

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

HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
MAY 20, 2019
12:30 p.m.

(Board Member Lunch 12:00pm-12:30pm in Executive Office)

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 12:33 P.M.

COMMISSIONERS PRESENT:

Jeff Cummins	Chairman
Rick McKinney	Commissioner
Paul Austin	Commissioner

COMMISSIONERS ABSENT:

Marianne Ratliff	Vice-Chairperson
Jan Hunter	Commissioner

STAFF PRESENT:

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

VISITORS PRESENT:

Ron Urlaub	Urlaub & Co., PLLC
Jamal Cureur	Urlaub & Co., PLLC

ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER JEFF CUMMINS

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the May 20, 2019, Regular Board Meeting, as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve the Agenda for the May 20, 2019, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 4. 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 5 thru 8 be placed on the Consent Docket.

ACTION REQUESTED: A motion to place Items 5 thru 8 on the Consent Docket to be approved by one motion.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve items 5 thru 8 on the Consent Docket for the May 20, 2019, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 5. APPROVAL OF MINUTES FROM APRIL 15, 2019, ANNUAL BOARD MEETING.

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

ACTION TAKEN: Approved on Consent Docket.

ITEM 6. CONSIDERATION OF FINANCIAL STATEMENTS MARCH, 2019 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR APRIL, 2019.

The low-rent program had a net income of \$27,966.15 for the month of March.

Maintenance overtime for the month was \$190.55

Credit Card expense for the month was \$0

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

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

Section 8 has a total of 1,132 vouchers under lease. Currently there are 587 families on the waiting list.

Rose Rock Villa is 100% occupied. There are 8 approved applicants on the waiting list.

General Occupancy (Scattered Sites) and Redbud Village were both 100% occupied with 13 approved applicants on the waiting list.

Families Housed since 10/01/1972 – 8,430

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Approved on the Consent Docket.

ITEM 8. SPECIAL PROGRAMS

There are 39 vouchers in the Section 8 FSS Program being utilized as of April 30, 2019. The escrow for the month of April was \$3,472 which gives us a total escrow account balance of \$86,536.42.

Norman Housing Authority was awarded under the 2018 Family Self Sufficiency (FSS) Coordinator Grant. Our approved funding is \$44,827. This grant will fund our FSS Coordinator position January through December 2019. Attached was the breakdown of funding received in our state.

Our Annual Plan was submitted in April and we have received verification that it has been received and we are waiting on notification of approval.

HUD has published the Fiscal Year 2019 Income Limits for the Section 8 and Public Housing programs. The new income limits were effective April 24, 2019 and both programs have updated their plans to include these mandated changes.

We are assisting the City of Norman in ordering beds and putting together welcome kits for individuals/families who are housed from the Coordinated Case Management (CCM) by name list. These individuals/families are homeless. Case managers identify these clients and get them into housing, but they are in great need of items that turn housing into a home. The City of Norman received a \$10,000 donation to supply these items. Prior to this funding, Director Canavan had applied and received a \$5,000 grant from OEC to purchase beds. We have expended that entire grant.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Approved on Consent Docket.

ITEM 9. CONSIDERATION OF RESOLUTION NUMBER NHA 18-19-018, REVISING THE FYE 6/30/2019 LOW RENT BUDGET.

Attached, was the revised Low Rent Operating Budget for FYE June 30, 2019, as prepared by Maria Urlaub, Certified Public Account. The revised Low Rent Budget reflects a proposed net income of \$65,924. We had originally budgeted \$44,420. Consequently, our final position is projected to surpass our original goal.

Ron Urlaub was present to answer any questions that the Board might have.

Once the budget has been approved by Board Resolutions, it will be forwarded to our OKC HUD Office.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve Resolution Number NHA 18-19-018, a Resolution to revise the FYE 6/30/2019 Low Rent Budget. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 10. EXECUTIVE SESSION TO DISCUSS STAFF & EXECUTIVE DIRECTOR SALARY INCREASES.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to go into executive session. The Board requested that Ron Urlaub and Executive Director Canavan attend the session to answer any questions that the Board might have. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 11. OPEN SESSION.

ACTION REQUESTED: A motion to conclude executive session and go into open session.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to go into open session. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 12. APPROVAL OF STAFF AND EXECUTIVE DIRECTOR SALARY INCREASES.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to allocate \$863,120 for the use of Executive Director Canavan to give merit-based salary increases, not to exceed current salary high-end levels, including a modification per contract to increase the Executive Director's salary by 3%. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 13. CONSIDERATION OF RESOLUTION NUMBER NHA 18-19-019, APPROVING THE FYE 6/30/2020 LOW RENT BUDGET.

Attached, was the Low Rent Operating budget for the year ending June 30, 2020, as prepared by Maria Urlaub, Certified Public Accountant. The Low rent budget reflects a proposed net income of \$128,003.

This includes merit increases as indicated within the budget. Approval of the budget will allow the Executive Director to provide the applicable increases to staff.

Ron Urlaub attended the meeting to answer questions.

Once the budget has been approved by Board Resolutions, it will be forwarded to our OKC HUD Office.

Staff respectfully requests approval of Resolution Number NHA 18-19-019, approving the FYE 6/30/2020 Low Rent Operating Budget.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve Resolution Number NHA 18-19-019, a resolution approving the FYE 6/30/2020 Low Rent Budget, as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 14. AWARD OF CONTRACT TO REPLACE ROSE ROCK VILLA MECHANICAL ROOM ROOF.

Attached were three bids to remove and replace the existing Boiler Room Roof.

Oklahoma Roofing and Sheet Metal	\$17,500
Metro Roofing	\$12,000
Salazar Roofing	\$ 9,950

Salazar proposes using a 50mil reinforced white PVC membrane whereas the other two companies proposed a 60mil TPO membrane. The primary difference is that TPO has only been on the market for about 20 years and has a history of material failures, recalls and formulas updates, while PVC has enjoyed a solid reputation in the roofing industry for over 30 years. Both PVC and TPO are considered a green roofing material, and can

save you money on your electricity bills, because both membranes are white in color and possess reflective "cool" roof properties.

Another major similarity between the two roofing systems is that the installation process is very similar, requiring similar tools, procedures and skills. Both systems can be installed either as mechanically fastened or fully adhered.

Both materials share other important benefits, such as resistance to chemicals, grease and oil. They are puncture resistant and can be easily repaired. Also, both PVC and TPO are designed to be flexible to conform to the movement of the roof.

Staff recommends awarding the contract to Salazar Roofing in the amount of \$9,950.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Chairman Cummins to approve the bid from Salazar Roofing & Construction in the amount of \$9,950. The following vote was recorded:

YEAS: 2

NAYS: None

ABSTAIN 1 (Commissioner Austin – Conflict of Interest)

Chairman Cummins declared motion carried.

ITEM 15. CONSIDERATION OF RESOLUTION NUMBER NHA 18-19-020, A RESOLUTION TO AMEND THE PREVIOUSLY ADOPTED STATEMENT OF POLICIES GOVERNING THE ADMISSION TO AND CONTINUED OCCUPANCY OF THE HUD-AIDED, SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND THE HUD-AIDED LOW-INCOME ADMISSIONS AND CONTINUED OCCUPANCY FOR PUBLIC HOUSING OPERATED BY THE HOUSING AUTHORITY OF THE CITY OF NORMAN.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve Resolution Number NHA 18-19-020 as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 16. NEW BUSINESS

Executive Director Canavan discussed with the Board that the air conditioning unit over the Rose Rock Villa Community Room went out and they will need to replace it. Vendors were contacted for bids. Waggoner's quoted \$9,747 for an 8.5-ton York unit and Ice Blast quoted \$13,100 for an 8-ton Luxaire unit.

Commissioner McKinney would like to know the SEER for each to be included with the bids.

Once all bids and information are attained, a vote will be requested.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 17. RECOGNITION OF VISITORS

Ron Urlaub with Urlaub & Co., PLLC
Jamal Cureur with Urlaub & Co., PLLC

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 18. 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

ITEM 19. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the May 20, 2019, Regular Board Meeting.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to adjourn the May 20, 2019, Regular Board Meeting.

The following vote was recorded:

YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 1:43 PM

PASSED AND ADOPTED THIS 15th DAY OF JULY 2019.



Chairman

Attest By:

SEAL



Executive Director