

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
JANUARY 14, 2019
12:30 P.M.**

Administration/Resident Initiatives Building
(Handicap Accessible)
700 North Berry Road
Norman, Oklahoma 73069

MINUTES

ITEM 1. ROLL CALL

Chairman Jeff Cummins declared a quorum present and called the meeting to order at 12:37 P.M.

COMMISSIONERS PRESENT:

Jeff Cummins	Chairman
Marianne Ratliff	Vice-Chairperson
Rick McKinney	Commissioner

COMMISSIONERS ABSENT:

Paul Austin	Commissioner
Jan Hunter	Commissioner

STAFF PRESENT:

Karen Canavan	Executive Director
Sherri Hunt	Deputy Executive Director
Bobbe Feher-Nist	Director of Public Housing
Barbra Ruth	Executive Assistant
Allison Failing	Section 8 Supervisor

VISITORS PRESENT:

Elizabeth McDonald	NHA FSS Coordinator
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ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER RICK MCKINNEY

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the January 14, 2019, Regular Board Meeting, as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve the Agenda for the January 14, 2019, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 4. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 12/31/2018

Elizabeth McDonald was recognized as Employee of the Quarter ending 12/31/2018

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None.

ITEM 5. APPROVAL OF MINUTES FROM THE NOVEMBER 05, 2018, REGULAR BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the November 05, 2018, Regular Board Meeting, as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve the minutes for the November 05, 2018, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

**ITEM 6. CONSIDERATION OF FINANCIAL STATEMENTS OCTOBER, 2018
AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR
DECEMBER, 2018.**

The low-rent program had a net income of \$9,320.94 for the month of October, 2018.

Maintenance overtime for the month was \$231.57.

Credit Card expense for the month was \$220.74.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to accept the Financial Statements, Routine Claims, and Credit Card Expenses as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

**ITEM 7. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF
DECEMBER, 2018.**

Section 8 has a total of 1,167 vouchers under lease. Currently there are 479 families on the waiting list.

Rose Rock Villa is 100% occupied. There are 4 approved applicants on the waiting list.

General Occupancy (Scattered Sites) and Redbud Village were both 100% occupied with 18 approved applicants on the waiting list.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM

8. **CONSIDERATION OF RESOLUTION NUMBER NHA 18-19-010, A
RESOLUTION TO DROP FRAUD PAYBACK ACCOUNTS AS UNCOLLECTIBLE
DEBT FROM THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.**

The participants of the Housing Choice Voucher Program have obligations to report income changes or vacating an assisted property. This is to insure the HAP payments being made to a landlord, on their behalf, is the correct amount based on the participant's income, AND, the payment is indeed for the purpose of the client's primary place of residence. Unfortunately, not all our participants follow this mandate and some have left the program owing the Housing Choice Voucher Program back payments. We refer to those back payments as Fraud Paybacks.

In past years, our Fee Account internally dropped these debts as uncollectible without a need for Resolutions or Board action. However, under current guidelines, the amounts can only be dropped by Resolution. At the Fee Accountant's request, and as a matter of year end housekeeping, the list of debts owed to NHA that need to be dropped, total \$34,270.95.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to approve Resolution NHA 18-19-010 in the amount of \$34,270.95. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

9. **CONSIDERATION OF RESOLUTION NUMBER NHA 18-19-009, A
RESOLUTION TO AMEND THE PREVIOUSLY ADOPTED STATEMENT OF
POLICIES GOVERNING THE ADMISSIONS AND CONTINUED OCCUPANCY
POLICY FOR THE PUBLIC HOUSING PROGRAM AND THE HUD-AIDED, SECTION
8 HOUSING CHOICE VOUCHER PROGRAM AND THE ADMINISTRATIVE PLAN
FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM OPERATED BY
THE HOUSING AUTHORITY OF THE CITY OF NORMAN.**

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve Resolution Number NHA 18-19-009 as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried

- ITEM 10. NEW BUSINESS**
- Executive Director Canavan discussed the upcoming need to replace 3 computers in the near future.
- ACTION REQUESTED:** As desired by the Board.
- ACTION TAKEN:** None
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- ITEM 11. RECOGNITION OF VISITORS**
- None
- ACTION REQUESTED:** No action necessary.
- ACTION TAKEN:** None
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- ITEM 12. COMMISSIONER'S COMMENTS**
- INFORMATION:** This item appears on the Authority's Agenda for the Board to make comments and to afford an opportunity for citizens to address the Board.
- ACTION REQUESTED:** As desired by the Board.
- ACTION TAKEN:** None
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- ITEM 13. ADJOURNMENT**
- ACTION REQUESTED:** A motion to adjourn the January 14, 2019, Regular Board Meeting.
- ACTION TAKEN:** A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to adjourn the January 14, 2019, Regular Board Meeting.

The following vote was recorded:

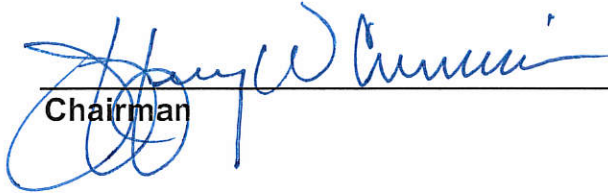
YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 12:59 PM

PASSED AND ADOPTED THIS 15th DAY OF APRIL 2019.



Chairman

Attest By:



Executive Director

SEAL