

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

Thursday, November 15, 2018
12 noon

Administrative Bldg.
1124 N. 9th Street

On the 15th day of November 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
Jacques Barber, Commissioner
Timothy J. Rhodes, Commissioner (via conference call)
Alvin Sykes, Commissioner
Cardelia Walker, Commissioner
Linda Warner, Commissioner
Charles Wilson, Commissioner

ABSENT: Rachel Jefferson, Commissioner
Don Jolley, Commissioner
P. Anne McDonald, Commissioner
Denise Tomasic, 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
Patsy J. Wiley, Wyandotte Towers' Resident

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

Chairman Watkins asked for a motion to approve the minutes. Commissioner Warner made a motion to approve the minutes of October 18, 2018. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Barber, Rhodes, Sykes, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Banks, Jefferson, Jolley, McDonald, Tomasic

ABSTAIN: None

Motion carried.

Executive Director's Report

- Mr. Scott referred the Board to pages 8—25 for the written Executive Director's report as listed in the November 15, 2018 board packet.
- Mr. Scott noted that he had a chance to visit with the City regarding Rosedale Towers and Belrose Manor Apartments. He anticipates future discussions with the City. Chairman Watkins and Mr. Shomin also attended the meeting.
- The Board was provided with the following handouts: 1) HUD's letter regarding lead-based paint and the agency's response; 2) The public housing occupancy report; 3) EnVision Center report and summit Information; and 4) KCKHA Personnel Policy to be distributed in January 2019.
- Mr. Scott noted there was a small fire at Bethany Towers within the last hour which has been contained.

Commissioner Sykes asked about the news story concerning the elevators. Mr. Scott explained that there were difficulties with the elevators at Wyandotte Towers. Elevator repairs were also presented in a resolution to the Board last month. Our elevator vendor, MEI, is working with us to remedy the situation. Mr. Scott advised that we could have provided more tenant communication. We also did not anticipate that the repairs would be delayed due to sudden retirements at MEI. Ms. Linnell added that housing staff and MEI held a meeting yesterday with Wyandotte Tower residents to improve communication concerning the status of the elevators.

Commissioner Barber asked how it is working out financially with AMPs. Mr. Scott noted we are now looking at seven AMPs as opposed to all 23 areas; this change has caused us to see an improvement which should be significant over last year. Tenant Accounts Receivables has improved. This data will be shown to the Board once it is all compiled. Ms. Linnell is seeing an improvement with overall occupancy. (Vice-Chairman Banks arrives.) Ms. Meeks indicated the reporting is easier with seven AMPs verses 23 areas. She noted the areas which are doing better bring up the areas that are not doing as well, and this helps overall. Mr. Scott added that HUD has provided tools to help with marketing conditions in hard to house areas. We are utilizing all the tools that are out there.

Committee Reports

Chairman Watkins called for committee reports.

Bylaws

Commissioner Barber indicated there was no report from the Bylaws Committee.

Finance

Mr. Scott noted that the Finance Committee would meet on November 28, 2018. Chairman Watkins further indicated this would be a dual meeting to include the Development Committee.

Inclusion and Public Information

Commissioner Warner noted the quarterly meeting was not held this month as they will be meeting with community groups to work on Section 3 and decided to defer meeting until after the first of the year.

Personnel

Vice-Chairman Banks provided the Board with a clean copy of the Personnel Policy and asked them to do a final review and get back to him prior to having the policy copied for staff.

Development

Commissioner Rhodes echoed that the Development Committee would participate in the joint meeting with the Finance Committee on November 28, 2018.

Resident Participation

Commissioner Wilson did not provide a report this month.

CHIG

Chairman Watkins noted that CHIG met in October to approve the yearly budgets. DHAL's occupancy is at or near 100 percent for the last three months. A number of projects on the property will take place over the next year.

Public Comments

Chairman Watkins asked for comments from the public. Ms. Patsy Wiley, Wyandotte Towers, explained that there have been several meetings held at her building. She indicated that we sometimes get in a hurry. The only situation going on now is the elevators. She thanked staff for communicating with the residents of Wyandotte Towers, and noted that sometimes you just have to wait.

New Business Discussion Items

Items A, B and C were received only and did not require a vote.

Receive Item A, amending the Admissions and Continued Occupancy Plan (ACOP), was introduced.

Mr. Scott indicated we were increasing maintenance charges and this will help with the AMPs. Ms. Linnell presented changes to the ACOP. Changes were made to chapter 4, Applications, Waiting List and Tenant Selection; and chapter 14, Grievances and Appeals. She noted that changes to Maintenance and Damage Charges are listed on pages 1—5 as outlined in the cost list. Commissioner Barber asked how charges were billed. Mr. Shomin noted tenants were billed for items damaged. There is an allowance for normal wear and tear. The Board was provided with additional information on how charges are determined. Mr. Scott noted the auditors were requesting that we look at maintenance charges to make sure we were charging the correct amounts. Ms. Linnell added that we look at life expectancy and the charges are prorated to reflect this. There is also a turnover cost when a tenant vacates the unit. Mr. Scott noted this refers to make-ready and there is a cost associated with this. Commissioner Barber stated his opposition to charging residents to prepare the unit for the next resident. Mr. Scott indicated a tenant has the recourse to have us prove why we charged them through the appeal process. Mr. Shomin noted charges are primarily based on tenant damages. Upon questioning from Commissioner Warner, Ms. Linnell discussed the bed bug process from treatment to an eviction. There is a 30-day comment period for amending the ACOP.

Receive Item B, amending the Grievance Procedure of the Kansas City, Kansas Housing Authority, was discussed.

Ms. Linnell noted that we are reflecting Administrative Reviews and adding that non-payment of rent is not grievable.

Receive Item C, approving the annual utility allowance adjustment and proposed utility rate changes—effective January 1, 2019, was discussed.

Ms. Linnell noted this is our annual utility allowance adjustment which increases in some areas and decreases in other areas. Changes will go into effect the first of January. These items are all being posted at City Hall, the public library and all our sites for public comments.

Commissioner Sykes informed the Board that a bill was introduced in Congress to expand the category of protected classes to be free from discrimination. It has to do with Section 8 vouchers as a form of payment. Ms. Escobar noted that we seldom get clients saying landlords will not accept vouchers. Mr. Scott offered that HUD is in the process of adding incentives to recruit more Section 8 landlords. Ms. Escobar added that Section 8 landlords must have a city rental license and taxes must be up-to-date on any property they own or operate in Wyandotte County; they cannot be a sex offender or participate in criminal activity. Commissioner Sykes asked about homeownership for clients. Ms. Escobar noted information is provided to clients and the public, as requested. Commissioner Walker continued the discussion about the homeownership program. Ms. Escobar is the contact for the homeownership program and provided information regarding the program. Chairman Watkins maintained that homeownership is an under utilized program. Commissioner Walker agreed and offered that she helps clients with credit repair assistance. She offered to assist as needed to make clients viable for homeownership.

Chairman Watkins called for adjournment. Commissioner Sykes made the motion to adjourn. Vice-Chairman Banks seconded the motion and it passed unanimously.

Matt Watkins, Chairman

Milton Scott, Executive Director