

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

Thursday, January 19, 2017  
12 noon

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

On the 19th day of January 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 (*conference call*)  
Theresa A. Duke, Commissioner  
Tyrone Garner, Commissioner  
P. Anne McDonald, Commissioner (*arrived after roll call*)  
Timothy J. Rhodes, Commissioner  
Linda Warner, Commissioner  
Matt Watkins, Commissioner

ABSENT: John Breitenstein, Commissioner  
Robert G. Frey, Commissioner  
Alvin Sykes, Commissioner

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  
Charles Wilson, Glanville Towers  
Loretta Heath, St. Margaret's Park  
Sean M. Sturdivan, Attorney  
Nickolas C. Templin, Attorney

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Chairman Biscanin called the meeting to order and roll call was taken.

Chairman Biscanin recognized Loretta Heath, formerly a regular at the Housing Authority board meetings and Charles Wilson, who will soon be appointed to serve on the board, as members of the audience. Attorneys with Sanders, Warren and Russell; Sean Sturdivan and Nick Templin were acknowledged as being present to participate in the executive session.

Commissioner Watkins made a motion to approve the minutes of the regular meeting held December 15, 2016. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Duke, Garner, Rhodes, Sykes, Warner, Watkins  
NAYS: None  
ABSENT: Breitenstein, Frey, McDonald  
ABSTAIN: None

Motion carried.

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

- Mr. Scott noted that he and Mr. Shomin meet with members of the Unified Government (UG) to discuss land bank possibilities for the Housing Authority. This matter will be referred to the Development committee. The main purpose of the meeting was to introduce staffs to one another and find ways to work together. The UG has a master plan and we want to be part of that discussion.
- The agency held its New Year luncheon on January 11, 2017. We noted employee's years of service. Staff was given chances to win prizes and donations were collected for the United Way.
- Mr. Scott noted that he met with Rachel Merlo of Google Fiber. They assisted us with merging the digital divide at four of our properties. As you may have heard or read, Google Fiber is cutting back on providing services. We are hoping to have them finish up the four additional properties, as originally planned. They are Douglas Heights, Juniper Gardens, Grandview Park and St. Margaret's Park. The board will be kept informed of what happens. (Commissioner McDonald arrived.)
- There was discussion at the last meeting regarding ceramic pottery. Staff will meet with Mr. Curtis on January 25, 2017. We are looking forward to establishing a relationship with Mr. Curtis.
- Seven bids were received for a potential real estate professional firm. This information will be passed out to the committee after the board meeting. After the bids have been scored, there will be a follow-up in February to determine our next step.

- Mr. Scott advised that general reports follow and asked if the Board had any questions.

Commissioner Duke noted that she has been an employee of the Housing Authority for 16 years and she is listed at only five years. Mr. Scott explained that every effort was made to produce a correct list and this was an oversight.

Commissioner Warner asked for an explanation of the RFP (Request for Proposals) listed as item five of the Interim Executive Director's report. Commissioner Watkins noted that we are looking to replace the maintenance facility and this will be explained further in the Development report.

Commissioner Watkins asked about item one, in the same report, and would there be a potential joint meeting with the UG. Mr. Scott noted that the UG welcomes the idea of a joint meeting. Chairman Biscanin added that we have attempted to meet with the UG for 30-35 years.

Vice-Chairman Banks referred to page 11 of the board packet and asked what is the process that determines who gets what in terms of our investments and deposits. Mr. Gibson noted that we have not done any banking services or RFP's in twenty years. The two main banks are Brotherhood and Liberty and both have provided more than adequate services. Interest rates are below 1 percent. When CD's come due, inquiries are made to various banks and we go with the highest interest rate. He explained that each account listed has a specific purpose and is kept separate for this reason. Mr. Gibson further noted there has not been a need to look elsewhere as both banks have provided adequate services. Commissioner McDonald noted that LaDora (Lattimore) kept a really close eye on this and part of it had to do with types of services, such as fraud advice, etc. She did not see why we could not do a RFP. Vice-Chairman Banks indicated if it has not been done for 20 years, there should be some kind of process that is done with more regularity than 20 years. Commissioner McDonald explained that we use Liberty to try and help a local bank. Mr. Gibson indicated that he would be happy to look at what other services are being provided. Chairman Biscanin suggested having the finance committee review this matter and submit a report to the board. He asked to be provided with a brief description of the accounts and services in the report.

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## **Committee Reports**

### Bylaws

Commissioner Barber indicated there was not much to report due to the holidays and commissioners being out of town. He shared with Commissioners McDonald and Frye information that he reported on last month. The policy on our standards

of ethical conduct was shared. The committee plans to get together next month and provide a committee report/recommendation.

### Development

Commissioner Watkins noted the RFP went out to 500 firms and we received seven proposals. He indicated that the proposals are impressive and an Ad Hoc committee has been formed to score them. The general idea is that there are aging facilities that need to be addressed. The committee is looking at a broader scope that is conducive of all our properties and the headquarters. He noted that we are beginning to focus on the next step in the process. Chairman Biscanin read off the names of the Ad Hoc committee members: Commissioners Watkins, Barber, Biscanin, Breitenstein, Rhodes and McDonald. Vice-Chairman Banks was added to the list of names. Commissioner Watkins noted that the plan is to have the scoring done by next month and provide a report to the board. Mr. Scott again stated that the packets would be available on the way out for members of the Ad Hoc committee. Chairman Biscanin noted that while there are seven members on the committee, all of them are not always available and if all seven are present, one of them may have to be excused.

### Finance

Commissioner McDonald noted that she did not have a report, but the finance committee would need to meet, as they have been handed a task to complete. She expects to set something up for early February. Mr. Scott noted that the IRS exit interview will be held on Tuesday at 9am and the auditor will be able to tell us if there are any audit findings. He cautioned that the auditor has indicated there may be an issue with mileage and lunches for the commissioners.

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

Chairman Biscanin discussed re-evaluating the committees and members serving on the committees. He recommended that any board member with ideas or willingness to volunteer on a committee should contact Mr. Scott

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### **Old Business Discussion Item**

Resolution No. 3331, security services at K1-55 Wyandotte Towers, was introduced.

Mr. Scott noted that this resolution was discussed last month and it encompasses security monitoring at Wyandotte Towers, and from Wyandotte Towers, to our other locations. Two bids were received and the current vendor can extend the contract until we have another firm in place. Last month, the board asked staff to follow-up with the bidders to gain more information. Mr. Scott noted that either company can perform the task. Board members were provided with information concerning the "X" factor. However, the "X" factor refers to sealed bids and this was not a sealed bid. He asked the board to keep this in mind in making the decision, as it may come up again in the future. Ms. Linnell then referred the board to the bid comparison sheet. It shows a drastic price increase for 2017. The new contact shows an annual increase of \$59,453 with Kansas City Ultimate Security and a \$36,588 increase with Titan Protection and Consulting. Ms. Linnell went on to explain that the contact runs for two years, and in light of the financial concerns, we will not be looking at the add alternates. New security cameras are being installed and we will look at the outcome to see how this will work for us. The nine per cent for Section 3 does not apply as this was not a sealed bid. Ms. Linnell then made the recommendation to use Titan. Commissioner Garner asked about the cameras. Ms. Linnell indicated cameras would be installed at four buildings: Westgate Towers, Wyandotte Towers, Bethany Towers and Douglas Heights Hi-rise. We hope to eventually install cameras on all the properties to aid with security. Basic security consists of 24 hours a day, seven days a week at Wyandotte Towers, to monitor who comes into the building, monitor the cameras, the pull cords for all the other buildings, and to notify the aide at each building. Commissioner Garner asked if doing a rebid was an option as we only received two bids. Ms. Linnell noted the contract runs out on January 31, 2017. These businesses are prepared to start February 1, 2017. There are stipulations that we can get out of the contract if this is not a good fit. Commissioner McDonald offered that the board really wanted to honor Section 3, even though it was higher, and that we would go back to them and get them to reconsider on their price. Mr. Scott noted that we did go back to them and this was their final bid for the scope and quality of service. Ms. Linnell added that both security companies came back with the same answer and would not make an adjustment in their price. Commissioner Garner questioned what we were giving up to be able to afford this increase. Mr. Scott answered that we are looking to the Capital Funds, but it will put a damper on doing other things. He noted that administratively we wanted to increase our technology, such as iPads for our maintenance staff which will have to be put on hold and our leave system was going to be automated at a cost of \$50,000. Mr. Scott indicated there are a number of things that we will look at to supplement this overage. Commissioner McDonald noted there has been a saving on pest

control and there could be a cost savings on utilities. Commissioner Watkins noted there was a rise in our subsidy. Mr. Gibson qualified what Commissioner Watkins was saying, in that while the subsidy was higher this year, our preliminary figures show that our subsidy will not be higher next year. Commissioner Watkins further qualified that more money was received for 2017 and Mr. Gibson agreed. Commissioner Garner asked were the properties selected based on needs for the security services. Ms. Linnell noted that was correct, as there are 270 households at Wyandotte Towers, and the emergency station must be manned somewhere to help out in the other areas. Vice-Chairman Banks agreed with Ms. Linnell's assessment, having provided security services at Wyandotte Towers, prior to being on the board.

Commissioner Banks made a motion to approve Resolution No. 3331. Commissioner Garner seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Breitenstein, Frey

ABSTAIN: None

RESOLUTION NO. 3331—SECURITY SERVICES AT K1-55 WYANDOTTE TOWERS.

Motion carried.

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Chairman Biscanin called for a motion to go into Executive Session for 30 minutes to discuss a legal matter. Vice-Chairman Banks made the motion. Commissioner Rhodes seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Breitenstein, Frey,

ABSTAIN: None

Motion carried. *Executive Session lasted from 1:15pm—1:45pm.*

Commissioner Watkins made the motion to extend Executive Session for another 30 minutes. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Duke, Garner, McDonald, Rhodes, Sykes, Warner, Watkins  
NAYS: None  
ABSENT: Breitenstein, Frey,  
ABSTAIN: None

Motion carried. *Executive Session lasted from 1:45pm—2:15pm.*

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Commissioner McDonald made the motion to extend Executive Session for another 30 minutes. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Duke, Garner, McDonald, Rhodes, Sykes, Warner, Watkins  
NAYS: None  
ABSENT: Breitenstein, Frey,  
ABSTAIN: None

Motion carried. *Executive session lasted from 2:15pm—2:45pm.*

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

AYES: Banks, Barber, Biscanin, Duke, McDonald, Rhodes, Sykes, Warner, Watkins  
NAYS: None  
ABSENT: Breitenstein, Frey  
ABSTAIN: None

Motion carried.

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John P. Biscanin, Chairman

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Milton Scott, Interim Executive Director