

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

Thursday, September 17, 2020
12:30 p.m.

Held Electronically
Via Zoom

On the 17th day of September 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
Rachel Jefferson, Commissioner
P. Anne McDonald, Commissioner (arrived after roll call)
John D. Rios, Commissioner
Timothy J. Rhodes, Commissioner
Denise Tomasic, Commissioner
Linda Warner, Commissioner (arrived after roll call)
Charles Wilson, Commissioner (arrived after roll call)

ABSENT:
Broderick Crawford, Commissioner
Cardelia Walker, Commissioner

ALSO, PRESENT:
Thomas M. Scott, Executive Director/CEO
Cherrie Escobar, Director of Section 8
Sharron Davis-Mays, Self-Sufficiency Coordinator
Jacqueline D. Randle, Executive Services Manager
Caroline Rogers, Director of Finance
Anthony J. Shomin, Director of Facilities Management
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 Rios made the motion to approve the minutes of August 20, 2020. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Jefferson, Rhodes, Rios, Tomasic, Watkins

NAYS: None
ABSENT: Crawford, McDonald, Walker, Warner, Wilson
ABSTAIN: None

Motion carried.

Executive Director's Report

- Mr. Scott noted that the HUD roundtable on repositioning was held on September 3, 2020 by the Region VII office. Some of the board members and Housing Authority staff were in attendance via Zoom. They will be providing our agency with technical assistance.
- An updated resident price list will be provided to the board in October. The list is out for comment right now.
- PCs for People formerly Connecting for Good is installing five PC's and five workstations at Douglas Heights and Belrose Manor family Development. We will try to incorporate the four pillars of the Envision Center with this project.
- The Learning Club, with Brad Grabs, has been a long-time partner. We will pull Wi-Fi into Cyrus K. Holiday for these students. The Learning Club is working with students, five days a week from 9 a.m.—11 a.m. at Chalet Manor, St. Margaret's Park and Cyrus K. Holiday. We hope to get the Learning Club to expand its programming and provide tutoring to students residing in Juniper Gardens, as well.
- There have been several rounds of interviews for the Executive Director position. We expect to have three candidates interviewed on September 22, 2020. Recommendations will be made from the results of the interviews.
- Mr. Scott asked Mr. Shomin to provide updates on relocation at Juniper Gardens and the new maintenance facility. Mr. Shomin offered that a meeting was held with the relocation contractor on September 9, 2020. Additional information was submitted to the contractor since that meeting. We have received back a draft of their implementation plan which shows a draft should be available approximately October 1, 2020. With this plan we can submit our disposition plan to HUD for approval in October which should take about 30 days. Some key take-aways from the plan are that resident meetings are scheduled to start November 1, 2020; resident surveys are scheduled for November 1, 2020—December 31, 2020; applications for tenant protection vouchers are scheduled to be submitted March 1, 2021 and the contractor anticipates that resident relocations will start June 1, 2021. Mr. Scott offered that this plan would need to come before the Board at the October board meeting. Mr. Shomin noted that was correct as we need the resolution to submit the plan to HUD. Chairman Watkins asked how much time the Board would have to review the plan. Mr. Scott offered that if the plan is received October 1, 2020; the Board would have up to the board meeting to review the plan. Vice-Chairman Banks questioned what has been the response from the Juniper Gardens' leadership? Mr. Scott explained that the resident association

is not active at Juniper Gardens. Community leaders have reached out, as they did before, when we did the relocation for the 125 units. We expect to fully engage the community very quickly. Commissioner Jefferson asked if all the remaining units would be part of the relocation. Mr. Scott noted that one hundred percent to begin with, but we can make adjustments as we get further along in the process. Commissioner Rhodes noted that the Board would receive the information October 1, 2020; take action 2-3 weeks later and the relocation meetings would begin November 1, 2020. He questioned if things could be stalled. Mr. Scott noted he does not expect anything to stall the process. We hope to get things moving so our REAC scores will not be affected for 2021. Mr. Scott offered that Zoom meetings could be set up once the plan is received. Vice-Chairman Banks noted that, how we handle this, is critical for how we do things in the future.

- Mr. Shomin then discussed the maintenance facility. All the major work is done. The electrical and HVAC will be substantially complete by mid-October and we can begin discussions with the UG about a Certificate of Occupancy. Vice-Chairman Banks asked about the estimated time to do a ceremony or renaming of the facility. Commissioner Jefferson asked about the name of the facility and Chairman Watkins reminded her that the name was selected several months ago, and the building would be named the Thomas M. Scott Maintenance Facility. Mr. Shomin noted we want to make sure the contractor can deliver before we schedule a meeting. Mr. Scott noted we should know something by the October board meeting. He offered that a board meeting could be held in the new facility as it is large enough for us to be socially distant. The Board agreed to meet in the new facility once it becomes available. Mr. Shomin's best estimate would be to try and meet the October deadline, but a lot will depend on the sub-contractors getting the work done in time.

Committee Reports

Bylaws

Commissioner Barber stated there was nothing to report this month.

Finance

Mr. Scott offered that a written report was provided by Commissioner McDonald. She asked the Board members to read the report. There is a significant bad debt write-off on accounts receivables. They spent a lot of time discussing accounting procedures for the last six months to a year due to unreported income. Previously the agency was not able to ascertain if there was unreported income, but now we can do this. This has resulted in residents having their rent recalculated and they end up owing large amounts of rent. They often choose not to pay the rent, move out and leave the debt. Their debt can also be reported to a central clearing house and they will not be able to move into public housing until that debt is paid. There

is also a suspension of evictions right now and there is no subsidy to help with rent, creating another problem. Additionally, due to COVID-19, Ms. Davis-Mays nor the property managers have been able to do one-on-one talks with residents. We hope to be able to eventually go back to Knock and Talks with residents. Commissioner McDonald noted that it was with great reluctance that we recommend writing off such a large amount. She anticipates there will be another six-month period where the amount will be significantly high and then hopefully it goes back down to 2018 levels.

Commissioner Jefferson asked what was included in retro and other categories. Ms. Scott noted that retro is any adjustment based on residents not reporting their income. Other could be late fees, maintenance charges, court fees, and damages to the unit at the time of move out. He added that the retro rent process has to be refined and some of the write-offs may need to be charged. This is all being reviewed by staff. Commissioner Jefferson asked was there a collection company. Mr. Scott noted that we used a company years ago and it did not work too well. Most of these folks will cycle back and enter into repayment agreements to get back in housing and a fair amount of the delinquencies will be collected.

Inclusion and Public Information

Commissioner Jefferson noted they have not met, and that Commissioner Warner is the Chair of this committee. Chairman Watkins indicated that Commissioner Warner has resigned her position as Chair.

Personnel

Vice-Chairman Banks noted they have met which resulted in a summary of Mr. Scott's actions. They have reviewed the job descriptions and are prepared for Mr. Scott to make the report.

Mr. Scott noted the job description changes have been provided to the Board in advance. The Facilities Management department has been combined with the Housing Management department to form the Housing Operations Department. This flattens the agency and builds a team environment to create greater efficiencies. With the loss of Juniper Gardens' subsidy and the Capital Fund money, we need to work together for common goals. This eliminates duplication of efforts and improves employee morale by having us work together as a team. Additionally, there was a Harvard study that recommends combining these two departments which we were planning to do in 2008 when asset management was first implemented. It is now time to implement these changes. We will be combining all the contracts at the agency. One of the smaller contracts have gone through a coordinator which caused us to lose an opportunity to get revised bids. This move will cause us to put all the contracts under one umbrella. The repositioning and the assessments of other facilities will fall under the Director of Contract Administration, Mr. Shomin. Another example of lack of follow-up was,

two years ago when the laundry contract expired and there was a 90-notice that was not followed up. The contract self-renewed, and we lost the redecorating fees and the ability to negotiate for new laundry equipment.

Mr. Scott explained that the Director of Housing Management and the Director of Facilities Management positions will be combined to form the Director of Housing Operations. The Assistant Director of Housing Management position will now be referred to as the Assistant Director of Housing Operations—Housing Management. The Assistant Director of Facilities Management position will now be referred to as the Assistant Director of Housing Operations—Facilities Management. There are no payroll increases or adjustments to salary ranges based on these changes.

There is one job description, Housing Operations Facilities Coordinator, which is a newly rated position that will be filed by an existing employee to provide administrative support to the Assistant Director—Facilities Management. This position has a slight increase to grade 617. The person in this position has been an Office Assistant, a Property Manager and is currently the Work Control Coordinator and has good administrative skills which are being under-utilized. This person will be able to reach across the aisles and assist with Housing Operations. We will not rehire for the current position and the person will continue to do both roles.

Vice-Chairman Bank noted that with the previous update on the Executive Director's position, his report is complete.

Development Committee

Chairman Watkins noted this committee has not met.

Resident Participation

Chairman Watkins noted this committee has not met.

Executive Committee

This committee did not meet.

Community Housing Investment Group (CHIG)

Chairman Watkins noted the CHIG board met this week. This are continuing to progress at DHAL. The occupancy is down a little, but we are hoping this will stabilize. The budget will be voted in October. Mr. Scott added that we are moving forward with the legal review of the operating statements. September 2021 is the end of the tax credit compliance, at which time the tax credit syndicator will go out

of the deal and Community Housing Investment Group (CHIG) will be the 100 per cent owner.

Commissioner Rios made a motion to approve Resolution Nos. 2020-19 to 2020-21. Commissioner Jefferson seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Crawford, Walker

ABSTAIN: None

Motion carried.

New Business Consent Items

Resolution No. 2020-18, authorizing collection loss write-off.

This resolution authorizes the Board to write-off vacated tenants' account balances that are uncollectible. Staff is asking to write-off \$252,753.06. This was further explained in the Finance report provided earlier in the meeting.

RESOLUTION NO. 2020-18—COLLECTION LOSS WRITE-OFFS.

Resolution No. 2020-19, authorizing the revision of job descriptions.

This resolution authorizes a change to the following job descriptions to streamline operations: the Director of Housing Management and Director of Facilities Management will merge to form the new Director of Housing Operations; the new Director of Contract Administration will take the place of the Director of Facilities Management; the Assistant Director positions will now be referred to as Assistant Director of Housing Operations—Facilities Management and Assistant Director of Housing Operation—Housing Management. Salary ranges for all positions fall into the previously approved pay ranges adopted by the Board of Commissioners.

RESOLUTION NO. 2020-19—AUTHORIZING THE REVISION OF JOB DESCRIPTIONS.

Resolution No. 2020-20, approving the job description of Housing Operations Facilities Coordinator.

This resolution approves adding the Housing Operations Facilities Coordinator position to the job descriptions to provide administrative assistance to the Housing Operations staff. This position will serve both Housing Management and Facilities Management. It will be added to the salary chart at pay grade 617 with a salary range of \$43,285—\$65,790 annually.

**RESOLUTION NO. 2020-20—APPROVING THE JOB DESCRIPTION OF
HOUSING OPERATIONS FACILITIES COORDINATOR.**

Commissioner Rios asked to be provided with trend data on the amount of money paid back to the agency from the collection loss write-offs. Ms. Rogers noted that we recover about \$30,000 annually. Mr. Scott then indicated we would go back to see what additional information we can provide.

Commissioner Jefferson asked for clarification on three expenditures, one was the Housing Authority Risk Retention Group where we spent \$130,275. Mr. Scott noted that this group insures our agency at 100 percent. Ms. Rogers indicated this is a quarterly payment. Mr. Scott added this is an insurance group that only insures public housing authorities. They also provide several other services. Commissioner Jefferson continued that she was looking at anything over \$5,000 that she could not easily identify. Another expenditure is the Lockton Company. Mr. Scott noted this is our Work Comp provider. Commissioner Jefferson noted the last one is Scott and Associates and there are lot of Scott and Associates on the web. Mr. Scott noted that was him, and he is a consultant and not an employee of the agency. He added that the expectation was that he would not still be here. Commissioner Jefferson stated that she was glad that Mr. Scott was here.

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

Matthew T. Watkins, Chairman

Thomas M. Scott, Executive Director/CEO