

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

Thursday, August 17, 2017
12 noon

Administrative Bldg.
1124 N. 9th Street

On the 17th day of August 2017 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
Jacques Barber, Commissioner
John P. Biscanin, Commissioner (via conference call)
John Breitenstein, Commissioner (via conference call)
Robert G. Frey, Commissioner
Rachel Jefferson, Commissioner (via conference call)
P. Anne McDonald, Commissioner
Timothy J. Rhodes, Commissioner
Alvin Sykes, Commissioner
Linda Warner, Commissioner
Charles Wilson, Commissioner

ABSENT: Rev. Jimmie L. Bank, Vice-Chairman

ALSO PRESENT: Milton Scott, Executive Director
Paula K. Draves, Director of Section 8
Cherrie Escobar, Section 8 Coordinator
Gerald Glavin, Superintendent
Melinda L. Linnell, Director of Housing Management
Sharron Davis-Mays, Self-Sufficiency Coordinator
Benice Meeks, Director of Finance
Jacqueline D. Randle, Executive Services Manager
Anthony J. Shomin, Director of Facilities Management
Denise Tomasic, Attorney-at-Law
Mark Long, Newmark Grubb Zimmer

Roll call was taken. Chairman Watkins introduced Denise Tomasic who will be appointed by Unified Government District 8 Commissioner Philbrook. She will take Commissioner Biscanin's place on the Housing Authority Board of Commissioners. Ms. Tomasic, a local attorney, was formerly Chair of the Kansas City, Kansas Housing Authority Board. Ms. Tomasic expressed that she

is looking forward to working with the Board again. Chairman Watkins introduced Mark Long with Newmark Grubb Zimmer. *Ms. Tomasic then left the meeting.*

Chairman Watkins noted that Commissioner Warner had asked that *Bible* be capitalized on page 4 of the July 20, 2017 minutes. With this correction made, Commissioner Rhodes made a motion to approve the minutes. Commissioner Frey seconded the motion and the following vote was recorded:

AYES: Biscanin, Breitenstein, Frey, McDonald, Jefferson, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: Banks, Barber

ABSTAIN: None

Motion carried.

Chairman Watkins asked that the Board go into Executive Session for 20 minutes to discuss a legal matter. Mr. Long, Mr. Shomin and Mr. Glavin attended Executive Session. Commissioner Sykes made the motion to go into Executive Session. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Biscanin, Breitenstein, Frey, Jefferson, McDonald, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: Banks, Barber

ABSTAIN: None

Motion carried.

Executive Session lasted from 12:45 p.m.—1:05 pm.

Commissioner McDonald made the motion to come out of Executive Session. Commissioner Frey seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Frey, Jefferson, McDonald, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: Banks

ABSTAIN: None

Motion carried. *Barber arrived via conference call during Executive Session.*

Chairman Watkins called for another Executive Session for 10 minutes to discuss a different legal matter. Commissioner Warner made the motion to go into Executive Session. Commissioner Wilson seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Frey, Jefferson, McDonald, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: Banks

ABSTAIN: None

Motion carried.

Executive Session lasted from 1:10 pm.—1:20 pm.

Commissioner Rhodes asked that Executive Session be extended another 10 minutes. Commissioner Sykes seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Frey, Jefferson, McDonald, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: Banks

ABSTAIN: None

Motion carried.

Extended Executive Session lasted from 1:20 pm.—1:30 pm.

Commissioner Warner made a motion to come out of Executive Session and return to Regular Session. Commissioner Frey seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Frey, Jefferson, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: Banks, McDonald

ABSTAIN: None

Motion carried. *Commissioner McDonald left at 1:25pm.*

Executive Director's Report

- Mr. Scott and Mr. Shomin met with Todd Lieberman with Brinshore Development, LLC on July 7, 2017. Mr. Lieberman is a developer of affordable housing which uses mixed financing and tax credits to assist housing authorities in the development of affordable housing ventures.
- The Learning Curve (TLC) was introduced July 18, 2017 and at least nine staff members were in attendance. TLC is designed to help staff learn more about the organization and how it functions. Jackie Randle will serve as the group's liaison.
- Mid-America Regional Council (MARC) staff: Jonathan Morris, Government Training Institute Manager and Clarence Smith, Intern, attended senior staff meeting on July 24, 2017. Mr. Morris discussed services MARC offers and the possibility of them facilitating a joint meeting with the Housing Authority, UG and HUD officials. Mr. Smith shared information regarding the 2017 Public Service Career Expo scheduled for November 8, 2017. He noted that the UG is a co-sponsor of this event.
- I was appointed to the Community Corrections Advisory Board replacing Jackie Randle. I previously served as Chair of the Lawrence/Douglas County Community Corrections Advisory Board in Lawrence, Kansas. Jackie Randle will serve as my proxy.
- Jerry Glavin suggested providing gift cards to residents of Cyrus K. Holliday during the recent power outage. We provided 11 households with gift cards to Wal-Mart valued at \$150. Mr. Glavin, Ms. Linnell and I delivered the gift cards to the families.
- The Directors and I participated in staff appreciation on July 31, 2017 by providing ice cream treats to staff at the seven high-rises, main office and maintenance shop.

Committee Reports

Bylaws

Vice-Chairman Barber noted they were tasked with collecting information from the various committees regarding their roles and duties. They are in the process of putting this information together. While he missed the last meeting, the group met and he asked if other committee members wanted to comment. Mr. Scott noted that the final version of the Bylaws is in the handouts and the next step is to work on the policies and procedures.

Finance

Commissioner Rhodes noted that they have not met, but are trying to schedule a meeting in September prior to the next board meeting. *Commissioner Jefferson asked where the Bylaws were located. Mr. Scott indicated they were provided in the handouts which would be sent to her as she was participating via conference call.* Mr. Scott noted the auditors would return the week of September 11-14, 2017 and a Finance committee meeting will be held either the 11th or the 13th. The auditors are suggesting the 13th for an exit interview.

Resident Participation

Commissioner Wilson noted that the PHRC (Public Housing Resident Council) met on August 2, 2017 at Juniper Gardens. Ms. Sharron Davis-Mays conducted the meeting and Commissioner Sykes was present. Several speakers were also present. Commissioner Barber spoke about the upcoming solar eclipse. Mrs. Elaine Stroud, Assistant Director of Housing Management, spoke on smoking cessation. Ms. Rebecca Garza, from the Health Department, also spoke on smoking cessation. They all allowed time for questions and answers. On August 8, 2017 he and Ms. Davis-Mays met with residents of Belrose Manor who want to re-establish a resident council. The residents were very enthusiastic and motivated to start a resident council. Commissioner Wilson attended a meeting at Bethany Park Towers regarding fire safety. Three fire marshals and Commissioner Sykes were also present.

The following committees did not provide a report: Personnel and Development.

Public Comments

There were no public comments.

New Business Consent Items

Commissioner Warner made a motion to approve the Consent Items. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Frey, Jefferson, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: Banks, McDonald

ABSTAIN: None

Motion carried.

Resolution No. 3344, authority to dispose of scrap metal.

This resolution calls for the disposal of 19 refrigerators and 12 ranges identified by manufacturer serial numbers and PHA decal numbers. The monetary value will be determined by scrap metal weight.

RESOLUTION NO. 3344—AUTHORITY TO DISPOSE OF SCRAP METAL.

Resolution No. 3345, authority to donate 10 refrigerators and 1 range.

This resolution calls for the donation of 10 refrigerators and 1 range identified by manufacturer serial numbers and PHA decal numbers. The appliances will be donated to Habitat for Humanity Re-store, a non-profit entity which provides financial support to Habitat for Humanity.

RESOLUTION NO. 3345—AUTHORITY TO DONATE 10 REFRIGERATORS AND 1 RANGE.

Resolution No. 3346, authority to authorize a contract with Archetype Design Group, Inc. for architectural and engineering services.

Architectural and Engineering Services are required for the design, plan preparation, specifications and bid documents to assist with bidding and the performance of construction administration. The work will be done at nine developments: 1) K1-53, Douglas Heights family site, HVAC improvements; 2) K1-53, Douglas Heights family site slope stabilization analysis; 3) K1-54, Scattered Sites interior modernization; 4) K-55, Wyandotte Towers structural evaluation; 5) K1-56, Rosedale Towers fire sprinkler extension into the dwelling units; 6) K1-56, Rosedale Towers, air handler replacement; 7) K1-57 Westgate Towers parking lot improvement; 8) K1-57 Westgate Towers elevator modernization and 9) K1-57, Plaza Towers interior modernization and repair. A RFP was mailed out to 30 A/E firms and proposals were received on June 21, 2017. Four firms responded to the RFP. They were: Archetype Design Group, Inc., Davidson & Associates, Inc., LaTona Architects and Tompkins Architects. A review committee was established to score the firms. Of the nine improvement projects, three projects went to Archetype Design Group, Inc.; five projects went to Davidson and Associates, Inc., and one project went Tompkins Architects. The contract for Davidson and Tompkins do not require board approval as they are below the \$75,000 threshold. The total amount for Archetype is \$108,259 and this resolution is requesting board approval for that amount.

RESOLUTION NO. 3346—AUTHORITY TO AUTHORIZE A CONTRACT WITH ARCHETYPE DESIGN GROUP, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES.

Chairman Watkins then went over committee appointments. He provided a handout entitled, *Standing Committees*. The Standing Committees are: Bylaws, Finance, Inclusion and Public Information, Personnel, Development and Improvement, Resident Participation and Executive. He pointed out who chaired each committee. The Executive Committee will consist of the Housing Authority Chair, Vice-Chair and the Chair of three of the Housing Authority committees, which will rotate. Commissioners Rhodes, McDonald and Barber will be the first to serve in the rotation. The CHIG appointment is Vice-Chairman Banks.

Chairman Watkins explained that it will be the work of the Bylaws committee to come up with more descriptive terms for roles and duties of each committee. Suggestions are provided in the handouts which need to be reviewed by each committee and brought back for final approval by the Board. These descriptions along with committee input will form the basis of the committees and be put into a policy and procedure manual. He noted this should be the first action of each committee. *Packets will be provided later today to Board members listening by conference call.*

New Business Discussion Item

Chairman Watkins went on to VIII (B) of the agenda which concerns the smoke-free environment. He noted this is posted 30 days for public comment. Commissioner Warner asked how it was put out for public comment. Mr. Scott indicated it is posted on the agency website, posted at the properties, at the health department and a letter was sent to the tenants. Comments are directed to Melinda Linnell. Commissioner Frey questioned if this applied to visitors and did it apply to someone living in their own apartment. Mrs. Linnell noted that the policy states you cannot smoke within 25' of the building. It is also smoke-free inside the unit which is a recommendation from HUD. Commissioner Frey asked if HUD has experience with this in other areas. Mrs. Linnell noted that Kansas City, Missouri has been smoke-free since 2014 and Topeka, Kansas since 2016. Commissioner Frey noted that he is not a smoker, but this seems like a big leap. Mrs. Linnell noted that we are working with the health department to get the word out. We will not totally enforce the smoke-free policy until January, 2018. We are working with the health department with smoking cessation classes prior to this going in effect. Mrs. Linnell concluded that people understand that a change is coming.

Commissioner Sykes provided some background. He noted several years ago, HUD made a request for all 3,100 housing authorities to voluntarily institute a

smoking cessation policy, 600 housing authorities compiled. Now HUD has instituted a mandatory smoking cessation policy for all 3,100 housing authorities. This policy has been in effect for two years and notices have been posted at the high-rises. This gave residents a period of time to respond to the new regulations. He explained that we are now at the mandatory stage and this is a federal regulation that the housing authority must abide by. Reactions have been negative in some cases and he noted that they thought he had made up the rules in his building, referring to him as the Black Trump. *The Board chuckled.* He noted that residents cannot get mad at this housing authority, as they were not one of the 600, and people have been allowed to smoke longer than some of the other agencies. Commissioner Sykes noted that people are asking about the smoking cessation classes and ultimately it will be accepted by the residents with the health department's help. Chairman Watkins and Commissioner Frey thanked Commissioner Sykes for providing background information.

Chairman Watkins acknowledged the resignation letter from Commissioner Biscanin which was included in the handouts. He noted we would be honoring Commissioner Biscanin next month and this would be Pat's last meeting with us. The Chair asked if Commissioner Biscanin was still on the phone. Commissioner Biscanin thanked Chairman Watkins for acknowledging his resignation letter. Commissioner Biscanin noted the Board is very well positioned to make the difficult decisions for the future. There are changes in how we view harassment, relocation of the facilities and the interest of other entities in properties we already own. This is an opportunity for us to better serve our residents. He stated this board is very balanced, diversified and as competent a board he has ever served on. Commissioner Biscanin wished them all the very best and thanked them for allowing him to serve as the Chairman.

Commissioner Rhodes made a motion to adjourn. Commissioner Frey seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Frey, Jefferson, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: Banks, McDonald

ABSTAIN: None

Motion carried.

Matt Watkins, Chairman

Milton Scott, Executive Director