

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
NOVEMBER 09, 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 12:34 P.M.

COMMISSIONERS PRESENT:

Jeff Cummins
Marianne Ratliff
Rick McKinney
Paul Austin
Jan Hunter

Chairman
Vice-Chairperson (Present by ZOOM)
Commissioner
Commissioner
Commissioner

COMMISSIONERS ABSENT:

STAFF PRESENT:

Karen Canavan
Sherri Hunt
Barbra Ruth
Bobbe Feher-Nist
James Henslee

Executive Director
Deputy Executive Director
Executive Assistant
Director of Public Housing
Maintenance Supervisor

VISITORS PRESENT:

None

ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER MCKINNEY.

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the November 09, 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 November 09, 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 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 Hunter and seconded by Commissioner McKinney to approve items 5 thru 8 on the Consent Docket for the November 09, 2020, Regular Board Meeting.

ACTION TAKEN: A motion to amend was made by Commissioner Austin and seconded by Commissioner Hunter to remove item 8 from the consent docket and approve items 5 thru 7 for the November 09, 2020, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 5. APPROVAL OF MINUTES FROM SEPTEMBER 14, 2020, REGULAR BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the September 14, 2020, Regular Board Meeting, as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM 6. CONSIDERATION OF FINANCIAL STATEMENTS FOR AUGUST, 2020 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR OCTOBER, 2020.

The low rent program had a net income of \$8,398.40.

The Routine Claims and Credit Card Expense Reports were attached for review.

Maintenance over time for the month was \$151.61

Credit Card expense for the month was \$0.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM 7. CONSIDERATION OF RESOLUTION NUMBER NHA 20-21-007, TO AMEND THE ADMISSIONS AND CONTINUED OCCUPANCY HOUSING CHOICE VOUCHER PROGRAM (NEW FMR'S).

The Department of Housing and Urban Development has published a listing of the final 2021 Fair Market Rents (FMR). The NHA must establish Payment Standards (PS) within 90% to 110% of the published FMR. After reviewing the final FMR we increased the one, two and three bedroom PS and left the four, five and six PS at our 2020 amount because they lowered this year. With these changes, our PS for all bedroom sizes, will be within 90% to 93% of the published FMR. We currently have an adequate pool of affordable units giving tenants more of a choice regarding location and type of unit. We feel increasing the PS more would only encourage rents to be raised. The NHA has been unable to house our full voucher count of 1,203 due to our current funding and feel any higher increase in the PS would only add to this problem. Also, with these minimal changes, it will give us a little room for a possible increase next summer in case we need to raise our utility allowance schedule to help our clients with increasing utility costs.

Below you will find our current Payment Standards, new Fair Market Rents and Proposed Standards for your review. If approved, the Payment Standards will be effective November 9, 2020.

	0Bdr	1Bdr	2Bdr	3Bdr	4Bdr	5Bdr	6Bdr
Current PS	616	673	843	1,108	1,355	1,559	1,762
FMR	705	738	918	1,238	1,488	1,711	1,934
Proposed PS	635	686	854	1,151	1,355	1,559	1,762

Staff respectfully requests adoption of the Resolution as presented.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM 8. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 9/30/2020.

Jessica Trobis was recognized as Employee of the Quarter ending 9/30/2020.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 9. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF OCTOBER, 2020.

Section 8 has a total of 1,203 vouchers under lease. Currently there are 367 families on the waiting list.

Rose Rock Villa is 100% occupied. There are 9 approved applicants on the waiting list.

General Occupancy (Scattered Sites) and Redbud Village were both 100% occupied with 3 approved applicants on the waiting list.

Executive Director Canavan discussed the damage caused by the late October ice storms. The electric was out for days and trees were damaged at the scattered sites as well as at the Admin Building and Rose Rock Villa. Commissioner McKinney asked if the City of Norman was participating in any clean up programs. Executive Director Canavan mentioned that the City would pick up the trees if we set them out by the curb. Some of the trees that were damaged, needed to be removed completely for safety reasons. Once cleaned up and removed, new trees would be planted to replace the old ones. Commissioner Hunter commented that even with the power outage, the apartments at Rose Rock Villa did not get cold and she never heard any complaints from the residents.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: No motion needed.

ITEM 10. CONSIDERATION OF BIDS TO REPLACE EXTERIOR WINDOWS IN ROSE ROCK VILLA.

Within our Capital Fund Program (CFP) Grant, we have set aside \$246,485 to replace the exterior windows in Rose Rock Villa. Knowing \$246,485 would not cover the cost of replacing all windows, we omitted the store front windows in the common areas. Consequently, the bids being discussed are to replace 183 tenant occupied apartment windows and the store front window outside the offices.

We received three bids as follows:

ATG Construction	\$330,407.00	238 Days to Completion
RMC Inc.	\$348,000.00	90 Days to Completion
Downey Contracting	\$638,000.00	200 Days to Completion

The lowest bid of \$330,407.00 exceeds our CFP budget by \$83,922. We do have \$1,299,023 in our Low Rent reserves and this would be a good project to spend down those reserves.

We obtained three very positive references for ATG Construction for work completed of the same nature. (ATG completed window replacement for the OKC Housing Authority as well).

Attached, was a copy of the proposed work to be completed along with the contractor's bids.

Although 238 days to complete a job is discouraging, we recommend not contracting with RMC; the next lowest bid. RMC completed the air handler installation at Rose Rock Villa and we found that relationship very poor.

Staff recommends contracting with ATG Construction in the amount of \$330,407 allowing 238 days for completion.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Hunter to contract with ATG Construction in the amount of \$330,407.00 less the \$13,000 for the store front windows. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 11. CONSIDERATION OF FIRE PROTECTION ENGINEER FOR THE ROSE ROCK VILLA FIRE DETECTION SYSTEM REPLACEMENT.

Within our Capital Fund Program (CFP) Grant, we have set aside \$155,750 to replace the fire detection system in Rose Rock Villa.

Legal notice was advertised as required by our procurement policy. In addition, I contacted several companies to encourage participation. Most companies preferred not to participate on this level but are interested in bidding the installation.

Attached are the qualifications of two companies.

1. Paradigm Building Science and Engineering, PLLC was our engineer for the boiler chiller rehab project which went extremely well. Paradigm appears equally qualified for designing and replacing our fire alarm system.
2. Rated Engineering appears to have outstanding credentials and work history of this nature. Rated Engineering also has experience working with housing authorities and their fire detection systems within a high-rise.

Both companies are owner operator with limited in-house resources. However, having one person for all aspects of the project may also be considered a positive.

Norman Housing Authority feels very comfortable with either candidate.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Hunter to approve the response from Lance LaRue with Paradigm Building Science and Engineering, PLLC. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 12. EXECUTIVE SESSION TO DISCUSS YEAR END INCENTIVES AND SALARY INCREASES.

ACTION REQUESTED: A motion to go into executive session.

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

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 13. OPEN SESSION.

Back from open session at 1:40pm. For the record, there was a discussion but no votes were cast. Executive Director Canavan was asked to stay for part of the discussion.

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

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

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 14. CONSIDERATION OF YEAR END INCENTIVES.

Staff requests approval to distribute up to \$13,300 in year-end incentives. This is approximately the same amount as last year. (This does not include the Executive Director as the Board will need to establish that amount separately.)

Last year the NHA netted a combined income of \$402,856.99 between Section 8 and the Low Rent programs. As of year-end, low rent held \$1,299,023.79 in unrestricted reserves while Section 8 held \$1,525,858.03 in unrestricted reserves. The NHA is doing extremely well as usual. Please know most housing authorities do not enjoy the same financial conditions of the NHA.

HUD has also provided over \$300,000 in CARES funding to assist the NHA during this time. (FYI-CARES funding can be spent on any COVID related activity; HUD included the language of "staff incentives".)

In addition, the NHA continues to maintain a "High Performer" status within the U.S. Department of Housing and Urban Development's grading system. This system evaluates the financial, physical, and management aspects of the NHA.

As you can imagine, the above simply cannot be attained without outstanding Staff, Directors, and our Board of Commissioners. The NHA even managed to keep up operations during COVID-19; which is still ongoing. I do consider the mission of the NHA as an essential service and our staff as front-line workers in delivering those services. They may not wear medical attire, but they are so very important to the health and wellbeing of our low-income clients.

Staff recommends approving \$13,300 in year-end incentives for the staff of the NHA.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve \$13,300 as a year-end incentive for all staff and to include Karen, we also set aside an amount in the same amount that we gave Karen last year to add to the \$13,300 for year-end incentives.

DISCUSSION: Commissioner Austin added for the record; the numbers that Karen brought into us as we were examining this was that under Section 8 under the CARES ACT there was \$258,000 still outstanding and under the Public Housing there was \$35,000 still outstanding of which HUD has included the language staff incentives would be appropriate and therefor there is extra money this year specifically for year-end staff incentives under the CARES ACT which made this decision even easier other than the fact that this has been a record breaking year for our staff and the amount of work that they had to do.

The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 15. CONSIDERATION OF SALARY INCREASES.

In May of this past year, the NHA Board of Commissioners approved the FYE 6/30/2021 budget containing raises for staff and the Executive Director. The Executive Director requested a 3% raise effective July 1 of the fiscal year being approved. However, in May, there was great uncertainty due to COVID-19 and raises were not approved. During the Board's discussion it was mentioned to revisit the raises at the end of the year.

Year-end incentives are also being presented within this agenda. You will notice I did not ask to drastically increase the incentives in lieu of pay raises. Instead, I would rather catch the employees up by providing 3% raises retroactively to July 1. The raise is 1.5% merit and 1.5% cost of living.

In 2016 we conducted a salary study which resulted in some significant pay raises to various staff. By not keeping up with raises, we will eventually fall into the same situation of not providing competitive salaries.

COVID-19 presented incredible obstacles for the staff of the NHA and the NHA staff in turn showed incredible strength, resilience, and innovation. We not only managed the caseloads and reduced the rent burden for our clients as they lost wages, but we

continued to issue vouchers to those that are homeless or near homeless. The services of the NHA are essential to our clients and the community. Consequently, I believe COVID-19 shows just how deserving our staff truly is.

Staff recommends approving the Executive Director to provide up to 3% pay raises for the NHA staff in the form of 1.5% merit and 1.5% cost of living effective July 1, 2020.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin that the salary increases of 1.5% merit and 1.5% for the cost of living be put into effect with the next pay cycle through the end of the year. The Executive Director will receive a similar type of pay increase as well starting with the next pay cycle. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 16. NEW BUSINESS

None

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 17. RECOGNITION OF VISITORS

None

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM

18. COMMISSIONER'S COMMENTS

Deputy Executive Director Sherri Hunt thanked the Board on behalf of the staff for the year-end incentives as well as the raises. It was all greatly appreciated and she thanked the Board for supporting the staff with all the challenges that they faced this year.

Maintenance Supervisor James Henslee told the Board thank you and that they appreciated everything.

Commissioner McKinney stated that the Board took into consideration the wonderful job that all staff had been doing but they were also respectful of the entire community that is largely suffering at this point and he thinks the housing authority recognizes that and put off raises to see what was going to happen and we're all hoping this COVID impact will come to an end but we truly appreciate our staff and the salary raises that did not go into effect last July was not reflective on staff performance whatsoever.

Commissioner Austin thanked Commissioner McKinney for saying that on the record because it would be next to impossible in this day and age to give raises if staff weren't doing a great job and such a good job that you actually saved this organization money to which there is extra funds to be used. So, it's a compliment said to staff, even though it wasn't said by us directly, of how much we admire the work staff puts in.

Chairman Cummins agreed with Commissioner McKinney and Commissioner Austin. He also thanked staff and Executive Director Canavan for all they do.

Executive Assistant Barbra Ruth thanked the Board.

Executive Director Canavan thanked the Board for the raises and thanked the Board for all that they do and their leadership during these times.

Chairman Cummins thanked Commissioner McKinney for all his help with the new windows.

Executive Director Canavan thanked Vice-Chairperson Ratliff for being able to attend the meeting through ZOOM.

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 November 09, 2020, Regular Board Meeting.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to adjourn the November 09, 2020, Regular Board Meeting.

The following vote was recorded:


YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 1:52 PM

PASSED AND ADOPTED THIS 12th DAY OF APRIL 2021.



Chairman

Attest By:



Executive Director

SEAL