

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

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
JANUARY 22, 2018
12:30 P.M.**

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 12:37 P.M.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

Paul Austin	Commissioner
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STAFF PRESENT:

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

VISITORS PRESENT:

Ernie Bell	Section 8 Landlord
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ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER RICK MCKINNEY

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the January 22, 2018, Regular Board Meeting, as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Hunter to approve the Agenda for the January 22, 2018, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 4. APPROVAL OF MINUTES FROM THE NOVEMBER 13, 2017, REGULAR BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the November 13, 2017, Regular Board Meeting, as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Hunter to approve the minutes for the November 13, 2017, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 5. CONSIDERATION OF FINANCIAL STATEMENTS NOVEMBER, 2017 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR DECEMBER, 2017.

The low-rent program had a net income of -\$1,699.09 for the month of November, 2017.

Maintenance overtime for the month was \$234.15.

Credit Card expense for the month was \$1,550.59.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Hunter and seconded by Commissioner McKinney to accept the Financial Statements, Routine Claims, and Credit Card Expenses as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 6. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF DECEMBER, 2017.

Section 8 has a total of 1,032 vouchers under lease. Currently there are 714 families on the waiting list.

Rose Rock Villa is 100% occupied. There are 20 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.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 7. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 12/31/2017

Mandy Allen was recognized as Employee of the Quarter ending 12/31/2017

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None.

ITEM 8. SPECIAL PROGRAMS

There are 36 vouchers in the Section 8 FSS Program being utilized as of December 31, 2017. The escrow for the month of December was \$1,896.00 which gives us a total escrow account balance of \$69,557.70.

An FSS participant graduated in November 2017, receiving an escrow payment of \$455.41. The participant had set goals to raise her credit score, obtain full time Employment and to be admitted into a Master's Program. The participant has maintained employment since June 2015, and has worked up to a full time position. She has worked diligently on raising her credit score. In March 2016, she was admitted into the Master's Program at the University of Oklahoma for Administrative Leadership. Her employment has enabled her to graduate early from the FSS Program.

Norman Housing Authority was awarded under the 2017 Family Self-Sufficiency (FSS) Coordinator Grant. Our approved funding is \$44,827.00. This grant will fund our FSS Coordinator position January through December of 2018.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 9. NEW BUSINESS

Executive Director Canavan talked to the Board about the Rose Rock Villa Roof Top bid. The Board discussed the need to go out for a rebid due to the previous bids being either too high or the bid packets were not complete.

Executive Director Canavan asks the Board for permission to create a selection committee for the rebid that includes Commissioner McKinney. The selection committee will be able to approve the bid and execute the contract. The Board gave permission.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff that the Executive Director, along with input from Commissioner McKinney, has the authority to approve a contract up to \$315,000 without having to call a special meeting. Any amount over that will require a special meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 10. RECOGNITION OF VISITORS

Ernie Bell - Landlord

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 11. COMMISSIONER'S COMMENTS

Visitor Ernie Bell (Landlord) spoke to the Board about having an issue with his Section 8 Rent check getting lost in the mail and having to pay \$25.00 for a stop payment fee 8 days after the 1st of the month. Executive Director Canavan explained the standard policies of a lost check and the procedures that we must follow.

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 January 22, 2018, Regular Board Meeting.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to adjourn the January 22, 2018, Regular Board Meeting.

The following vote was recorded:

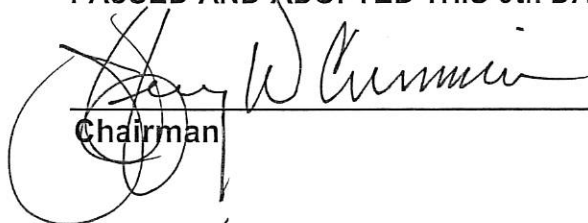
YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 1:05 PM


PASSED AND ADOPTED THIS 9th DAY OF APRIL 2018.



Chairman

SEAL

Attest By:



Executive Director