

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

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
JULY 15, 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 12:35 P.M.

COMMISSIONERS PRESENT:

Jeff Cummins	Chairman
Marianne Ratliff	Vice-Chairperson
Rick McKinney	Commissioner
Jan Hunter	Commissioner

COMMISSIONERS ABSENT:

Paul Austin	Commissioner
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STAFF PRESENT:

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

VISITORS PRESENT:

None

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

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the July 15, 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 July 15, 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 6/30/2019

Janet Wallace was recognized as Employee of the Quarter ending 6/30/2019

Bobbe Feher-Nist was recognized by the Board for her hard work and dedication of time in getting \$40,000 back in rebates from ONG for the installation of energy efficient water heaters at the scattered sites.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None.

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 8 be placed on the Consent Docket.

ACTION REQUESTED: A motion to place Items 6 thru 8 on the Consent Docket to be approved by one motion.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Hunter to approve items 6 thru 8 on the Consent Docket for the July 15, 2019, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 6. APPROVAL OF MINUTES FROM MAY 20, 2019, REGULAR BOARD MEETING.

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

ACTION TAKEN: Approved on Consent Docket.

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

The low-rent program had a net income of \$36,444.21 for the month.

Maintenance overtime for the month was \$195.00

Credit Card expense for the month was \$1,178.05

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

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

Section 8 has a total of 1,085 vouchers under lease. Currently there are 553 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 10 approved applicants on the waiting list.

Families Housed since 10/01/1972 – 8,460

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Approved on the Consent Docket.

ITEM 9. NEW BUSINESS

Executive Director Canavan updated the Board on the progress of the Mainstream Vouchers Grant. The Grant is due September 05, 2019.

NHA is applying for more VASH Vouchers.

An application for a \$10,000 grant for Social Volunteering Services was submitted to the City of Norman through the COC. This grant helps to purchase beds and housing necessities for the newly housed homeless.

Director of Public Housing- Bobbe Feher-Nist talked about the need to have a preventative maintenance contract in place for the new chillers that were previously installed. Jackson Mechanical bid a 3-year contract for \$6,980 a year. This contract will not start until the original maintenance warranty has ended, which is in December 2019.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to accept the bid from Jackson Mechanical for a 3-year preventive maintenance contract as submitted. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 10. RECOGNITION OF VISITORS

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 11. COMMISSIONER'S COMMENTS

Vice-Chairperson Ratliff and Bobbe Feher-Nist - Director of Public Housing, thanked Commissioner McKinney for all his help with the NHA Projects.

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 12. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the July 15, 2019, Regular Board Meeting.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to adjourn the July 15, 2019, Regular Board Meeting.

The following vote was recorded:

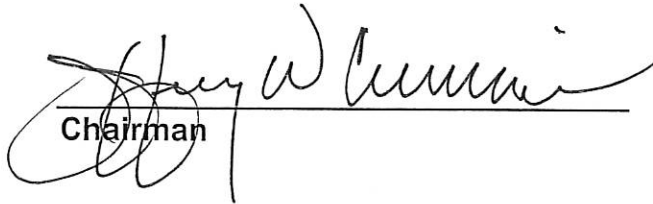
YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

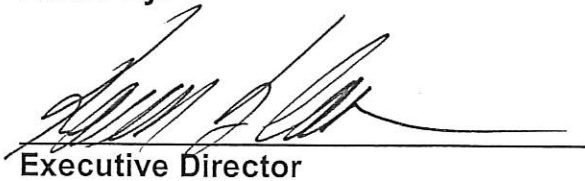
ADJOURNED AT 1:00 PM

PASSED AND ADOPTED THIS 16th DAY OF SEPTEMBER 2019.



Chairman

Attest By:



Executive Director

SEAL

