

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

Thursday, June 17, 2021
12:00 p.m.

Thomas M. Scott Maint. Facility
1300 Meadowlark Lane

On the 17th day of June 2021 at 12:00 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in annual/special session. 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, Commissioner
Jacques Barber, Commissioner
Broderick Crawford, Commissioner
Rachel Jefferson, Commissioner
P. Anne McDonald, Commissioner
J.D. Rios, Commissioner
Linda Warner, Commissioner

ABSENT: Timothy J. Rhodes, Commissioner
Denise Tomasic, Commissioner
Cardelia Walker, Commissioner
Charles Wilson, Commissioner

ALSO, PRESENT: Andrea S. Tapia, Executive Director/CEO
Cherrie Escobar, Director of Section 8
Gerald Glavin, Asst. Director (Facilities Management)
Sharron Davis-Mays, Self-Sufficiency Coordinator
Jacqueline D. Randle, Executive Services Manager
Caroline Rogers, Director of Finance
Anthony J. Shomin, Director of Contract Administration
Elaine Stroud, Director of Housing Operations
Nebyu Tilahun, Assistant Director of Finance
Kendra Tyler, Asst. Director (Housing Management)

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

Chairman Watkins called for approval of the minutes. Commissioner Rios made the motion to approve the minutes of May 20, 2021. Commissioner Jefferson seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: Rhodes, Tomasic, Walker, Wilson

ABSTAIN: None

Motion carried.

Executive Director's Report

- Ms. Tapia thanked the Board for the opportunity to do what she loves and that is to serve the people.
- Ms. Tapia stated she has been meeting with senior staff to discuss their roles and responsibilities within the organization, and to address any concerns or ideas senior staff may have regarding their programs. Ms. Tapia stated the KCKHA has a great team of individuals that care about what they do and are dedicated to getting the job done. Ms. Tapia stated the staff never stops moving and the Board is lucky to have such a dedicated staff.
- Ms. Tapia believes it is important for senior staff to meet and discuss programs, projects while communicating what is going on within their divisions. Senior staff meetings are scheduled for the first and third Monday of each month. The third Monday will allow staff to address what needs to be brought to the Board. We want to stay up-to-date and have nothing fall through the cracks, this allows staff the opportunity to address any concerns and to help each other problem solve a solution. She noted we are not an island unto ourselves and we should always work together.
- Ms. Tapia has met with community members: Brad Grabs, Founder of The Learning Club; Sabrina Boyd, Parent Educator for The Family Conservancy and Tom Esselman, Executive Director of PC for People. Ms. Sharron Davis-Mays set the meeting up and participated in the meeting. Ms. Tapia noted her goal is to meet additional individuals within the community that can provide a solid partnership that benefits our residents.
- She noted that there are a couple of new reports in the board packet. Our Housing Choice Voucher (HCV) program includes a new chart on page 31 that provides more information on the HCV program. There is another graph

that gives a snapshot of the amount of money spent and the utilization rate of the program. She noted Nebyu (Tilahun) would expound on this further in his finance report.

- There is a new Family Self-Sufficiency (FSS) report. The report provides an up to date count of the number of participants on the FSS program and the total amount of escrow for the month. Ms. Tapia reported that there are 25 individuals on the program with one individual accruing an escrow. Ms. Davis-Mays will be submitting this report each month which will provide a snapshot of how this program is working. Ms. Tapia commented to the Board that this is one of her favorite programs. Vice-Chairman Banks asked why this was Ms. Tapia's favorite program. Ms. Tapia explained that the FSS program allows individuals to create self-established goals and work toward fulfilling those goals. Individuals can choose to return to school, receive help obtaining work in a specific field, help with moving towards homeownership. Ms. Tapia stated FSS participants receive guidance and help from the FSS Coordinator, but the participant does the hard work needed to achieve their goals. When people are successful in this program it can change their lives for the better. The program holds people accountable for getting where they want to be. When people improve their credit and build their escrow account it can create a change within the family. She would love to see the Board meet these graduates and hear their background stories. Commissioner McDonald asked if we had hired someone for this position. Ms. Tapia noted that we had a candidate, but she did not follow-up with us. Ms. Randle noted we are in the process of checking references on the second individual. Ms. Davis-Mays is doing the work for now and there was special reporting due June 11, 2021. Commissioner Jefferson asked Ms. Tapia to expound on the escrow account. Ms. Tapia noted that there is an income baseline for the FSS program and when your income increases, your rent increases. Under the FSS program the difference between what was being paid by the participant and the increase in what they will pay, is what is escrowed. Ms. Tapia stated escrows can be used as a down payment for a home, college tuition, or just placed into a saving account and this money is not considered income. Participants are required to remain in compliance with HCV and FSS program policy. The \$164 listed on the chart is the money in escrow for one of the families. Ideally, the money should be growing from month to month in the program.
- Ms. Tapia asked if there were any further questions and there were none.

Committee Reports

Finance

Commissioner McDonald noted that Ms. Randle provided the Board with a written report from the Finance Committee. The finance slideshow is included in the handouts and will be presented by the finance staff later in the meeting. The bottom line is that our finances are in good shape. Commissioner Rios asked what the action plan was. Commissioner McDonald explained that having an action plan was important and they would be addressing areas where we lost points. The Finance Committee is aware of the areas that need to be worked on. She noted that occupancy is at 92 percent and we would prefer that it be at 98 percent. This had been an ongoing issue. Commissioner Rios acknowledged that the unfunded pension is part of our debt, so the portion is not as bad as it indicates. He suggested we be realistic about what needs to be addressed and why. Chairman Watkins noted it might be good for Commissioner Rios to sit down with Mr. Tilahun and that he was welcome to come to a Finance Committee meeting. Commissioner McDonald cautioned that they know who would be coming so there would not be a quorum. Other than that, any Commissioner would be welcome to attend. Commissioner McDonald advised that our debt ratio is good, but it does not include CHIG or the Bonner Springs Housing Authority. Commissioner Jefferson questioned how COVID-19 has impacted the agency. Ms. Andrea noted that COVID-19 had a big impact on the agency, and we will be able to look at this further once the moratorium is over. There was some discussion on increased fuel costs due to the pandemic and people working from or staying home.

Chairman Watkins paused and gave the floor back to Ms. Tapia who noted that a financial audit will take place on site July 26, 2021. This is a single audit of the Housing Choice Voucher program. Staff has submitted the requested documents in advance of the site visit.

Ms. Tapia noted that she found out about 20 minutes prior to the board meeting that two employees have tested positive for COVID-19. These employees have not been in contact with other employees here at the Kansas City, Kansas Housing Authority. Commissioner Crawford asked if those employers were vaccinated. Ms. Stroud offered that one was vaccinated, but she did not know if the other one had been vaccinated. Both employees did not require hospitalization and are at home. One employee had a false negative because of the symptoms. Both were then asked to test again, and both were positive for COVID-19. Vice-Chairman Banks asked what was the agency's position on vaccinations? Ms. Tapia referred back to previous board minutes where vaccinations had been discussed. What she had read in the Board minutes was that there was a Board member that did not agree with our agency mandating a vaccination for all employees. Chairman Watkins noted that he did not believe the Board has a position. He further indicated that we are a policy board and not operations, and that he would not dictate to Ms. Tapia as to what she should do. Commissioner Barber expressed his support of

Vice-Chairman Banks wanting the Board to have a position. Ms. Stroud offered that about 80 out of 106 staff members are vaccinated. Chairman Watkins suggested that four or five Board members get together the first of July and come up with a plan to present to the Board. The Board agreed that they should formulate a policy sooner rather than later, and Vice-Chairman Banks and Commissioner Crawford agreed to serve on the committee. Commissioner McDonald asked to clarify that she is not against the vaccination as she received her shot and is ready for a booster. She is not sure of how she would vote if mandating the shot came to a vote. She just does not want a mandate without this discussion. The Chairman noted that everyone would agree that we need a discussion.

Committee Reports (continued)

Personnel

Vice-Chairman Banks indicated the Personnel Committee has done its due diligence as evidenced by the new Executive Director being present. He stated there are more challenges and opportunities ahead, one of which is the appraisal process which they need to review.

Commissioner Crawford asked if there was a timetable to reactive the committees. Chairman Watkins noted it would fall on him to get this done. He owes this to Commissioner Rios and the rest of the Board members. He will plan to get this done the first of July.

The following committees did not meet: Bylaws, Development, Inclusion and Public Information and Resident Participation.

New Business Consent Items:

Chairman Watkins advised there were no items on the Consent Agenda.

New Business Discussion Item:

Resolution No. 2021-12, authorizing the adoption of the Annual Report, was introduced.

Mr. Tilahun provided the Board with a PowerPoint presentation of the unaudited Annual Report for fiscal year ended March 31, 2021 and spreadsheets. He explained that the PowerPoint is a visual display of the information contained in the spreadsheets. The information was provided in four sections: 1) FDS Submission, 2) Annual Report containing the balance sheet and income statement, 3) Scoring and 4) Next Steps. Mr. Tilahun advised that one of the major tasks is to close out the books as of March 31, 2021 and prepare the Financial Data Schedule (FDS) for HUD. This information is used to determine the financial health of our organization. This information is used to calculate FASS and MASS scores. We are given 60 days after year end or until May 31, 2021 to submit this information to HUD. The FDS was submitted May 26, 2021 and is currently under HUD's review. Mr. Tilahun gave a comprehensive review of the Annual Report and then answered questions. He concluded with letting the Board know that HUD would not do any scoring this year due to COVID-19.

Vice-Chairman Banks made the motion to approve Resolution No. 2021-12. Commissioner Rios seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: Rhodes, Tomasic, Walker, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2021-12—ADOPTING THE 63RD ANNUAL REPORT

Chairman Watkins thanked Jerry Glavin and his staff for setting up the board meeting in the maintenance facility. The Board was encouraged to tour the new facility after meeting. The Chair recognized that this was the first time the Board had met Nebyu Tilahun in person due to COVID-19.

Chairman Watkins asked to go into Executive Session for 15 minutes to discuss a real estate matter. Commissioner Barber made the motion to go into Executive Session. Commissioner Rios seconded the motion and the following vote was recorded:

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

NAYS: None

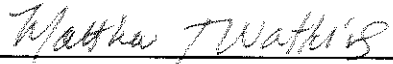
ABSENT: Rhodes, Tomasic, Walker, Wilson

ABSTAIN: None


Motion carried.

Executive Session began at 1:46 p.m. Ms. Tapia was present.

Executive Session ended at 2:01 p.m. and Chairman Watkins called for the meeting to adjourn.



Matthew T. Watkins, Chairman



Andrea Tapia, Executive Director/CEO