

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

Thursday, February 16, 2017  
12 noon

Administrative Bldg.  
1124 N. 9<sup>th</sup> Street

On the 16th day of February 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 Biscanin, and upon roll call, the following members of the body were present:

John P. Biscanin, Chairman  
Rev. Jimmie L. Banks, Vice-Chairman  
Jacques Barber, Commissioner  
John Breitenstein, Commissioner  
Robert G. Frey, Commissioner  
Tyrone Garner, Commissioner  
P. Anne McDonald, Commissioner  
Alvin Sykes, Commissioner  
Timothy J. Rhodes, Commissioner  
Linda Warner, Commissioner  
Matt Watkins, Commissioner  
Charles Wilson, Commissioner

ABSENT: None

ALSO PRESENT: Milton Scott, Interim Executive Director  
Paula K. Draves, Director of Section 8  
Cherrie Escobar, Section 8 Coordinator  
Gregory T. Gibson, Director of Finance  
Gerald Glavin, Superintendent  
Melinda Linnell, Director of Housing Management  
Sharron Davis-Mays, Self-Sufficiency Coordinator  
Benice Meeks, Assistant Director of Finance  
Jacqueline Randle, Executive Services Manager  
Elaine Stroud, Asst. Director of Housing Management  
Theresa A. Duke, Outgoing Resident Commissioner  
Jennifer Myers, District Court Judge  
Loretta Heath, St. Margaret's Park  
Carla Eckley

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Chairman Biscanin called the meeting to order and roll call was taken. *Commissioner Barber arrived after roll call was taken.*

Judge Jennifer Myers administered the oath of office to Charles Wilson. Chairman Biscanin acknowledged that Carla Eckley was present in support of Commissioner Wilson.

Chairman Biscanin asked if everyone had read the minutes and if there were any corrections. Commissioner Sykes noted that he was unable to call in to the board meeting last month as he was in Washington, D.C. However, he is listed as present and voting. Additionally, the minutes list Charles Wilson at Bethany Towers and Loretta Heath at Douglas Heights. This should be corrected to read Charles Wilson at Glanville Towers and Loretta Heath at St. Margaret's Park. Ms. Randle apologized and noted that the corrections would be made.

With those corrections, Vice-Chairman Banks made a motion to approve the minutes of the regular meeting held January 19, 2017. Commissioner Watkins seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Brietenstein, Frey, Garner, McDonald, Rhodes, Sykes, Warner, Watkins

NAYS: None

ABSENT: None

ABSTAIN: Wilson

Motion carried.

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

- Mr. Scott, Ms. Davis-Mays and Commissioner Rhodes met with Kathy Sidden of US Bank regarding educational outreach programs for our residents.
- KCKHA senior staff met with HUD staff on January 23, 2017 to continue to work together on HUD directives. Our occupancy was identified as an area of concern. We have agreed to provide HUD with an occupancy report by April 2017. A timeline was provided in the Board handouts. Staff is also working on a comprehensive action plan to address outreach and retention, the results will be provided to HUD and the board.
- Staff participated in Sexual Harassment training January 31 and February 1, 2017. Staff was provided with information on our policies governing harassment as well a bookmark outlining multiple ways to report harassment. A follow-up session will be held on February 23, 2017 for

those unable to attend the two earlier sessions. Mr. Scott noted that Ms. Linnell designed the bookmark. Ms. Randle can be contacted to follow-up with complaints as we want to be able to investigate and address any form of harassment. Vice-Chairman Banks asked what the recommended action was if a board member is notified of harassment. Mr. Scott suggested that he is contacted and we would go through the process with Ms. Randle to address the issue. Vice-Chairman Banks noted that board members have gotten actively involved and may do things that are counter to what the Board would recommend. Mr. Scott noted there is a process in place that requires Ms. Randle to follow-up and investigate the complaint and we should stay within this process. Commissioner Garner asked if there was a Code of Ethics. Commissioner Barber noted that we do have a Code of Ethics and he and Commissioner McDonald were discussing this yesterday. Commissioner Garner noted it was important to have a Code of Ethics for Board members and staff; and that we have an EEOC Compliance Officer, he asked was that Ms. Randle's official title. Mr. Scott noted that her official title is Executive Services Manager and she would address complaints. Commissioner Garner noted that while it is good to educate staff, is there any information for the residents concerning processes they need to take to file a complaint. Mr. Scott noted this information is passed out at the resident council meetings and they will be distributed as part of the application process. Vice-Chairman Biscanin asked that the bookmarks be handed out at recertification. Ms. Linnell explained that the managers have the bookmarks available in their offices to be handed out at anytime.

- The agency submitted a letter of support for the Greater Kansas City Healthcare Foundation on behalf of Kim Wilson Housing, Inc. (KWH). We will be partnering with KWH to work on resident retention.
- On February 2, 2017 Mr. Scott and Ms. Draves met with Greg Talkin and Rachel Miskec with the UG Neighborhood Resource Center to discuss how the UG and KCKHA can better communicate on the rental inspection process. This will be brought back to the board concerning how the Section 8 process can be enhanced by working with the UG.

Commissioner Garner asked about working with the Mayor's office on homelessness. Ms. Draves noted that she followed up with this and right now we have 48 of our 50 VASH slots filled. We are at zero homeless for our area. We have not received more veterans as they are going to other areas of the city.

Commissioner Garner noted there are units on Second Street that are boarded up. He asked if there was an update on what would happen with these units. Mr. Scott indicated these units were being looked at and would be disposed of. Commissioner Watkins added that we are waiting on the OIG Environmental audit before we do anything with these units. In regard to homelessness, the Greater Kansas City Homelessness will submit something next month to say we are at functional zero for veteran's homelessness. Commissioner Watkins

expressed this is a big announcement and significant step for this community and that he would get this information to Mr. Scott once it is available.

Commissioner Warner asked if there was a threshold that HUD is looking at for occupancy. Mr. Scott relayed that HUD did not say specifically as it was mainly a Meet and Greet and occupancy was discussed. Mr. Scott indicated that he will meet with Fran Cleary next week and will follow-up with this further. There is an issue with occupancy across the country and there are a lot of issues with vacant properties as it relates to our subsidy and so forth.

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## **Committee Reports**

### Bylaws

Commissioner Barber indicated this was an informal report. He noted the original task was to look at the election of Board officers, in doing so they were to look at the bylaws. In an effort to do this, they have looked at other organization's bylaws. In a recent meeting they addressed the Conflict of Interest policy as it relates to Board and staff and they will look at if this should be separated for Board and staff. Getting back to the original task, there was not a specific process as to how the elections should take place. There was mention of an election of officers at the annual meeting. There is mention of advance notice of meetings and what would be on the agenda. Lawrence's bylaws listed a five-day notice for a meeting, but nothing more specific. The Kansas state statues and UG ordinances were reviewed, again there was nothing specific. A step-by-step voting process was not there. The committee plans to draft a report and present it to the Board for acceptance. Commissioner Sykes asked if Robert's Rules of Order was reviewed. Commissioner Barber indicated he has reviewed Robert's Rules for other purposes, but would take a look at this again. Chairman Biscanin reasoned that Robert's Rule would not have anything to do with the voting procedures.

### Development

Commissioner Watkins noted the RFP for broker services was passed out and a timeline is in place. The scoring sheet needs to go to Mr. Scott by next Friday at noon. A meeting will be held on February 28, 2017 at 2:30pm to go over the scoring. The scoring will be tabulated and decisions would be made at that time.

### Finance

Commissioner McDonald noted that the finance committee met on February 8, 2017 to discuss the budget process. She indicated we were getting operating

subsidy at 90 percent. Currently we are at 85 percent and there is concern about what this will work out to during the course of the year. PHAS scoring was also discussed. Gibson noted that while the PHAS score was low and needs improvement, it was not a factor in us receiving the preliminary management substandard score. An appeal is in the process which could push up our numbers to the standard range. Commissioner McDonald indicated the analysis of bank accounts was the last thing discussed and Mr. Gibson has provided a written report to the board. Vice-Chairman Banks noted that it has been 20 years since we have done a RFP. Mr. Gibson stated that was correct. Vice-Chairman Banks suggested it was good business practice to develop a RFP and see what responses we receive. Commissioner Rhodes suggested that if it's not broke there is no need to fix. Accounts would be the same at other banks. The big difference would be service. He indicated that if we are getting what we need, we should not just put it out there, just to see what we get. Everything is regulated and it would be the same as where we are now, or if we went somewhere else. Commissioner Sykes agreed with Vice-Chairman Banks that a RFP should be put out as a good business practice to keep the banks on their toes and provide us with information we may not have known. Chairman Biscanin asked if money held at different banks was bid out on a regular basis and Mr. Gibson noted that Certificates of Deposit (CD's) are bid out each time they come due. CD's are generally due in six months or one year terms, but have not exceeded two years. Mr. Gibson noted that he was told to deal with local banks since he started 26 years ago. He added that banking is service driven and we are getting good service. Mr. Gibson advised that we may go to payment cards for utility reimbursement payments and payroll and we would need to have a bank assist us with this. Our current banks can provide these services. We have banked with Brotherhood, Liberty, UMB, and Guaranteed Security. We have good relationships with both our current banks. Mr. Gibson noted that he has looked at sample RFP's and we can go through the process. Chairman Biscanin indicated that 20 years is certainly long enough and we could do some primarily work, but at least, the money is bid when the CD's come due. The services may be exactly the same, but let's find out and bring it back to the Board. Mr. Gibson asked if he should stay in Kansas City, Kansas or with banks that have a presence in Kansas City, Kansas. Commissioner Rhodes noted there are no banks with headquarters in Kansas City, Kansas. Chairman Biscanin suggested taking this question up when the Finance Committee meets. The next Finance Committee meeting would be held on March 1, 2017 at 3pm. Vice-Chairman Banks noted that we have to do this in case someone questions the process that we use. We need to do what is in the best interest of the Housing Authority and 20 years is not a good response if someone raises the question. Commissioner McDonald suggested pushing this 3-6 months out as the Finance staff is thinking of implementing those cards. She noted that the landscape may be different in a few months. Chairman Biscanin suggested putting these thoughts together and showing the Board what our options may be. Commissioner Frey asked what services we would require. Chairman Biscanin

noted that Mr. Gibson provided a detailed list of required services. Commissioner Frey asked what is most desirable from a bank. Mr. Gibson noted that our funds are fluid other than the CD investments. Tenants can make payments at the bank and this works out well. We have ACH capabilities with Brotherhood Bank which is transitioning to Bank of Labor. We make withdrawals from tenant accounts on the 5<sup>th</sup> and 22<sup>nd</sup> of each month. We are looking at offering online payments. There are several ways that tenants can make payments. One of the banks provides a courier service for picking up payment at no charge. Mr. Scott noted that we should have a process to periodically access our banking needs. He noted we should work with the finance committee to come up with this process.

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The following committees did not provide a report: Executive, Minority Participation, and Personnel.

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Chairman Biscanin noted there are no new business consent items.

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### **Old Business Discussion Item**

Resolution No. 3334, recognizing KCKHA Resident Commissioner Theresa Duke, was introduced.

Chairman Biscanin noted the Ms. Duke has served on the Board as our Resident Commissioner for a number of years. She has done an excellent job working with staff to implement new things. She is also a nice lady and person. He then took the opportunity to present a token of appreciation to Ms. Duke. She thanked the Board. Ms. Duke noted that it has be a pleasure, challenging and educational for her. It has helped her spiritual life as well. She grew up a shy child and this has brought her out. She thanked everybody, noting that some are very special to her. She thanked Pastor Banks, as she has watched him over the years, and after being appointed as assistant pastor, watching him has meant a lot to her.

Commissioner Wilson noted that he had a report (*Resident Participation*). Chairman Biscanin apologized for the oversight as he did not mean to overlook him. Commissioner Wilson noted that they met at Bethany Parks Towers. Mr. Scott, Ms. Linnell and Commissioner Rhodes were in attendance. Commissioner

Rhodes discussed identity theft, Mr. Scott dealt with retention and Ms. Heath pointed out that, despite the stigma of public housing, her children all graduated from high school and college. Commissioner Wilson then provided the board with his written report which provided additional information. Chairman Biscanin thanked Commissioner Wilson for his participation.

Commissioner Rhodes made a motion to approve Resolution No. 3334. Commissioner Barber seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: None

ABSTAIN: None

RESOLUTION NO. 3334—RECOGNIZING KCKHA RESIDENT COMMISSIONER THERESA DUKE.

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Chairman Biscanin called for a motion to go into Executive Session for 15 minutes to discuss a personnel matter. Commissioner Rhodes made the motion. Commissioner Watkins seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion carried. *Executive Session lasted from 1:30pm—1:45pm.*

Commissioner Watkins made the motion to extend Executive Session for another 15 minutes. Mr. Scott and Mr. Gibson were present during this portion of the Executive Session. Commissioner Rhodes seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion carried. *Executive Session lasted from 1:50pm—2:05pm.*

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Chairman noted the Board was back in Regular Session. He reminded the Board that matters discussed in Executive Session are extremely confidential. He asked for a motion regarding the position of the Executive Director noting that Mr. Scott has served as Deputy, Acting and Interim Director.

Commissioner Garner made the motion to appoint Mr. Milton Scott as Executive Director of the Kansas City, Kansas Housing Authority. Commissioner Sykes seconded the motion. Commissioner Watkins amended the motion and asked that a compensation package be submitted to Mr. Scott for his consideration and the following vote was recorded:

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

NAYS: None

ABSENT: None.

ABSTAIN: None

Motion carried.

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Chairman Biscanin announced that Mr. Scott was the new Executive Director and he would be given an opportunity to review his contract. Commissioner Garner asked for a timeline on the amendment. Commissioner Watkins differed to the Personnel Committee. Chairman Biscanin added that compensation would be within the relevant range for the Executive Director, taking into account previous service as Interim Executive Director, a possible recapture of funds and taking into account our financial position. Commissioner Garner asked to have a date entered into the record. Vice-Chairman Banks gave the date as by the next board meeting (*March 16, 2017*). Commissioner Garner asked would there be a public announcement. Mr. Scott noted he would get with Ms. Randle. Chairman Biscanin asked if something could be published with K.C. Star, online with the Kansas City, Kansas, The Call, Dos Mundos, Wyandotte Daily News and any other publications that we use. Commissioner McDonald asked would the Unified Government would be notified. Chairman Biscanin noted that they have access to our minutes, but we could send something over. He expressed that he could help. Ms. Randle suggested doing a press release.

Mr. Scott noted that he was pleased and blessed to be here. It has been a good experience in which he is learning new things and been given an opportunity to share what he has learned. He told the Board that the Kansas City, Kansas

Housing Authority has a good staff and that he tries to recognize them. Mr. Scott stressed that we want to be the first choice for affordable housing as opposed to the last choice. We are trying to change the face of public housing and lose some myths. He noted we are looking toward being financially self-sufficient and have additional resources coming in. He would like to listen to tenants and gain insight into what they need. He would like to improve our relationship with the UG. He would like to develop a young professional network within our agency to get staff to network and learn more. Overall, it's been a really great opportunity. He is blessed to be here and grateful that the Board has confidence in him.

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Commissioner Barber disclosed that a year and a half ago he and his wife, Linda, purchased a painting company. Because of his position on the Board he has intentionally not looked at Housing Authority business due to a conflict of interest, although our policies do not prevent a Board member from contracting. Our policy talks about staff members and giving full disclosure. However, due to the appearances, they have not looked at work for the Housing Authority. Nevertheless, Commissioner Barber noted that they were at a home show and while he was out doing something else, his wife was approached by someone. They did not know each other. After the discussion, that evening or the next day his wife received a call and the caller's husband asking her if she knew any painters. As it turned out, they learned it was Tom Walker who works at Delaware Highlands. Commissioner Barber went with his wife on the appointment yesterday. Mr. Walker noted that he did not make the final decision, and it lies with Jeremy (*Whitt*). Commissioner Barber stated that he wanted to bring this up in the interest of full disclosure. He has also talked with Commissioner McDonald as part of the Bylaws meeting and also our Chairman. He asked for comments and input. To complicate things a little bit more, his wife received a text from Mr. Walker that he had received from Jeremy, stating DHAL could not entertain a bid from them because of his position with the KCKHA board.

Chairman Biscanin noted that CHIG and Delaware Highland are separate from the Housing Authority. He and Mr. Scott serve on the board of CHIG, but it's a separate entity. Therefore, he does not see this as a conflict of interest. Secondly, it's a bid process and it would be fine if he is the low bidder. He asked why DHAL did not accept the bid as they have not called him or Mr. Scott. Commissioner Watkins did not see a problem with having multiple options for bids. Vice-Chairman Banks noted that Daniels Security use to have a contract with the Housing Authority. *Daniels Security is owned by Vice-Chairman Banks and his wife.* They still get information to bid housing authority work, but he was told by Mr. Tom Scott that they could not bid this work. Chairman Biscanin noted that might be correct, but CHIG is a step removed. Vice-Chairman Banks noted that while he understands this, he asked, how would you separate this for the

people on the outside looking in. Chairman Biscanin noted that he already provided his reasoning. Commissioner Warner noted that this happens when there is no established policy. Commissioner Frey mentioned that it is common to avoid even the appearance of a conflict of interest. Chairman Biscanin added that bringing this up clears the air. Vice-Chairman Banks suggested there should be some language regarding this. Chairman Biscanin stressed that this Board does not make policy for CHIG. Commissioner Rhodes suggested it be kicked back to the Bylaws Committee as Commissioner Barber noted it only applies to staff. Commissioner McDonald read the following: *I pledge to refuse to represent special interests or partisan politics or to use this position for personal gain or for the gain of friends and supporters. My responsibility is to the entire community.* She noted that Commissioner Barber did not use his position and they did not know this, when his wife was approached. Commissioner Barber noted it does not prevent staff from contracting; it just talks about making full disclosure. Chairman Biscanin thanked Commissioner Barber for bringing this to the Board. He noted it would have to be taken up by the CHIG Board as it is a separate entity. Vice-Chairman Banks noted that right now Commissioner Barber has been disqualified. Commissioner Barber agreed, according to Jeremy, by way of Tom Walker. DHAL would still like them to bid the work to use as a comparison bid. Chairman Biscanin noted that Commissioner Barber's painting company bid would be subject to review. Mr. Scott stated he would check with HUD to see if there are federal regulations that guide us with Board members and our non-profit entity. Commissioner Barber noted that he does not recall anything like that having been on the Bylaws Committee, but it is certainly worth looking at.

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

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion carried.

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John P. Biscanin, Chairman

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Milton Scott, Executive Director