr. Scott noted that the relocation encompasses 100 percent of the property and it will not happen overnight. There is a five-year window on moves. We will protect the residents and provide an adequate choice for where they want to move. Mr. Scott advised that this would be a work in progress. He noted that YouthBuild did not get its funding from the DOL grant last year and he is not sure where they will be located. We have space for them at the new maintenance facility. Commissioner Jefferson asked if the apartments on the south side would be in the first phase. Mr. Shomin noted they would be in the last phase. Mr. Scott

advised that he would like to re-engage committees when we get to the point in the process.

- Mr. Scott noted the Board would have to approve the relocation plan that goes to the SAC office in Washington, D.C. He asked the Board to consider a special meeting prior to the November 19, 2020 meeting. This meeting would be to authorize a templated plan that will not require much discussion. He asked the Board to consider a special meeting on November 5, 2020 to get the plan approved. The plan cannot be submitted until after the meetings with residents on October 28th and 29th, 2020. This will give us time to make corrections before year-end. Chairman Watkins noted that Mr. Scott and Mr. Shomin could schedule a meeting with some of the Board members prior to November 5, 2020 to answer questions in greater detail.
- Mr. Shomin noted the maintenance facility is coming along well and there are only a few punch list items to be completed. We are looking to see if there are any leftover funds. The electrician needs to finish up some work. We are expecting completion by the end of the month. Chairman Watkins asked about a move-in date. Mr. Scott noted that once we receive the occupancy permit, we could move in. There is still some cabling and IT work that needs to be done and we may have to work between two locations for 60 days.
- Mr. Scott added that HUD has allowed us to take some of the vacant units at Juniper Gardens and put them into the modernization program enabling us to improve the occupancy rate and decrease the sub-standard issues with our REAC and PHAS scores. We took 114 units out and HUD did not have to do this. We are 97 percent occupied agency wide, which is a good thing.
- Mr. Scott noted the Personnel Committee met this week. Interviews are starting back next week with three candidates before going before the Personnel Committee.
- Mr. Scott advised that staff has been working diligently and we are using CARES Act funding for critical issues. Finance and Purchasing staff are documenting these purchases, but we have not provided any hazard pay for staff. Mr. Scott noted that he has provided hazard pay because everyone is not serving in the same capacity. Also, it will become expected and we do not have an endless stream of revenue. Mr. Scott proposed giving staff an extra day off for Christmas Eve and New Year's Eve which will give staff two, four-day weekends, back to back. The second thing would be to allow staff to carry over accrued vacation time from 2020 into 2021 as a one-time exception to the Personnel Policy. The pandemic has caused staff to be reluctant to take time off this year. Typically, staff would not be able to carry more time than they earn in a year. Mr. Scott suggested allowing this one-time exception so everyone would not be taking time off at the end of the year and cause the agency to be short-staffed and unable to provide services to our residents. He noted the Personnel Committee is in support of this. We would not need a resolution for the extra vacation days but would need one to make an exception to the Personnel Policy and extend vacation (annual) leave. Chairman Watkins asked for clarification on hazard pay and Mr. Scott stated there would be no hazard pay. The Board agreed to allow the recommendation for an extra day

off for Christmas and New Year's Eve and to extend vacation (annual) leave from 2020 into 2021.

- Mr. Scott noted that a special meeting would be set for noon on November 5, 2020.
- Mr. Scott advised the Board that he participated on a COVID-19 panel for Friends of Yates. He suggested that our staff needs to be trained to recognize domestic violence that goes on in housing.
- Commissioner Barber noted that with relocation and the loss of the property, what is the demand for public housing, given COVID-19 and what is our ability to provide public housing. He further stated, what is the demand and our ability to meet it? Mr. Scott noted there are 14 people waiting to move in next week. There are not a lot of people on the waiting list, but there is a demand in the community. The issue may be that we will run out of units eventually. He shared that we have re-staffed Resident Selection. We are more open and less restrictive with applicants. Ms. Stroud noted there are 184 applicants on the waiting list. Mr. Scott explained that we should be able to pull 35-40 from this group. The loss of Juniper Gardens will cause a loss in subsidy for those units and a reduction in Capital Funds. However, there is a phased in subsidy that we will receive. We have not run the numbers of what the losses from Juniper will look like, because we just finished the audit. We should have some numbers before year-end. There may be some special considerations due to COVID-19. Ms. Stroud further stated that we are adding about 75-100 to the wait list from the back log.

Committee Reports

Bylaws

Commissioner Barber stated there was nothing to report this month.

Finance

Chairman Watkins advised that the audit has taken place and the auditor provided information earlier in the meeting.

Inclusion and Public Information

Chairman Watkins commented that he does not believe this committee has met.

Personnel

Chairman Banks Watkins noted that Mr. Scott has already provided information earlier in the meeting. The Chairman asked would there need to be a resolution in November on one of the personnel items. Mr. Scott noted that was correct, we

would do a one-time revision to the Personnel Policy to allow annual leave from 2020 to roll over to 2021.

Development Committee

Chairman Watkins noted this committee has not met. Commissioner Jefferson noted she was on the Development committee and asked who else was on this committee. Chairman Watkins indicated that Commissioners Rios and Wilson are on this committee. The Chairman noted he has been moving commissioners around and may have taken Commissioner Jefferson off this committee as she is on another committee. Chairman Watkins indicated he has been negligent in reworking the committees but will do so this month to get Board members on the right committee.

Resident Participation

Chairman Watkins noted this committee has not met.

Executive Committee

This committee has not meet.

Community Housing Investment Group (CHIG)

Chairman Watkins noted that the CHIG board met last month. The census is about 100. The yearly budget will be approved next week. Next year will be exciting an exciting year for CHIG as we will move away from supervision by the Midwest Housing Equity Group.

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

Matthew T. Watkins, Chairman

Thomas M. Scott, Executive Director/CEO