

Legend:
AGENDA - green
MINUTES - white
ATTACHMENTS - blue
RESOLUTIONS - yellow

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING
APRIL 15, 2019
12:30 P.M.**

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

MINUTES

ITEM 1. ROLL CALL

Vice-Chairperson Marianne Ratliff declared a quorum present and called the meeting to order at 12:45 P.M.

COMMISSIONERS PRESENT:

Marianne Ratliff	Vice-Chairperson
Paul Austin	Commissioner
Jan Hunter	Commissioner

COMMISSIONERS ABSENT:

Jeff Cummins	Chairman
Rick McKinney	Commissioner

STAFF PRESENT:

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

VISITORS PRESENT:

ITEM 2. PLEDGE OF ALLEGIANCE LED BY VICE-CHAIRPERSON RATLIFF

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the April 15, 2019, Annual Board Meeting, as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Hunter to approve the Agenda for the April 15, 2019, Annual Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Marianne Ratliff declared motion carried.

ITEM 4. ELECTION OF OFFICERS

CHAIRMAN	JEFF CUMMINS
VICE CHAIRPERSON	MARIANNE RATLIFF
COMMISSIONER	RICK MCKINNEY
COMMISSIONER	JAN HUNTER
COMMISSIONER	PAUL AUSTIN

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Hunter to approve the current slate of Officers for the April 15, 2019, Annual Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Marianne Ratliff declared motion carried.

ITEM 5. CONSENT DOCKET

INFORMATION:

This Item is placed on the Agenda so that the Board, by unanimous consent, can designate those routine Agenda Items that they wish to be approved or acknowledged by one motion. If any Item proposed does not meet with approval of all Board Members, that Item will be heard in regular order. Staff recommends that Items 6 thru 10 be placed on the Consent Docket.

ACTION REQUESTED: A motion to place Items 6 thru 10 on the Consent Docket to be approved by one motion.

ACTION TAKEN: A motion was made by Commissioner Hunter and seconded by Commissioner Austin to approve all items on the Consent Docket for April 15, 2019, Annual Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Marianne Ratliff declared motion carried.

ITEM 6. APPROVAL OF MINUTES FROM THE JANUARY 14, 2019, REGULAR BOARD MEETING.

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

ACTION TAKEN: Item approved on the Consent Docket.

ITEM 7. CONSIDERATION OF FINANCIAL STATEMENTS JANUARY, 2019 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR MARCH, 2019.

The low-rent program had a net income of \$5,077.31 for the month.

Maintenance overtime for the month was \$274.13.

Credit Card expense for the month was \$1,623.23.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM 8. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF APRIL, 2019.

Section 8 has a total of 1,148 vouchers under lease. Currently there are 560 families on the waiting list.

Rose Rock Villa is 100% occupied. There are 5 approved applicants on the waiting list.

General Occupancy (Scattered Sites) and Redbud Village were both 100% occupied with 12 approved applicants on the waiting list.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM 9. CONSIDERATION OF RESOLUTION NUMBERS NHA 18-19-011 THRU NHA 18-19-015, RESOLUTIONS TO DROP TENANT ACCOUNT RECEIVABLES (DEBT).

It is policy to drop all accounts over 6 months old. This is to keep our Tenant Accounts Receivable (TAR) low on our books. A high TAR ratio will result in our PHA receiving a lower score on the Management Assessment Sub System (MASS) in REAC. MASS is a subcomponent used to calculate our score in determining the Agency's status such as "High Performer".

Staff has attempted notification to resident(s) to collect the accounts without success. All accounts being drop by this resolution are a result of the tenants vacating without notice, have had their leases terminated, or given notice and left without providing a forwarding address. The account information will be turned over to the credit bureau and placed on the HAPPY Tenant Check. The Happy Tenant check is a reference system used by PHA's across the country to determine if a client owes any PHA money. They will also be turned into the Oklahoma Tax Commission for capture of any state tax refund if they meet the minimum balance requirement of \$50.00

Staff respectfully requests approval of Resolution Numbers NHA 18-19-11 thru NHA 18-19-015.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM 10. RATIFICATION OF CONTRACT AWARD TO WAGGONERS HEAT AND AIR FOR THE REPLACEMENT OF 73 FURNANCES.

In February, NHA obtained a majority approval to contract with Waggoner's Heat and Air for the replacement of 73 furnaces at a cost of \$99,973.00. The following is a repeat of the information provided:

Under NHA's 2018 Capital Fund Grant, we had \$112,752 for the replacement of 73 Furnaces with our public housing duplex units. In accordance with the procurement policy we obtained the following bids.

Ice Blast	Base Bid \$147,401.00	Days to Completion 63
Waggoner's	Base Bid \$ 99,973.00	Days to Completion 45

Both Ice Blast and Waggoner's have done satisfactory work for the NHA in the past.

There is a large difference in the bids. Consequently, we did confirm Waggoner's will be installing the specified equipment.

We are going with the high efficiency furnaces and applying to receive credits back on each furnace. The credit only covers the cost of the higher efficiency equipment. However, it will result in a savings to the residents for the cost of equipment operations.

We are recommending ratification of the Board's approval to contract with Waggoner's Heat and Air in the amount of \$99,973. As a follow-up, the work has been completed and Waggoner's did a very good job.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM 11. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 3/31/2019

Janet Wallace was recognized as Employee of the Quarter ending 3/31/2019

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None.

ITEM 12. ACCEPTANCE OF THE FYE 2018 INDEPENDENT AUDIT

The NHA Independent Audit for Fiscal Year Ending 6/30/2018 was completed without any findings.

The Audit Report is placed on the Agenda to provide evidence, within the official records, of the Board's review.

Staff respectfully requests acceptance of the FYE 6/30/18 Independent Audit Report as presented.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Hunter and seconded by Commissioner Austin to accept the Audit as submitted. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Marianne Ratliff declared motion carried.

ITEM 13. RATIFICATION OF INCREASED CITY OF NORMAN UTILITY EASEMENT AT REDBUD.

The City of Norman plans to extend the Legacy Trail multimodal path on 36th Ave N.W. alongside our public housing duplexes located on H.E. Black and Bob Busch Dr. However, in order to complete the project, the City of Norman requires an additional 10-foot easement between 36th Ave N.W. and the west side of our property. The additional 10 feet will allow the City of Norman to install the multimodal path directly next to our property granting greater ease to our residents.

This item is on the agenda to allow the NHA Board to ratify their approval of the donated land.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Hunter to approve the ratification of increased City of Norman Utility Easement. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Marianne Ratliff declared motion carried.

ITEM 14. CONSIDERATION OF SECTION 8 HAPPY SOFTWARE ALLOWING DIRECT DEPOSIT OF HAP PAYMENTS AND UTILITY REIMBURSEMENTS.

The Norman Housing Authority currently mails all HAP checks to landlords and utility reimbursements to tenants. If we purchased the HAPPY Software allowing direct deposits, the NHA would save approximately \$2,000 per year. In addition, we would no longer have account numbers and such distributed within the community and staff would no longer need to spend time stuffing envelopes. The software would also allow landlords to log into the system to review payments rather than the NHA having to send a statement each month.

The HAPPY software cost is \$5,090 per year with an initial set up cost of \$2,475 which includes training. We are currently spending approximately \$7,000 each year for checks, postage, envelopes, and stop payment fees.

Staff recommends approval to purchase the HAPPY Software (Assistance Check and Direct Deposit) and initial set up costs in the amount of \$7,565.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Hunter to approve the purchase of the Section 8 Happy Software. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Marianne Ratliff declared motion carried.

ITEM 15. CONSIDERATION OF RESOLUTION NUMBER NHA 18-19-016, A RESOLUTION TO APPROVE THE NHA ANNUAL PLAN.

Attached, was the standard Resolution furnished by the U.S. Department of Housing and Urban Development; PHA Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications. The Resolution is to show evidence of acceptance by the PHA's Board of Commissioners and completion of all appropriate steps in preparation of the Annual PHA Plan.

Staff has completed the necessary legal notification, the resident meeting and the public Hearing to allow input from our clients. The Plan has to be submitted by April 17th. A copy of the Capital Fund tables were attached for informational purposes.

Staff respectfully requests approval of Resolution Number NHA 18-19-016 as presented.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Hunter to approve resolution number NHA 18-19-016, a Resolution to approve the NHA Annual Plan, as presented. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Marianne Ratliff declared motion carried.

ITEM 16. CONSIDERATION OF RESOLUTION NUMBER NHA 18-19-017 TO MOVE ALL BANK ACCOUNTS FROM THE FIRST BANK AND TRUST CO.

As you are aware, we recently moved some funds over to First United Bank for a much higher interest rate. Since then, we have been investigating interest rates at other institutions for our accounts currently held at First Bank & Trust Co.

Three banks submitted proposals; First Fidelity Bank, Valiance Bank, and First United Bank. First Fidelity submitted the most appealing proposal that would increase our interest income from \$73.00 per month at First Bank & Trust Co. to \$1,260 per month at First Fidelity Bank.

First Fidelity offered a structure that would provide the highest yield on interest and the following free services: Stop Payment, Online Banking, Mobile Banking and Account Service Fees. In addition, First Fidelity will provide a \$1,000 allowance for our initial check order.

Since it is a good practice to have funds in more than one bank and the fact that First United is paying a good interest rate, I recommend we leave those funds at First United Bank.

Staff requests approval of Resolution Number NHA 18-19-017 to move all NHA accounts held at First Bank & Trust Co to First Fidelity Bank.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Hunter to move the funds to First Fidelity Bank. NHA will have zero funds at First Bank & Trust Co. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Marianne Ratliff declared motion carried.

ITEM 17. NEW BUSINESS

Executive Director Canavan discussed possibly applying for Mainstream Vouchers, which would be additional vouchers for the Section 8 program. It's a grant process that can get complicated. The City of Norman may have some funds available to hire a Grant Writer for the process. The NHA did obtain proposals for a Grant Writer and the deadline, for those proposals, was April 15, 2019. The NOAFA has not been released and HUD has not notified Housing Authorities that the funding opportunity is available yet. But Housing Authorities are seeing the intention to make the funding available. When HUD does notify the Housing Authorities, there will be a small window to get the application for the grant turned in.

Commissioner Austin asked if NHA had the staff and the time to keep up with the new vouchers. Deputy Executive Director Sherri Hunt said that yes, NHA did have the staff and the time.

Executive Director Canavan also discussed the need for a Housing Navigator in Norman. A Housing Navigator would help to house people by working with the landlords and other programs within the community. They will also help collect a list of places that are ADA Accessible.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 18. RECOGNITION OF VISITORS

None

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 19. COMMISSIONER'S COMMENTS

Executive Director Canavan gave praise to the Director of Public Housing Bobbe Feher-Nist for the rebate we will be getting back from ONG. By installing 73 high efficiency furnaces at our scattered sites, NHA qualified for a rebate of \$500 for each furnace installed.

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

ITEM 20. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the April 15, 2019, Annual Board Meeting.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Hunter to adjourn the April 15, 2019, Annual Board Meeting.

The following vote was recorded:

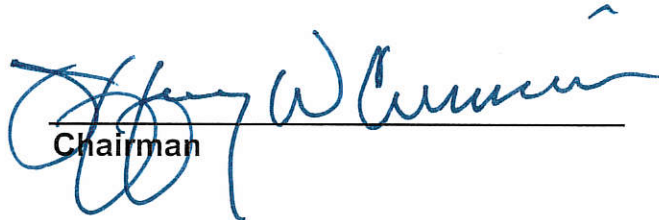
YEAS: All

NAYS: None

Vice-Chairperson Marianne Ratliff declared motion carried.

ADJOURNED AT 1:15 PM

PASSED AND ADOPTED THIS 20th DAY OF MAY 2019.



Chairman

Attest By:



Executive Director

SEAL