

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

Thursday, August 16, 2018
12 noon

Wyandotte Towers Comm. Room
915 Washington Blvd.

On the 16th day of August 2018 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
Rev. Jimmie L. Banks, Vice-Chairman
P. Anne McDonald, Commissioner
Alvin Sykes, Commissioner
Denise Tomasic, Commissioner
Cardelia Walker, Commissioner
Linda Warner, Commissioner

ABSENT: Jacques Barber, Commissioner
Rachel Jefferson, Commissioner
Don Jolley, Commissioner
Timothy J. Rhodes, Commissioner
Charles Wilson, Commissioner

ALSO PRESENT: Milton Scott, Executive Director
Anwar Crockett, Asst. Director of Housing Management
Cherrie Escobar, Director of Section 8
Melinda Linnell, Director of Housing Management
Julio Marino, Jr. User Support/Inventory Clerk
Sharron Davis-Mays, Self-Sufficiency Coordinator
Benice Meeks, Director of Finance
Jacqueline D. Randle, Executive Services Manager
Veronica Sanders, Financial Analyst
Anthony J. Shomin, Director of Facilities Management
James English, Public Housing Applicant
Daniel Clark, Public Housing Resident
Heather Hoffman, Greater Kansas City Coalition to
End Homelessness (GKCCEH)

Chairman Watkins called the meeting to order and asked for roll call.

Chairman Watkins asked for a motion to approve the minutes. Vice-Chairman Banks made a motion to approve the minutes of July 19, 2018. Commissioner Warner seconded the motion and the following vote was recorded:

AYES: Banks, McDonald, Sykes, Tomasic, Walker, Warner, Watkins
NAYS: None
ABSENT: Barber, Jefferson, Jolley, Rhodes, Wilson
ABSTAIN: None

Motion carried.

Executive Director's Report

- The written Executive Director's report is on pages 7—23 of the August 16, 2018 board packet.
- Mr. Scott noted that two additional items were provided in the handouts: one was the Section 8 management score (SEMAP) of 100 and the Public Housing vacancy report.

Committee Reports

Chairman Watkins called for committee reports.

Bylaws

In Commissioner Barber's absence, Chairman Watkins explained that he and the Bylaws committee met to discuss the final stages of the bylaws review. All the committee descriptions are in. The last item is the election process and they will meet on this next month. The goal is to have the bylaws revised and the policies and procedures complete next month. He noted any Board member could attend the meeting next month. However, a date has not been set for the meeting. The Bylaws committee will talk about setting a more structured date for all the committees. Board members should notify the Chair (of a particular committee) if they want to attend committee meetings. Vice-Chairman Banks clarified that, unless you are a subject matter expert, you would not have input at the committee meeting. Just attending a committee meeting would not give a commissioner an opportunity to speak.

Finance

Commissioner McDonald indicated the Finance committee did not meet. Mr. Scott noted that the auditors will be here next week for the first round and will

follow up next month in September. Commissioner McDonald questioned when the exit interview would be held. Ms. Scott indicated the likely date would be September 13 or 14, but would have to be confirmed once the auditors are here.

Inclusion and Public Information

Commissioner Warner provided a written report to the Board of the Inclusion and Public Information committee's July 30, 2018 meeting. They discussed the Section 3 program and procedures, and how the ROSS grant might be used to expand that program to Section 8 residents. She indicated that more information would be found in her written report.

Personnel

Vice-Chairman Banks noted that Personnel committee discussions would be included in Resolution Nos. 3355 and 3377. There is no formal report other than the action that needs to be taken on these resolutions. Resolution No. 3377 refers to the language requirement of the DOJ. Details of this requirement will be flushed out later.

Chairman Watkins indicated that the Development, Executive and CHIG committees did not meet.

Chairman Watkins acknowledged Heather Hoffman as the Executive Director of the Greater Kansas City Coalition to End Homelessness. He thanked her for coming by.

Public Comments

Chairman Watkins determined there were two audience members wanting to make a comment. He allotted two minutes each for their comments.

First up was James English, an applicant who applied for public housing on January 9, 2018. He has had a lot of issues with being informed of policies and procedures, and the timeframe that paperwork is supposed to be turned in. Mr. English is currently on the waiting list for a two-bedroom apartment. He received an offer letter on June 5, 2018. He has a case manager with Kaw Valley who

sent a letter to Ms. Carter (Resident Selection Department). He indicated that Ms. Carter said she never received the letter and another letter was sent. Mr. English then considered who he would talk to next as he thought he was being pushed aside. He reached out to HUD housing and was told they have no authority over public housing. Craig Vandervort told him to get in touch with Matt Watkins. A message was left for Mr. Watkins and he never received a call back. Mr. English spoke with Ms. Linnell and who said it was not an offer letter, but that he was placed on the waiting list. After reading the policies and procedures, Mr. English believes the agency is not following its policies and procedures. Mr. English claims the story he got from the Housing Authority has changed three times. He was finally told the unit was available, but maintenance needed to rehab the unit. He checked this week and was told the same thing. He was told to provide documentation about his income. He was told the information was not in his file and never submitted. Mr. English filled out a complaint form yesterday and does not feel his situation is being handled properly. He feels like he is being lied to and his housing application is being postponed. He has a daughter is state's custody and is on a time limit. Otherwise, he would wait. He was told this is the next step. He asked if the matter is not handled properly who is over the Board. He noted that an applicant has 10 days and he submitted his information, but was told they did not have it. Mr. English stated he just wanted to inform this Board of what was going on. Chairman Watkins thanked Mr. English and said the matter would be taken under advisement.

The second comment came from Daniel Clark. He thanked Ms. Warner for referring him to the Housing Authority. He is a resident of Westgate Towers. He has talked to Mr. Shomin and maintenance. There is mold growing in his air conditioning unit within the fiberglass installation and the blower unit, too. The Housing Authority was contacted on June 15, 2018. They originally thought it was a housekeeping issue. Someone sprayed a fungicide, but it is still not working. Mr. Clark indicated that Mr. Shomin asked him to get a note from his doctor and he could possibly be moved to another unit. With school starting, Mr. Clark does not believe this is possible. He cannot stay in the unit for extended period of time. He asked that the Housing Authority to change out the fiberglass installation and clean the blower. He would like the mold situation remediated within the unit. He further noted this was a requirement of 24CFR 5.703 which requires that a dwelling be free of mold. He does not feel the Housing Authority is meeting that requirement. Chairman Watkins thanked Mr. Clark and noted we would take this matter under advisement.

Old Business Discussion

Resolution No. 3355, amending the residency requirement, was introduced.

Vice-Chairman Banks noted there have been several discussions on the residency requirement and compromise language has been submitted. He is stuck, from a personal standpoint, in understanding the desire to be world class as a Housing Authority and if you put that in business terms, no business wanting to be world class would put restrictions on its business. This is a self-imposed restriction. There are federally funded agencies in this region, employing thousands of people, who do not have this restriction. He discussed paying an earnings tax, plus Kansas tax for 34 years, and to date, this issue has been shot down. He cannot understand why the Housing Authority would place a residency restriction on itself. Vice-Chairman Banks explained that it is like saying, if you live and work in Wyandotte County, you won't accept business from Johnson County. He finds this unconscionable. While he understands the compromise for certain levels of the workforce, but does not think we should restrict ourselves. He stressed that staffing suggests how successful you want to be as a company. Commissioner Sykes noted the compromise represents a good balance of higher management vs. lower staff. He believes this will be good overall. Commissioner McDonald noted she agrees in principle with what Vice-Chairman Banks said. Chairman Watkins noted this is a good compromise and a good step forward.

Commissioner Sykes made a motion to approve Resolution No. 3355. Commissioner Warner seconded the motion and the following vote was recorded:

AYES: Sykes, Tomasic, Walker, Warner, Watkins

NAYS: Banks, McDonald

ABSENT: Barber, Jolley, Rhodes, Jefferson, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 3355—AMEND RESIDENCY REQUIREMENT.

New Business Consent Item

Resolution No. 3374, authorizing the donation and/or disposal of items left at the new maintenance facility at 1300 Meadowlark Lane, Kansas City, Kansas.

Mr. Scott clarified that some of the items; i.e., commercial refrigerator, large gas stove and preparation tables would remain. The other items will be donated to non-profits and/or church organizations. Commissioner Tomasic asked how would we determine who gets these items. Mr. Scott noted that Jerry Glavin was

designated as the person individuals would contact to receive the items on a first come, first serve basis. Commissioner McDonald asked would the items be suitable to be donated to Re-Store. Mr. Scott noted we could reach out to them, as well. Notices would be sent out as we do not want to throw away the items. Commissioner McDonald emphasized that we do not want to give the appearance of favoritism or exclusion. Commissioner Warner suggested also posting the information with the Wyandotte County ministerial association which meets weekly at Rev. Banks' church.

Commissioner McDonald made a motion to approve Resolution No. 3374. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, McDonald, Sykes, Tomasic, Walker, Warner, Watkins

NAYS: None

ABSENT: Barber, Jolley, Rhodes, Jefferson, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 3374—AUTHORITY TO DONATE TO NOT-FOR-PROFIT/CHURCH INSTITUTIONS AND/OR DISPOSAL OF ITEMS LEFT IN THE NEW MAINTENANCE FACILITY AT 1300 MEADOWLARK LANE; KANSAS CITY, KANSAS.

New Business Discussion Items

Resolution No. 3375, authorizing a contract for information and technology services with GFI, Digital, Inc., was introduced.

Mr. Shomin noted our equipment has reached its end of useful life. We did a RFP and sent it to 20 vendors; we received nine responses and interviewed four vendors. The consensus of the review committee was to go with GFI. Commissioner Tomasic had questions about the phone system. She asked would they be able to move the phones to the new location and would we be looking at a voice over Internet protocol. Mr. Shomin noted they would do an assessment on all our equipment. Commissioner Tomasic noted there could be a huge cost savings with the right equipment. Mr. Marino noted this savings was discussed for the main office and scattered sites. Commissioner Warner surmised that it appeared to be an all inclusive contract which would move us into the 21st century.

With that being said, Commissioner Warner made a motion to accept Resolution No. 3375. Commissioner Tomasic seconded the motion and the following vote was recorded:

AYES: Banks, McDonald, Sykes, Tomasic, Walker, Warner, Watkins
NAYS: None
ABSENT: Barber, Jolley, Rhodes, Jefferson, Wilson
ABSTAIN: None

Motion carried.

RESOLUTION NO. 3375—AUTHORITY TO AUTHORIZE A CONTRACT FOR INFORMATION AND TECHNOLOGY SERVICES WITH GFI DIGITAL, INC.

Resolution No. 3376, declaring an emergency at Wyandotte Towers for elevator repair and modernization and authorizing a contract with MEI, was introduced.

Mr. Shomin noted that MEI, our current service provider, informed us that one elevator is down and the other one is operating at 80 percent at Wyandotte Towers. He assured the Board that it is not a matter of if, but when the elevator will breakdown. The entire process of hiring an architect, having them prepare plans and bidding the work would take months. The service provider was contacted and they gave us an estimate of \$501,000 and change. Entering into this contract with MEI is needed at Wyandotte Towers, a 16-story high-rise. Mr. Shomin recommended that the board approve this contract. Commissioner Warner questioned what would be the useful life of the elevator once it is repaired. Mr. Shomin estimated it would last for 20—25 years. HUD and the UG have been contacted regarding the elevators and this should not affect any of the contamination. HUD is in agreement with the repair and modernization, and would like the Housing Authority to submit it to the UG. There should not be any problems. Mr. Scott noted that parts for the existing elevators are obsolete, but with this repair, the parts will not be proprietary equipment which would make them easier to maintain in the future. Mr. Shomin clarified that we will end up with two elevators. Chairman Watkins noted this project was in the works to be done, we are just speeding up the process.

Vice-Chairman Banks made a motion to accept Resolution No. 3376. Commissioner Sykes seconded the motion and the following vote was recorded:

AYES: Banks, McDonald, Sykes, Tomasic, Walker, Warner, Watkins
NAYS: None
ABSENT: Barber, Jolley, Rhodes, Jefferson, Wilson
ABSTAIN: None

Motion carried.

RESOLUTION NO. 3376—AUTHORITY TO DECLARE AN EMERGENCY AT WYANDOTTE TOWERS, 915 WASHINGTON BLVD., FOR ELEVATOR REPAIR AND MODERNIZATION AND AUTHORIZING A CONTRACT WITH MEI-TOTAL ELEVATOR SOLUTIONS TO COMPLETE THIS WORK.

Resolution No. 3377, amending the Personnel Policy to reference the Nondiscrimination Policy and Procedures, was introduced.

Chairman Watkins noted this resolution was in response to the DOJ settlement. Commissioner Warner asked if the resolution had to include the sanctions. Mr. Scott noted the sanctions would be injected into the Personnel Policy which is also language that the DOJ has pre-approved.

Commissioner Warner made a motion to accept Resolution No. 3377. Commissioner McDonald seconded the motion and the following vote was recorded:

AYES: Banks, McDonald, Sykes, Tomasic, Walker, Warner, Watkins

NAYS: None

ABSENT: Barber, Jolley, Rhodes, Jefferson, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 3377—AMEND THE PERSONNEL POLICY TO MAKE REFERENCE TO AND FOR EMPLOYEE COMPLIANCE WITH THE NONDISCRIMINATION POLICY AND PROCEDURES.

Commissioner Warner made a motion to go into Executive Session for five minutes to discuss a personnel matter. Commissioner Tomasic seconded the motion and the following vote was recorded:

AYES: Banks, McDonald, Sykes, Tomasic, Walker, Warner, Watkins

NAYS: None

ABSENT: Barber, Jolley, Rhodes, Jefferson, Wilson

ABSTAIN: None

Motion carried.

Executive session lasted from 1:05 p.m.—1:10 p.m.

Vice-Chairman Banks made a motion to extend executive session for another three minutes. Commissioner Warner seconded the motion and the following vote as recorded:

AYES: Banks, McDonald, Sykes, Tomasic, Walker, Warner, Watkins

NAYS: None

ABSENT: Barber, Jolley, Rhodes, Jefferson, Wilson

ABSTAIN: None

Motion carried.

Executive session lasted from 1:10 .p.m.—1:13 p.m.

Chairman Watkins called for the Board to return to regular session and called for adjournment, and it passed unanimously.

Matt Watkins, Chairman

Milton Scott, Executive Director