

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

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
MAY 10, 2021
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 12:30 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
Barbra Ruth	Executive Assistant
Bobbe Feher-Nist	Director of Public Housing
Allison Failing	Section 8 Supervisor

VISITORS PRESENT:

Maria Urlaub	Urlaub & Co., PLLC
Lulu King	Urlaub & Co., PLLC

ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER JEFF CUMMINS

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the May 10, 2021, 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 May 10, 2021, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 4. APPROVAL OF MINUTES FROM APRIL 12, 2021, ANNUAL BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the April 12, 2021, Annual 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 April 12, 2021, Annual Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 5. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF APRIL, 2021.

Section 8 has a total of 1,145 vouchers under lease. Currently there are 406 families on the waiting list.

Rose Rock Villa is 100% occupied. There are 4 approved applicants on the waiting list.

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

Executive Director Canavan reported that the Section 8 applications are now available online.

Rose Rock Villa has new lobby furniture, new trees, new landscaping in front of the building and the community room has a new coat of paint.

PH Leasing Coordinator Cristina Fuentes has organized for an artist to come in and give a painting class to the residents.

Discussion was had covering the hail damage and deductibles. Rose Rock Villa is still waiting for the appraisal and their deductible will be \$245,000. The rooftop was damaged which caused some areas to leak. An engineer was called in to inspect the damage. Skylark, Redbud and the other properties received damage to their rooftops, screens, condensers, windows and siding. The duplexes have a deductible of \$4,500 - \$4,800 each. Salazar Roofing was called out to inspect the damage to the roofs. Commissioner Hunter asked if the new windows being installed at Rose Rock Villa will have screens on them. Executive Director Canavan replied yes, they will have screens.

The congregate meals program will start back up and the residents will be able to start going into the community room again May 20, 2021. It was closed down for safety concerns due to COVID.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

**ITEM 6. CONSIDERATION OF FINANCIAL STATEMENTS MARCH, 2021
AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR
APRIL, 2021.**

The low-rent program had a net income of \$14,145.04. As of 3/31/2021, the net income is \$87,405.42 over the anticipated budget ending 6/30/2021.

Maintenance overtime for the month was \$581.42

Credit Card expense for the month was \$4,641.37

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff 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 7. CONSIDERATION OF RESOLUTION NUMBER NHA 20-21-016, A
RESOLUTION TO AMEND THE PREVIOUSLY ADOPTED STATEMENT OF
POLICIES GOVERNING THE ADMISSIONS TO AND CONTINUED OCCUPANCY OF
THE HUD-AIDED, SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND THE
HUD AIDED LOW INCOME ADMISSIONS AND CONTINUED OCCUPANCY FOR
PUBLIC HOUSING OPERATED BY THE HOUSING AUTHORITY OF THE CITY OF
NORMAN. (UTILITY ALLOWANCE)**

NHA is required to review the utility allowance once a year. Kelly Russell, Section 8 HQS Inspector, has re-evaluated the current utility allowance schedules for both programs. All utility companies were contacted, with no significant changes this year. Oklahoma Housing Finance Agency was also contacted concerning their utility allowance schedule for our county. This utility allowance is also used for twenty-one other counties, some larger some smaller than Cleveland County.

Since there has not been any significant change in utility costs over the past year, we are requesting that the Allowance for Tenant Furnished Utilities and Other Services remain at the 2020 rates.

Please note that Redbud Village utility allowance is reduced by \$4.00 per month. This is per an agreement made with HUD when the property was initially built. The intent is that the \$4.00 per month will offset the cost of the washing machine provided by the NHA.

Rose Rock Villa is not based on the utility allowance schedule due to their unique utility arrangements such as the building having a central boiler and chiller unit. The average tenant bills, from 2014-2020, range from \$35.00 to \$42.00. The current utility allowance for Rose Rock Villa is \$37.00 and staff requests that the utility allowance remains at this rate.

The revised utility allowance schedule will be effective May 10, 2021, upon board approval.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Hunter to approve Resolution Number NHA 20-21-016 as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried

ITEM 8. CONSIDERATION OF RESOLUTION NUMBER NHA 20-21-014, REVISING THE FYE 6/30/2021 LOW RENT BUDGET.

Attached, was the revised Low Rent Operating budget for the year ending June 30, 2021, as prepared by Maria Urlaub, Certified Public Accountant. The revised Low rent budget reflects a proposed net income of \$219,337 as opposed to our original budget indicating a net income of \$63,398.

The increase can be attributed to delayed pay raises, CARES funding, program utilization, lower utility costs, and prudent use of funds.

Another very good year for the NHA!

Staff respectfully requests approval of Resolution Number NHA 20-21-014, approving the FYE 6/30/2021 Low Rent Operating Budget.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to approve Resolution Number NHA 20-21-014, a Resolution to revise the FYE 6/30/2021 Low Rent Budget. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 9. EXECUTIVE SESSION TO DISCUSS STAFF & EXECUTIVE DIRECTOR SALARY INCREASES.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to go into executive session. The Board requested that Urlaub Accounting and Executive Director Canavan attend the session to answer any questions that the Board might have. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 10. OPEN SESSION.

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

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Hunter to go into open session. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 11. CONSIDERATION OF RESOLUTION NUMBER NHA 20-21-017, A RESOLUTION TO APPROVE REVISED NHA ORGANIZATIONAL CHART.

Our last salary review was completed in 2018. I do have it on our agenda to complete a new salary review prior to FYE 2022. However, we currently have two upper level positions where staff has "maxed out" within their salary ranges. The proposed Organization Chart will allow merit increases as provided for within the FYE 2022 budget. Without changing the Organizational Chart, those positions cannot receive a pay raise.

Staff requests approval of Resolution NHA 20-21-017.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to approve Resolution Number NHA 20-21-017, a resolution to approve the revised NHA Organizational Chart. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 12. APPROVAL OF STAFF AND EXECUTIVE DIRECTOR SALARY INCREASES.

The next agenda item is approval of the FYE 2022 budget. The salary line item has been increased by \$25,436. All staff salary increases will be merit and not cost of living. The FYE 2022 Budget does include a 3% increase for the Executive Director.

Staff recommends approving the Executive Director to disperse salary increases, within the FYE 2022 Budget, and approving a 3% salary increase for the Executive Director.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Hunter to approve \$21,007 for the Executive Director to give merit raises to staff and approve a 3% raise to the Executive Director. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 13. CONSIDERATION OF RESOLUTION NUMBER NHA 20-21-015, APPROVING THE FYE 6/30/2022 LOW RENT BUDGET.

Attached, was the Low Rent Operating budget for the year ending June 30, 2022, as prepared by Maria Urlaub, Certified Public Accountant. The Low rent budget reflects a proposed net income of \$178,145.

The budget has been increased to allow the Executive Director to provide merit raises based on performance and evaluations.

As for large expenses anticipated in the next year, the budget also includes a new maintenance vehicle for Public Housing along with \$50,000 set aside towards the Rose Rock fire alarm replacement project.

Once the budget has been approved by Board Resolution, it will be forwarded to our OKC HUD Office.

Staff respectfully requests approval of Resolution Number NHA 20-21-015, approving the FYE 6/30/2022 Low Rent Operating Budget.

Executive Director Canavan mentioned that they wanted to purchase a cargo van, for the maintenance department, that will be kept stocked with supplies for make readies.

The Board asked Urlaub if there was anything different in the new budget. Maria with Urlaub responded that there is still money left in the budget from the CARES Act and that the Subsidy went up across the board.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Hunter to approve Resolution Number NHA 20-21-015, a resolution approving the FYE 6/30/2022 Low Rent Budget, as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 14. NEW BUSINESS

None

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 15. RECOGNITION OF VISITORS

Maria Urlaub	Urlaub & Co., PLLC
Lulu King	Urlaub & Co., PLLC

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 16. COMMISSIONER'S COMMENTS

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 17. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the May 10, 2021, Regular Board Meeting.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to adjourn the May 10, 2021, Regular Board Meeting.

The following vote was recorded:

YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 1:30 PM

PASSED AND ADOPTED THIS 12th DAY OF JULY 2021.


Chairman

Attest By:


Executive Director

SEAL

