

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

HOUSING AUTHORITY OF THE CITY OF NORMAN  
BOARD OF COMMISSIONERS  
ANNUAL BOARD MEETING  
APRIL 12, 2021  
12:30 P.M.

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

MINUTES

ITEM 1. ROLL CALL

Chairman Cummins declared a quorum present and called the meeting to order at 12:30 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
Sherri Hunt	Deputy Executive Director
Bobbe Feher-Nist	Director of Public Housing
Barbra Ruth	Executive Assistant
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 12, 2021, Annual 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 April 12, 2021, Annual Board Meeting. The following vote was recorded:

**YEAS:**                    All

**NAYS:**                    None

Chairman Cummins declared motion carried.

**ITEM                    4.        ELECTION OF OFFICERS**

<b>CHAIRMAN</b>	<b>JEFF CUMMINS</b>
<b>VICE CHAIRPERSON</b>	<b>MARIANNE RATLIFF</b>
<b>COMMISSIONER</b>	<b>RICK MCKINNEY</b>
<b>COMMISSIONER</b>	<b>JAN HUNTER</b>
<b>COMMISSIONER</b>	<b>PAUL AUSTIN</b>

**ACTION REQUESTED:**        As desired by the Board.

**ACTION TAKEN:**                A motion was made by Commissioner McKinney and seconded by Commissioner Hunter to approve the current slate of Officers for the April 12, 2021, Annual Board Meeting. The following vote was recorded:

**YEAS:**                    All

**NAYS:**                    None

Chairman Cummins 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 13 be placed on the Consent Docket.
- ACTION REQUESTED:** A motion to place items 6 thru 11 and item 13 on the Consent Docket to be approved by one motion.
- ACTION TAKEN:** A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve items 6 thru 11 and item 13 to be placed on the Consent Docket for the April 12, 2021, Annual Board Meeting. The following vote was recorded:
- YEAS:** All
- NAYS:** None
- Chairman Cummins declared motion carried.
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- ITEM 6. **APPROVAL OF MINUTES FROM THE NOVEMBER 09, 2020, REGULAR BOARD MEETING.**
- ACTION REQUESTED:** A motion to approve the minutes from the November 09, 2020, Regular Board Meeting, as presented.
- ACTION TAKEN:** Item approved on the Consent Docket.
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- ITEM 7. **CONSIDERATION OF FINANCIAL STATEMENTS JANUARY, 2021 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR MARCH, 2021.**
- The low-rent program had a net income of \$12,201.55 for the month.
- Maintenance overtime for the month was \$115.77.
- Credit Card expense for the month was \$618.88.
- ACTION REQUESTED:** Approve as presented.
- ACTION TAKEN:** Item approved on the Consent Docket.

ITEM

8. **CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF APRIL, 2021.**

Section 8 has a total of 1,138 vouchers under lease. Currently there are 386 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.

**ACTION REQUESTED:** No action necessary.

**ACTION TAKEN:** Item approved on the Consent Docket.

ITEM

9. **RATIFICATION OF RESOLUTION NUMBER NHA 20-21-008, A RESOLUTION TO AMEND THE PREVIOUSLY ADOPTED STATEMENT OF POLICIES GOVERNING THE ADMINISTRATIVE PLAN, SECTION 8 HOUSING CHOICE VOUCHER PROGRAM OPERATED BY THE HOUSING AUTHORITY OF THE CITY OF NORMAN.**

This item appeared on the February Agenda. Due to lack of quorum and the need to proceed, a majority vote was obtained through email and phone calls.

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 their plan and found the following items need changed to bring our policies current with our day to day activities.

Chapter 4, Part II Managing the Waiting List  
Chapter 4, Part III Selection for HCV Assistance  
Chapter 5, Part II Subsidy Standards and Voucher Issuance  
Chapter 16, Part IV Owner or Family Debts to the NHA

This item appeared on the Agenda today so the Board could ratify their approval.

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** Item approved on the Consent Docket.

ITEM

**10. RATIFICATION OF RESOLUTION NUMBER NHA 20-21-009, A RESOLUTION TO DROP FRAUD PAYBACK ACCOUNTS AS UNCOLLECTIBLE DEBT FROM THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.**

This item appeared on the February Agenda. Due to lack of quorum and the need to proceed, a majority vote was obtained through email and phone calls.

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 participants income, AND, the payment is indeed for the purpose of the client's primary place of residence. Unfortunately, not all participants follow this mandate and some have left the program owing the Housing Choice Voucher Program back payments. This is referred to as Fraud Paybacks. Attached, was a list of uncollectible debt that can only be dropped by Resolution.

At the Fee Accountant's request, and as a matter of year-end housekeeping, a list of debts was provided to the Board in the amount of \$48,315.50. Staff will work diligently to collect these debts by placing this information on Happy Tenant Check, EIV (a housing software tool and HUD program used nationwide to track clients owing a PHA) and with the Oklahoma Tax Commission.

This item appeared on the Agenda today so the Board could ratify their approval.

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** Approved on Consent Docket.

ITEM

**11. RATIFICATION OF RESOLUTION NUMBER NHA 20-21-010, A RESOLUTION TO APPROVE THE NHA ANNUAL PLAN.**

This item appeared on the February Agenda. Due to lack of quorum and the need to proceed, a majority vote was obtained through email and phone calls.

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 Requires 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 notifications, with the resident meeting and the public hearing scheduled for early March. The Plan has to be submitted by April 17<sup>th</sup>.

This item appeared on the Agenda today so the Board could ratify their approval.

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** Approved on Consent Docket.

**ITEM 12. RATIFICATION OF TREE CLEANUP APPROVED WITH ADVANTAGE TREE CARE.**

This item appears so the Board may, within permanent records of the NHA, ratify their electronic vote approving Advantage Tree Care for cleanup after the October ice storm.

Due to the dangerous liability issues needing immediate resolution, it was not possible to solicit three bids. We did use Advantage as they had completed work for the NHA in the past, did a fine job, and provided all the insurance documents required by the NHA. All work has been completed.

This item appeared on the Agenda today so the Board could ratify their approval.

Commissioner McKinney asked Executive Director Canavan what the assessment was with the trees that received damage. Executive Director Canavan reported that there was damage to the trees. Some trees needed to be replaced, others had limbs removed and were trimmed back.

Chairman Cummins asked Resident Commissioner Jan Hunter if she heard of any of the Rose Rock Villa residents experiencing any problems or had any concerns with the tree damage. Commissioner Hunter replied that she had not heard anything and that she thought the tree company did a good job cleaning everything up.

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve the ratification of tree cleanup by Advantage Tree Care. The following vote was recorded:

**YEAS:** All

**NAYS:** None

Chairman Cummins declared motion carried.

**ITEM 13. CONSIDERATION OF RESOLUTION NUMBER NHA 20-21-011 AND NHA 20-21-012, RESOLUTIONS TO DROP ACCOUNTS AS UNCOLLECTIBLE DEBT FROM PAST PUBLIC HOUSING RESIDENTS.**

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 residents to collect the accounts without success. All accounts being dropped 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 previous tenants will be reported to the HAPPY Tenant Check and EIV Debts Owed systems.

The HAPPY Tenant Check and EIV Debts Owed are reference systems 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.

Staff respectfully requests approval of Resolution Numbers NHA 20-21-011 and NHA 20-21-012.

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** Approved on Consent Docket.

**ITEM 14. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 3/31/2021**

Evan Ballard was recognized as Employee of the Quarter ending 3/31/2021

**ACTION REQUESTED:** No action necessary.

**ACTION TAKEN:** None.

**ITEM 15. CONSIDERATION OF RESOLUTION NUMBER NHA 20-21-013, A RESOLUTION TO AMEND THE PREVIOUSLY ADOPTED STATEMENT OF POLICIES GOVERNING THE ADMINISTRATIVE PLAN, SECTION 8 HOUSING CHOICE VOUCHER PROGRAM OPERATED BY THE HOUSING AUTHORITY OF THE CITY OF NORMAN.**

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 their plan and found the following items need changed to bring our policies current with our day to day activities.

Chapter 3, Part I Definitions of Family and House hold Members  
3-I.M. Live-In-Aide

Staff respectfully requests approval of Resolution Number NHA 20-21-013 to make changes to our plan as presented.

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** A motion was made by Commissioner Hunter and seconded by Vice-Chairperson Ratliff to approve resolution number NHA 20-21-013, a Resolution to approve the NHA Annual Plan, as presented. The following vote was recorded:

**YEAS:** All

**NAYS:** None

Chairman Cummins declared motion carried.

ITEM

16. **CONSIDERATION OF CLEANING CONTRACT FOR ROSE ROCK VILLA AND THE ADMINISTRATIVE BUILDING.**

The current cleaning company, Your Buddy, is no longer acceptable due to inadequate cleaning. We are currently paying \$2,000 per month for 2 cleanings per week at Rose Rock Villa and 2 cleanings per week at the Administrative Building.

Four Vendors were solicited and submitted proposals. Each vendor submitted a proposal based on two cleanings per week. Each vendor will provide all cleaning supplies and cleaning equipment. NHA will supply hand soap, can liners, paper towels, and toilet tissue. Bids do not include strip and waxing of 2<sup>nd</sup> and 3<sup>rd</sup> floors at Rose Rock Villa or window cleaning.

Alliance Maintenance, Inc., submitted a proposal for 3 cleanings per week at Rose Rock Villa and 1 cleaning per week at the Administrative Building for \$1,695.00.

Blue Mop Clean submitted a proposal of \$2,280 per month with an initial cleaning charge of \$400.

Reese Professional Cleaning submitted a proposal of \$1,890 per month.

Teddy's Cleaning and Restoration submitted a proposal of \$1,985 per month.

Alliance Maintenance had very good references and were highly recommended. Staff recommends contracting with Alliance Maintenance, Inc. to clean Rose Rock Villa 3 times per week and to clean the Administrative Building 1 time per week for a total of \$1,695 per month starting June 01, 2021. This date will allow us to give the required 30-day notice in writing to Your Buddy in Norman to terminate their contract.

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to accept the proposal submitted by Alliance Maintenance in the amount of \$1,695 per month. The following vote was recorded:

**YEAS:** All

**NAYS:** None

Chairman Cummins declared motion carried.

ITEM

17. **CONSIDERATION OF PURCHASE OF DESKTOP COMPUTERS FOR SECTION 8 AND PUBLIC HOUSING.**

The Section 8 and Public Housing Departments are in need of new desktop computers. The current computers were installed in 2016 and are now almost 5 years old. We would like to replace all 10 of the Section 8 computers and 2 of the Public Housing computers. Installing these computers at the same time will ensure that they are all compatible and up to date with the server and the housing software requirements.



We obtained pricing for the cost of the desktop computers and a separate price from BNB Technology to perform the install. All 3 quotes are for the same type of computer: HP ProDesk 600 G5 Small Form Factor 16GB Memory - 256 GB Solid State Drive with Windows 10 Pro.

BNB Technology	\$11,561.40
Best Buy	\$11,999.88
HP Store	\$11,988.00

BNB Technology – Labor Only	\$4,500.00
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BNB Technology has the lowest price and they also have a 3-year guarantee on their desktops. We have used BNB Technology since 2016 for all of our technology needs and are very pleased with the quality of their work. They are local and have staff available to assist us at any time we need their help.

Staff recommends the purchase and install of 12 desktop computers from BNB Technology in the amount of \$16,061.40 (Pay for from CARES ACT).

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve the purchase of 12 desktop computers and labor through BNB Technology in the amount of \$16,061.40 using CARES ACT Funding. The following vote was recorded:

**YEAS:** All

**NAYS:** None

Chairman Cummins declared motion carried.

## **ITEM 18. ACCEPTANCE OF THE FYE 2020 INDEPENDENT AUDIT**

The NHA Independent Audit for Fiscal Year Ending 6/30/2020 was completed and the auditors found a "significant deficiency", which is a lower level finding.

During testing of quality control HQS inspections, the auditors determined the majority of the quality control inspections were not performed within three months of the original HQS inspection date. (The corrective action plan was attached.)

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 6/30/20 Independent Audit Report as presented.

Chairman Cummins asked the Section 8 Supervisor, Allison Failing, if she felt that any client was in any physical danger from not getting the inspections done on time. She replied no because the inspectors have always talked to her about any questions or concerns whether it was a special inspection or annual inspection and if there was an issue, they would have addressed it right then.

Vice-Chairperson Ratliff asked what percentage are they supposed to do quality control on. Deputy Executive Director Sherri Hunt replied that it's 600-2000 = 16 plus 1 for each 100 (or part of 100) over 600 and clarified that the HQS inspections were completed by the end of the fiscal year, just not in the time frame of 90 days that was required. We found that through COVID and not being able to physically go out and do inspections, some of the tenants' units were falling below substandard housing and it was hard for some of the landlords to do repairs or to find vendors to come out to do repairs.

Chairman Cummins asked if it upset some of the landlords over those months. Deputy Executive Director Hunt replied that a few were upset over the repairs. Chairman Cummins expressed his appreciation to the staff for taking care of the customers.

Commissioner McKinney asked what violations are being seen. Section 8 Supervisor Allison Failing stated that mostly little things like windows are not staying up or locks not locking, light fixtures not having all the light bulbs, over all cleanliness of the place, air filters need replaced, smoke detectors taken down and batteries not replaced.

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to accept the Audit as submitted. The following vote was recorded:

**YEAS:** All

**NAYS:** None

Chairman Cummins declared motion carried.

**ITEM 19. NEW BUSINESS**

**ACTION REQUESTED:** As desired by the Board.

**ACTION TAKEN:** None

**ITEM 20. RECOGNITION OF VISITORS**

None

**ACTION REQUESTED:** No action necessary.

**ACTION TAKEN:** None

ITEM

21. COMMISSIONER'S COMMENTS

Section 8 Supervisor Allison Failing expressed her appreciation for the Boards understanding of the HQS inspections.

Deputy Executive Director Sherri Hunt mentioned that it was nice to be able to meet in person again.

Executive Assistant Barbra Ruth thanked the Board for the approval of the new computers.

Commissioner McKinney mentioned that he appreciates what the staff is doing under the leadership of Executive Director Canavan and that it improves the asset here, inside and outside with all the finishes and new landscaping.

Executive Director Karen Canavan mentioned that work is being done with the trees and landscaping, updated the lobby in the Admin Building, cleaned up the community room at RRV with painting. There is also a Forester with the City of Norman that is helping to get trees for the scattered sites. She also gave praise to the staff for doing a fabulous job during COVID.

Commissioner Hunter asked when the new windows would be installed at Rose Rock. Public Housing Director Bobbe Feher-Nist said it should start in a couple of weeks.

Executive Director Karen Canavan mentioned that they are still working on the fire system at Rose Rock Villa. The bids may come in \$30,000 to \$100,000 over budget. The NHA has reserves that would cover this amount.

Chairman Cummins stated that he really appreciates the staff and all the effort that was put in to keep moving forward during COVID and making sure everything got done.

Executive Director Karen Canavan gave praise to Deputy Executive Director Hunt for all her extra work she put in during COVID.

**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 21. ADJOURNMENT

**ACTION REQUESTED:** A motion to adjourn the April 12, 2021, Annual Board Meeting.

**ACTION TAKEN:** A motion was made by Commissioner McKinney and seconded by Commissioner Hunter to adjourn the April 12, 2021, Annual Board Meeting.

The following vote was recorded:


**YEAS:** All

**NAYS:** None

Chairman Cummins declared motion carried.

**ADJOURNED AT 1:11 PM**

**PASSED AND ADOPTED THIS 10th DAY OF MAY 2021.**

  
\_\_\_\_\_  
Chairman

**Attest By:**

  
\_\_\_\_\_  
Executive Director

**SEAL**