

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

Thursday, November 19, 2020
12:30 p.m.

Held Electronically
Via Zoom

On the 19th day of November 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
Timothy J. Rhodes, Commissioners
Denise Tomasic, Commissioner
Linda Warner, Commissioner
Charles Wilson, Commissioner

ABSENT: Cardelia Walker, Commissioner

ALSO, PRESENT: Thomas M. Scott, Executive Director/CEO
Cherrie Escobar, Director of Section 8
Gerald Glavin, Asst. Director of Housing Operations/FM
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

Chairman Watkins called the meeting to order and roll call was taken. He thanked the Board for shifting to the virtual meeting with all that is occurring with the pandemic. An in-person meeting would be held sometime in the future and we will be able to do the ribbon cutting ceremony at the new maintenance facility.

Chairman Watkins called for approval of the minutes. Commissioner Warner then noted that page 6 of the minutes, under the Personnel Committee, needs to have

Banks removed at the beginning of the paragraph. Ms. Randle agreed to make the change to the October 15, 2020 minutes.

Commissioner Rios made the motion to approve the minutes of October 15, 2020 as amended. Commissioner Crawford seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Walker

ABSTAIN: None

Motion carried.

Commissioner Crawford made the motion to approve the minutes of November 5, 2020. Commissioner Warner seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Walker

ABSTAIN: None

Motion carried.

Executive Director's Report

- Mr. Scott advised that Ms. Randle provided the Board with a handout via email from Commissioner Jefferson entitled, Addressing Gaps in Housing Recovery. Board members would need to self-enroll if they are interested in taking the virtual training. There is no cost to the agency or Board members for this training.
- Mr. Scott provided the Board with COVID information. He noted there are two high-rise COVID positives at Plaza and Wyandotte Towers. Three maintenance personnel are off with COVID. Two employees will return on Monday and one will return the middle of next week. Two managers tested positive this week and both work with our elderly population in the field. One manager is currently working from home and waiting for a COVID test. An

elderly services staff is working from home due to contact with one of the managers. Two senior staff are out waiting on test results and one employee left today because of an encounter with one of the positive managers. There is a total of 11 out on COVID, not including the two residents at the high-rises. Mr. Scott further explained that we have been preparing for emergency protocol for several months. We are going to visitor restrictions at the seven high-rises on Monday. Residents can still come and go, but we will not allow visitors into the buildings. We will follow the federal mandate and not the local mandate. Our staff has been issued laptops so they can work from the Cloud with the new Horizon system. We have a plan in place if we need to continue to work from home. Bank transfers, leases and move-ins can be done from home. We can also stagger staff in terms of when they come into the building. Mr. Scott concluded that this is a tough situation due to COVID and we will continue to deal with our clients professionally. Commissioner Crawford noted that he added a link in the chat to where the Wyandotte County Health Equity Task Force is providing testing. He further noted that he could facilitate testing at our buildings if there is a need. Additionally, there will be free flu shots and food through the end of the year. The number of positive COVID tests are increasing county-wide. The hospitals are full, and we are getting people from the rural areas. He will continue to keep the Board advised. Commissioner Crawford concluded with they are not advising people to gather for Thanksgiving except for people in your household. Mr. Scott thanked Commissioner Crawford for keeping him in the loop as he has done from the beginning. He noted we are in dialogue with the health department and will continue to monitor the COVID situation in our community.

- Mr. Scott advised the Board that we lost the hot water system at Plaza Towers yesterday and it will be another day before the system is back up.
- Vice-Chairman Banks asked if anything needs to be emphasized with the upcoming holiday season. Mr. Scott offered that we are in good shape. The common areas are closed in all seven of our high-rises. Our administrative offices are locked down. The main office, Section 8, Modernization and Resident Selection are restricted. There are upgraded cameras in all the high-rises. We have done about everything we can do. He advised that we cannot say that residents cannot leave the building as it's a human rights issue.
- Commissioner Barber noted that the delinquencies appear to be the same since the pandemic. He asked if we have any idea if the pandemic has affected our resident's ability to pay their rent or pay rent on time. Mr. Scott noted that most of the folks are below the 30 percent and therefore, unemployed. Since March, there have been 20 positives that we were notified of throughout the agency. Kansas Housing Resource Commission (KHRC) has a program to help those who get behind on their rent. There have been no evictions related to rent since we shut down March 19, 2020; only evictions for social issues and criminal activity. Mr. Scott noted it's a little different on the Section 8 program as most of the residents are working.

We have not received claims from anyone that has lost their job due to COVID. If this were to happen, we would do a downward adjustment on their re-exam. We are proactive in making sure residents do not lose their housing. Mr. Scott added that there was a substantial write-off of \$370,000 which was cleared. This was done incorrectly and \$87,000 is incorrectly owed and there are \$40,000 in credits. The \$370,000 improperly calculated leaves the option open for these families to come back into housing and to enter into repayment agreements. Mr. Scott added that Commissioner Rios had asked about how much was collected from residents who have moved out. We were able to determine there was \$316,602 collected from 2009 to 2020. We have an action plan in place to verify information, and there are disciplinary actions in place if folks are not getting their work done correctly. Commissioner Barber thanked Mr. Scott for his response and Commissioner Rios thanked Mr. Scott for the follow-up.

- Mr. Scott noted there was good news from Google Fiber. We entered a contact with them four years ago for free gigabit service at Chalet Manor, Belose Manor and Cyrus K. Holliday family developments which was set to expire and has been extended to November 2021.
- Commissioner Warner referred to page 17 and asked about maintenance expenses. Mr. Scott explained about Fees for Service which is beyond normal wear and tear. We have had to go back and look at direct costs and this has distorted the budget.
- Commissioner Tomasic noted the Occupancy Report shows Juniper Gardens as 100 percent occupied. She asked was that correct. Mr. Scott noted that Juniper Gardens is not 100 percent occupied, it is more like 60 percent or less. Juniper Gardens has been taken out of the occupancy calculations. HUD allowed us to do this for the disposition plan.
- Commissioner Barber questioned what was Smith Service, LLC? Mr. Scott noted it was a lawn care company.
- Chairman Watkins offered that there are COVID funds available through the United Way and Metro Lutheran Ministries to help with rent relief. Those needing help with rent can dial 211 for information.

Committee Reports

Bylaws

Commissioner Barber stated there was no report at this time.

Finance

Commissioner McDonald advised there will be a finance meeting on December 5, 2020. Mr. Scott added that we had held off meeting, because we are waiting on

technical assistance on how to calculate the reduction in subsidy from Juniper Gardens.

Personnel

Vice-Chairman Banks indicated the Personnel Committee has been very busy. He noted that Mr. Scott has been in the forefront in our search for an Executive Director. Interviews were recently held with two very good candidates. They will be presenting a final decision soon for the Board's approval and implementation.

Development

Chairman Watkins advised there has not been a Development meeting. They will potentially meet the first of the year to discuss Juniper Gardens' relocation and the disposition of the old maintenance facility.

Resident Participation

Commissioner Wilson noted there was no meeting at this time.

Community Housing Investment Group (CHIG)

Chairman Watkins shared that CHIG has been meeting monthly up to October. Things continue to be fine at Delaware Highlands Assisted Living. There is no COVID out there. The census is down, and we are at 105, but working to get those numbers back up.

Chairman Watkins moved the New Business Consent Items to the Discussion Agenda upon the request of Commissioners Barber and McDonald.

Discussion Agenda

Resolution No. 2020-25, authorizing the acceptance of the proposal submitted and authorize a contract for security services at Wyandotte Towers with Vets Securing America, Inc., was introduced.

Mr. Shomin noted this is our standard request for security services. Our current security services vendor is Vets Securing America, Inc. We only received one proposal. The price submitted is comparable to what we are currently paying them now. The current contract ends January 31, 2021 and we need someone ready to go when this contract ends. Commissioner Barber asked Mr. Shomin to describe the roving security services and is it included in the base contract. Mr. Shomin noted that roving security is not included as it is cost prohibited. Commissioner Banks asked what are we not getting. Mr. Shomin noted we have always included

this from a cost basis, and we are essentially not losing anything. There is no security for the grounds at night, but this is not part of the current contract. The Board continued its discussion related to security concerns at our high-rises. Mr. Scott added that we stopped doing the roving guards some years ago, because it was cost prohibited. We have upgraded the cameras on the outside of the buildings, and they are monitored on a regular basis 24 hours a day. We have hired an independent security company from time to time at Bethany Park Towers upon seeing evidence on the security cameras. He indicated that you would not find anything by driving through a parking lot. You would have to be there at the exact time. Our best option has been to put in high-grade cameras, as it would be cost prohibitive to have roving guards at all our high-rises. Commissioner Rios asked if there were resident concerns. Mr. Scott noted this would come through Housing Management and he has not been notified of any concerns. The security also monitors the fire alarms and camera on seven high-rises. They man the phones for the Housing Authority afterhours and on weekends. They notify the fire and ambulance departments as well. Commissioner Crawford indicated that his church members live in all the high-rises and one of the members had a gun pulled on them in the U-shaped driveway in front of Bethany. He was told that she did not report it because the manager knows who is doing the criminal acts. He does not know how widespread this is, but we are in a season of insolation which is increasing behavioral and mental health problems. Commissioner Crawford wants the Board to be doing all they can to protect the residents. Chairman Watkins noted this is a challenging time, but right now he suggested getting back on track. Vice-Chairman Banks expressed security should be an ongoing dialogue as residents depend on them for safety and security. The Chairman suggested having Mr. Scott place something on the December agenda as it relates to security and Mr. Scott agreed to do so.

Vice-Chairman Banks made the motion to approve Resolution No. 2020-25. Commissioner Barber seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Walker

ABSTAIN: None

RESOLUTION NO. 2020-25—AUTHORIZING THE ACCEPTANCE OF THE PROPOSAL SUBMITTED AND AUTHORIZE A CONTRACT FOR SECURITY SERVICES AT WYANDOTTE TOWERS WITH VETS SECURING AMERICA, INC.

Motion carried.

Resolution No. 2020-26, authority to accept the proposal and authorize a contract for performance of a physical needs assessment and an energy audit of Housing Authority developments with the Nelrod company, was introduced.

Mr. Shomin noted that HUD requires that we complete a physical needs assessment and an energy audit every five to seven years. This physical needs assessment will provide information going forward for repositioning the agency. He recommended that the Board approve this resolution. Commissioner McDonald noted the finance committee has discussed this due to the energy audit with Johnson Controls. Mr. Shomin noted the Johnson Controls did provide the last energy audit and lead to improvements at our developments. HUD wants us to keep this current every five to seven years. This will give a complete audit of our properties and will be comprehensive. Nelrod does a lot of HUD training is very thorough. Commissioner McDonald wanted to make sure this is done correctly and not a duplication. She asked for a copy of the report once it is completed. Vice-Chairman Banks asked how successful was Johnson Controls' efforts? Mr. Shomin noted we are still paying for the loan and received improvements that the loan is paying for. We are making a little bit of money. Vice-Chairman Banks asked for updated reports as they become available from Johnson Controls. Mr. Shomin stated we will be provided a snapshot in time to use for repositioning. Mr. Scott advised that it will be a calculation used for the debt coverage ratio. This will have a bearing on what we choose to do going forward. The original energy audit was done in 2011 of a 20-year deal. The savings are paying for it, but the equipment does not last like it did 40 years ago. Vice-Chairman Banks noted it is called planned obsolescence.

Vice-Chairman Banks made the motion to approve Resolution No. 2020-26. Commissioner McDonald seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Walker

ABSTAIN: None

RESOLUTION NO. 2020-26—AUTHORITY TO ACCEPT THE PROPOSAL AND AUTHORIZE A CONTRACT FOR PERFORMANCE OF A PHYSICAL NEEDS ASSESSMENT AND AN ENERGY AUDIT OF HOUSING AUTHORITY DEVELOPMENTS WITH THE NELROD COMPANY.

Motion carried.

Resolution No. 2020-27, authorizing the acceptance of the bid and authorizing a contract for the interior modernization of Plaza Towers Phase II, was introduced.

Mr. Shomin noted that Phase I at Plaza Towers should be wrapping up in December. The next contract for Phase II will pick up and go from here. There is a monthly charge for the elevator on the side of the building and the cost can be handed off to the next contractor. We had seven contractors bid on this work and they were competitive. We are getting three floors, in Phase II, for about the price of the first phase. All the bids were good, we have not had experience with the low bidder, but believe they are adequate to do the work. References all came back positive and staff is recommending accepting this bid.

Commissioner Rios made the motion to approve Resolution No. 2020-27. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, McDonald, Rhodes, Rios, Tomasic, Warner, Watkins, Wilson

NAYS: None

ABSENT: Walker

ABSTAIN: *Jefferson

RESOLUTION NO. 2020-27—RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE BID AND AUTHORIZING A CONTRACT FOR THE INTERIOR MODERNIZATION OF PLAZA TOWERS PHASE II.

Motion carried.

*Abstained due to Internet connectivity issues.

As a final thought, Chairman Watkins asked Mr. Scott about an update on the new maintenance facility. Mr. Scott noted they are finishing up the IT and there are a few items that need to be merged. There are a few electrical punch items that need to be completed and with that exception, we are close. He expects to get an occupancy permit next month. Mr. Shomin offered that we should be getting a temporary certificate of occupancy the end of November or first of December. Chairman Watkins asked how the move would be phased in. Mr. Scott noted that the administrative staff and inventory control would go first and then make sure they would handle the work order flow and then transition as we can, weather permitting. The carpenter and appliance shops would follow. The utilities are high in the old building and we need to get moved rather quickly. Vice-Chairman Banks noted that these are challenging times with hiring a new Executive Director and moving into the new maintenance facility which calls for prayers and to be thankful for someone like Tom Scott. He is impressed with the Board, the dialogue and their due diligence and they are doing well in their responsibility to the community. He commended everyone for their contribution. The Chairman agreed and asked that everyone have a wonderful Thanksgiving.

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

Matthew T. Watkins, Chairman

Thomas M. Scott, Executive Director/CEO