

HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
JANUARY 13, 2020
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 12:47 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
Barbra Ruth	Executive Assistant
Allison Failing	Section 8 Supervisor
James Henslee	Maintenance Supervisor

VISITORS PRESENT:

ITEM 2. PLEDGE OF ALLEGIANCE LED BY MAINTENANCE SUPERVISOR JAMES HENSLEE.

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the January 13, 2020, 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 January 13, 2020, 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 7 be placed on the Consent Docket.

ACTION REQUESTED: A motion to place Items 5 thru 7 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 7 on the Consent Docket for the January 13, 2020, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 5. APPROVAL OF MINUTES FROM NOVEMBER 18, 2019, REGULAR BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the November 18, 2019, Regular Board Meeting, as presented.

ACTION TAKEN: Approved on Consent Docket.

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

The low-rent program had a net income of \$10,636.53 for the month of October.

Routine Claims and Credit Card Expense Reports were attached.

Maintenance overtime for the month was \$15.45.

Credit Card expense for the month was \$417.31.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM 7. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF DECEMBER, 2019.

Section 8 has a total of 1,276 vouchers under lease. Currently there are 311 families on the waiting list.

Rose Rock Villa is 100% occupied. There are 11 approved applicants on the waiting list.

General Occupancy (Scattered Sites) and Redbud Village are both 100% occupied with 6 approved applicants on the waiting list.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Approved on the Consent Docket.

ITEM 8. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 12/31/2019.

Gretta Tullius was recognized as Employee of the Quarter ending 12/31/2019.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 9. **CONSIDERATION OF RESOLUTION NUMBER NHA 19-20-010, A RESOLUTION TO CHANGE THE ADMISSION AND CONTINUED OCCUPANCY POLICY OF PUBLIC HOUSING.**

Section 8 Housing Choice Voucher program is required by HUD to keep an updated Administrative Plan to include HUD regulations and local policies. Staff has recently reviewed several chapters and found the following items need added or changed to bring our policies current with our day to day activities.

1-I.D The NHA's Program:

The NHA's administrative plan is applicable to the operation of the Housing Choice Voucher Program. In addition, the administrative plan addresses policies for the following special programs:

- Manufactured home
- Homeownership
- HUD-Veterans Affairs Supportive Housing (VASH)
- Mainstream Vouchers
- Continuum of Care (COC)
- Family Self-Sufficiency Program (FSS)

4-III.B Selection and HCV Funding Sources Targeted Funding:

The NHA will give preference to families that qualify for a HUD-VASH voucher that have ported to our agency as a VASH voucher holder or were referred from the local VA Agency.

The NHA will give preference to families that qualify for the Mainstream Voucher Program (MVP) as long as they meet the criteria of disabled and non-elderly, ages 18 to 62 years of age, homeless, at risk of becoming homeless, or institutionalized.

11-II.D Processing the Interim Reexamination, Effective Dates:

The decrease will be effective on the first day of the month following the month in which the change of rent was reported and all required documentation was submitted no later than the 22nd of the month. In cases where the decrease of income was reported properly by the 22nd of the month and the change did not become effective on the first day of the month following the month it was reported, then the change will be made retroactively.

15-Special Housing Types Introduction:

Mainstream vouchers and this chapter consist of the following five parts. Part V: Mainstream vouchers.

15-IV.C. Selection Preference:

Preference will be verified by the Continuum of Care Case Management Coordinating Team for Norman.

15-V Mainstream Vouchers:

15-V.A. Overview

Mainstream vouchers enable families having a qualified person with disabilities to lease affordable private housing. Mainstream vouchers also assist a person with disabilities who often face difficulties in locating suitable and accessible housing on the private market.

15-V.B. Family Eligibility and Selection

Mainstream voucher eligible families are where the head, co-head, or spouse must meet the disability definition as described in 24 CFR Part 5 subpart D 5.403 and must be the ages of 18 years of age or older and less than 62 years at time of admission.

Mainstream voucher eligible families are required to complete the NHA housing application and additional documentation prior to receiving their voucher. Required documentation to complete the application is the Birth Certificate for all household members, Social Security Card for all household members, and State Issued Photo ID for adults 18 years of age and older for US Citizens. The disability certification form must be completed by a medical professional and returned to our office upon request. The homelessness self-certification form must also be completed as part of the application.

All household members 18 years of age and older are subject to a criminal, drug activity and previous housing background check to determine eligibility for the waiting list.

NHA will still be required to prohibit admission to any member of the household if subject to a lifetime registration under a state sex offender registration program.

NHA will still be required to prohibit admission to any member of the household if person manufactured methamphetamine in their assisted unit.

15-V.C. Selection Preference

NHA shall use the following preferences when leasing from its Housing Choice Voucher waiting list. However, when the maximum allotted number of vouchers (Mainstream Vouchers) are under lease, any voucher being issued shall be issued to the next person on the waiting list without consideration of preference i.e., first come, first serve.

The Highest numerical preference value shall be 1 (one), second highest shall be 2 (two).

All non-elderly disabled applicants shall receive a numerical preference of 2 (two).

All non-elderly disabled applicants with any of the following conditions shall receive a numerical preference of 1 (one).

- Transitioning out of an institutional or segregated setting.
- Serious risk of institutionalization.
- Homeless.
- At risk of becoming homeless.

For applicants seeking a numerical preference of 1 (one) must provide verification of qualification.

Applicants seeking a numerical preference of 2 (two) must provide the appropriate documentation verifying they are disabled as described within the following definitions.

Program Definitions

Eligible Household: A family composed of one or more non-elderly person with disabilities, which may include additional members who are not non-elderly persons with disabilities. A family where the sole member is an emancipated minor is not an eligible household.

The terms "disability" and "person with disabilities" are used in two contexts - for civil rights protections, and for program eligibility purposes. Each use has specific definitions. When used in the context of application of Federal civil rights laws and requirements,

including the prohibition against discrimination, the civil rights related definitions apply. When used in the context of eligibility under this NOFA, the program eligibility definitions apply.

Non-elderly person with disabilities (for purposes of determining eligibility): A person 18 years of age or older and less than 62 years of age, and who:

Has a disability, as defined in 42 U.S.C. 423;

Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:

Is expected to be of long-continued and indefinite duration;

Substantially impedes his or her ability to live independently, and

Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or

Has a developmental disability as defined in 42 U.S.C. 6001.

Person with disabilities (for purposes of civil rights): see 24 CFR § 8.3; as amended by the ADA Amendments Act of 2008; 24 CFR § 100.201; 28 CFR §§ 35.104, 108).

Institutional or other segregated settings include, but are not limited to: (1) congregate settings populated exclusively or primarily with individuals with disabilities; (2) congregate settings characterized by regimentation in daily activities, lack of privacy or autonomy, policies limiting visitors, or limits on individuals' ability to engage freely in community activities and to manage their own activities of daily living; or (3) settings that provide for daytime activities primarily with other individuals with disabilities.

At serious risk of institutionalization: Includes an individual with a disability who as a result of a public entity's failure to provide community services or its cut to such services will likely cause a decline in health, safety, or welfare that would lead to the individual's eventual placement in an institution. This includes individuals experiencing lack of access to supportive services for independent living, long waiting lists for or lack of access to housing combined with community-based services; individuals currently living under poor housing conditions or homeless with barriers to geographic mobility, and/or currently living alone but requiring supportive services for independent living. A person cannot be considered at serious risk of institutionalization unless the person has a disability. An individual may be designated as at serious risk of institutionalization either by a health and human services agency, by a community-based organization, or by self-identification.

Homeless means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or

- c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - b. No subsequent residence has been identified; and
 - c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
 - (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - d. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
 - (4) Any individual or family who:
 - a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - b. Has no other residence; and
 - c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

(5) *At risk of experiencing homeless*: An individual or family who:

- a. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "Homeless" definition in this section; and
- b. Meets one of the following conditions:
 - i. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - ii. Is living in the home of another because of economic hardship;
 - iii. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
 - iv. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
 - v. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
 - vi. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - vii. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

15-V.D. Portability

A mainstream voucher family has the right to use tenant-based voucher assistance to lease a unit anywhere in the United States providing that the unit is located within the jurisdiction of a PHA administering a tenant-based voucher program [24 CFR 982.353(b)]. All policies related to the portability feature of the voucher are outlined in greater detail in sections 10-I.A, 10-II.B, and 10-II.C of this administration plan.

Porting to a Housing Authority that does not have Mainstream Vouchers:

If a mainstream voucher participant ports to another PHA and the PHA chooses to bill the initial PHA, then the voucher will remain a mainstream voucher. If the PHA chooses to absorb the voucher, the voucher will be considered a regular voucher and the mainstream voucher at the initial PHA will be freed up to lease to another eligible family.

FSS 10.8.A Program Termination, Loss of FSS Account, and Termination of Section 8 Assistance:

Another point of consideration for PHAs is noncompliance with the contract of participation when the FSS participant family moves outside of the PHA's jurisdiction. In such cases, noncompliance with the contract is treated the same under portability as it is if the noncompliance occurred in the initial PHA's jurisdiction. According to the regulatory language, if an FSS family that relocates to another jurisdiction is unable to fulfill its obligations under the contract of participation (or any modifications to the contract), the PHA administering the contract may either terminate the FSS family from the FSS program and the family's FSS account will be forfeited; or, the PHA may terminate the FSS family from the FSS program and the family's FSS account will be forfeited, and terminate the FSS family's HCV program assistance on the grounds that the family failed to meet its obligations under the contract of participation [24 CFR 984.306(f)(1)]. In the event of forfeiture of the family's FSS account, the funds in the family's FSS account will revert to the PHA maintaining the FSS escrow account for the family [24 CFR 984.306(f)(2)].

FSS 13.2 Portability and the Escrow Account [24 CFR 984.306(e)]:

The escrow account is one aspect of the FSS program that could present an issue if a participant family decides to move under portability because the family's account is administered by the initial PHA. Regardless of whether the relocating FSS family remains in the FSS program of the initial PHA or is enrolled in the FSS program of the receiving PHA, FSS regulations specify that there will be a single FSS account to be maintained by the initial PHA so long as the initial PHA is ultimately paying the housing assistance payment. However, when an FSS family is absorbed by the receiving PHA, the initial PHA transfers the family's FSS account to the receiving PHA, and the receiving PHA begins administering the account.

FSS 12.514 Portability and the Escrow Account [24 CFR 984.306(e)]:

See Section 13.2 with the regards to Portability and the Distribution of Escrow funds.

FSS 12.525 Portability and the Escrow Account [24 CFR 984.306(e)]:

See Section 13.2 with the regards to Portability and the Distribution of Escrow funds.

Staff respectfully requests approval of Resolution Number NHA 19-20-010 to make changes to our plan as presented.

Commissioner Austin questioned if there was a requirement for applicants who have a VPO against them. Executive Director Canavan replied that HUD does not have anything regarding that group of people since Norman Housing Authority is not the landlord. Allison Failing, Section 8 Supervisor, stated for the record that Section 8 would not disqualify someone for a VPO but they will be disqualified if they have an assault and battery charge separate from a VPO. Bobbe Feher-Nist, Director of Public Housing, stated that in the Public Housing units, they do have something in place regarding a lifetime VPO and they do not allow it since they are the landlords and their job is to protect the tenants. Public Housing also does not allow visitors with VPO's either. Commissioner Austin commented that he would like to see if there is a way that they would be disqualified from all the waiting list. Chairman Cummins asked what the NAHC rules are regarding VPO's? Deputy Executive Director Sherri Hunt commented that NAHC does not allow renters to have a VPO. Executive Director Canavan mentioned that the Federal Government only cares about if they are a life time sex offender or if they are producing methamphetamines in the units.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve Resolution Number 19-20-010. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared the motion carried.

ITEM 10. CONSIDERATION OF RESOLUTION NUMBER 19-20-011 PAYBACK AND FSS DROPPED BALANCES.

As you are aware, 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. Also, in the past we had funding to approve FSS Loans to the FSS clients for work attire, fixing a vehicle, dental work, etc. Those loans have not been administered for several years.

In past years, our Fee Accountant 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 below list of debts to the NHA needs to be dropped; fraud paybacks for \$23,956.50 and FSS Loans for \$1,106.04, the total is \$25,062.54.

Fraud Paybacks:

L. Ashley/K. Ashley/ M. Ashley	\$736.00	J. Blanco	\$545.00
D. Colbert	\$839.00	D. Curry/B. Wheeler	\$5,200.00
T. Gilliam	\$622.00	K. Gleason	\$202.00
A. Martin	\$2,154.00	J. Montgomery	\$5,188.00
E. Ogles	\$1,213.00	J. Roberts	\$3,737.00
L. Sorrell	\$394.00	H. Spaulding	\$327.00
S. Strope	\$1,206.00	R. Sutton	\$368.50
E. Thompson	\$1,225.00		

FSS Loans:

V. Channing	\$115.00	S. Godwin (Driskell)	\$62.09
M. McPherson	\$280.95	S. Stephens	\$648.00

Staff request approval of Resolution Number NHA 19-20-011 to drop \$25,062.54 from the Housing Choice Voucher Program Fraud Payback Account and FSS Loans as an uncollectible debt.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve Resolution Number 19-20-011 Payback and FSS dropped balances. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared the motion carried.

ITEM 11. CONSIDERATION OF COPIER PURCHASE FOR PUBLIC HOUSING.

The current Public Housing Office copier was purchased from Summit in 2009 for \$9,410. The copier is breaking down frequently and parts are very scarce. Consequently, we need to replace the copier

Each replacement copier is equipped with; 40-45 ppm, mono chrome, network ready, scans to email, duplex, has a large capacity paper tray, paper sizes up to 11" x 17" and has a staple finisher.

Quotes from solicited vendors as follows:

Sharp Imaging No Bid

Summit Business Systems -Toshiba 4518A - \$6,338
45 ppm / 15,000 billable pages @.0064 = \$96 Quarter

RK Black Sharp MX-M4070 - \$6,275
40 ppm / 15,000 billable pages @.008 = \$120 Quarter

Service Agreements include all parts, labor, toner and service calls with a 4-hour response time.

Although Summit Business Systems is \$63 dollars higher for the machine, the operational costs are much lower. Staff recommends approval of the quote provided by Summit Business Systems.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve the bid from Summit Business Systems for \$6,338. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared the motion carried.

ITEM 12. NEW BUSINESS

None

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 13. RECOGNITION OF VISITORS

There were no visitors.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 14. COMMISSIONER'S COMMENTS

Executive Assistant Barbra Ruth thanked the Board for their approval on the copier for Public Housing.

Staff thanked the Board for adopting the new Admin Plan.

Executive Director Canavan gave praise the NHA supervisors. Supervisors are not eligible for Employee of the Quarter so she wanted to make sure that they knew all their hard work was appreciated.

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 15. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the January 13, 2020, Regular Board Meeting.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to adjourn the January 13, 2020, Regular Board Meeting.

The following vote was recorded:

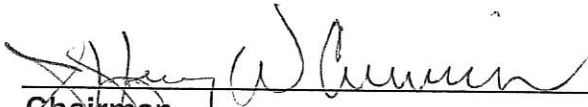
YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 1:25 PM


PASSED AND ADOPTED THIS 11th DAY OF MAY 2020.



Chairman

SEAL

Attest By:



Executive Director