

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

HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
SEPTEMBER 13, 2021
12:30 p.m.

(Board Member Lunch 12:00pm-12:30pm in Executive Office)

Administration/Resident Initiatives Building
Conference Room
(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 12:36 P.M.

COMMISSIONERS PRESENT:

Jeff Cummins	Chairman
Marianne Ratliff	Vice-Chairperson
Rick McKinney	Commissioner
Paul Austin	Commissioner
Lee Lawrence	Commissioner

COMMISSIONERS ABSENT:

STAFF PRESENT:

Karen Canavan	Executive Director
Sherri Hunt	Deputy Executive Director
Barbra Ruth	Executive Assistant
Allison Failing	Section 8 Supervisor

VISITORS PRESENT:

ITEM 2. PLEDGE OF ALLEGIANCE LED BY VICE-CHAIRPERSON RATLIFF.

ITEM 3. LOYALTY OATH FOR NEW BOARD MEMBER, LEE LAWRENCE.

Lee Lawrence read the Loyalty Oath aloud and then signed her name.

There was discussion on signing Commissioner Lawrence up for Commissioners Fundamentals and Ethics training through NAHRO. This type of training is important for commissioners who are new to Housing Authority Boards.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 4. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the September 13, 2021, Regular Board Meeting, as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to approve the Agenda for the September 13, 2021, Regular 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 9 be placed on the Consent Docket.

ACTION REQUESTED: A motion to place items 6 thru 9 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 9 to be placed on the Consent Docket for the September 13, 2021, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 6. APPROVAL OF MINUTES FROM JULY 12, 2021, REGULAR BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the July 12, 2021, Regular Board Meeting, as presented.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM 7. CONSIDERATION OF FINANCIAL STATEMENTS MAY, 2021 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR AUGUST, 2021.

The low-rent program had a net income of \$160,515.21, which is very high for the month. The high income is a result of Capital draws (\$166,555) into operations.

The Routine Claims and Credit Card Expense Reports were attached.

Maintenance overtime for the month was \$204.55

Credit Card expense for the month was \$1,396.34

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM

8. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF JUNE, 2021.

Section 8 has a total of 1,166 vouchers under lease. Currently there are 847 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 were both 100% occupied with 6 approved applicants on the waiting list.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM

9. CONSIDERATION OF 2022 HOLIDAY SCHEDULE AND 2022 NHA BOARD MEETINGS.

The 2022 Holiday and Board Meeting Schedules were attached.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM

10. RATIFICATION OF RESOLUTION NUMBER NHA 21-22-002, A RESOLUTION APPROVING THE ADOPTION OF A 457B PLAN FOR THE EMPLOYEES OF THE NORMAN HOUSING AUTHORITY.

As you are aware, the Norman Housing Authority employees have enjoyed participating through the City of Norman's 457 (b) plan since the 1970's.

Although the 457 (b), operated through the City of Norman, was never an issue to our knowledge, we were abruptly terminated by the City of Norman without any notification. We discovered the termination the first part of this month while doing payroll and attempting to make our deposit into the 457 (b) account.

We reached out to the 457 administrators, Nationwide Retirement Solutions (NRS), to determine how we could continue. They advised us our participation can continue as our own entity, but they required NHA Board approval of the attached Resolution.

Although the NHA Board did approve by email vote, this item appears so the NHA Board may ratify their approval for the permanent records. Staff recommends approval of Resolution NHA 21-22-002.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve the Ratification of Resolution Number NHA 21-22-002. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

11. CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-003, 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 item needs to be changed to bring our policies current with our day to day activities.

Chapter 4, Part I: The Application Process
4-I.B. Applying for Assistance

Current NHA Policy:

Effective September 15, 2020, NHA will only be accepting applications via the Waitlist website. Website address is <https://www.waitlistcheck.com/OK1158>. Paper submission will not be accepted. **Applications may be accepted by paper submission or by mail in cases of reasonable accommodations if such accommodations are documented and approved.** Applications must be complete in order to be accepted by NHA for processing. If an application is incomplete, NHA will notify the family of the additional information required.

Requested NHA Policy Change:

Effective October 1, 2021, completed applications must be returned to NHA in person during normal business hours. **Applications may be accepted by mail in cases of a reasonable accommodations if such accommodations are documented and approved in advanced.** Applications must be complete in order to be accepted by NHA for processing. If an application is incomplete, NHA will notify the family of the additional information required.

The software that NHA was using, Waitlist Check, had a number of issues which resulted in applications being submitted incorrectly. NHA decided to go back to paper applications being accepted in person. Commissioner Austin asked if there was some type of software that could be used to submit online applications?

Executive Director Canavan explained that the module Waitlist Check was part of HAPPY Software and that no other program would be compatible with it. The reason the windows were installed up front were for the safety of everyone passing through. Now that we will be accepting applications in person, these windows are even more important. The intake specialists processed over 500 applications in two months.

The Board discussed the importance of having the option to submit applications online and asked the staff to keep an eye out for any software that might become available.

Staff respectfully requests approval of Resolution Number NHA 21-22-003 to make the change to our plan as presented.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Austin to approve Resolution Number NHA 21-22-003. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 12. CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-004 TO REVISE THE HOUSING CHOICE VOUCHER PROGRAM FMR'S.

The Department of Housing and Urban Development has published a listing of the final 2022 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 zero, one, two and three bedroom PS and left the four, five and six PS at our 2021 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 feel increasing the PS more would only encourage rents to be raised. The NHA has been unable to house our full voucher count of 1,233 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 Payment Standards for your review. If approved the Payment Standards will be effective October 1, 2021.

	0 Bdr.	1 Bdr.	2 Bdr.	3 Bdr.	4 Bdr.	5 Bdr.	6 Bdr.
Current PS	635	686	854	1,151	1,355	1,559	1,762
New FMR	716	746	927	1,239	1,455	1,673	1,891
Proposed PS	645	694	862	1,152	1,355	1,559	1,762

Staff respectfully requests adoption of the Resolution as presented.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve Resolution Number NHA 21-22-004. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

- ITEM 13. RATIFICATION TO APPROVE RESOLUTION NUMBER NHA 21-22-005, 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. (EMERGENCY HOUSING VOUCHER PROGRAM).**

The Section 8 Housing Choice Voucher program is required by HUD to keep an updated Administrative Plan to include HUD regulations and local policies.

Recently, the NHA received Emergency Housing Vouchers (EHV) from the U.S. Department of Housing and Urban Development (HUD) which required the addition of EHV program policies within the Administrative Plan.

Due to the accelerated "roll out" of the program by HUD, an electronic vote was obtained from the NHA Board of Commissioners with the majority approving the EHV component of the Administrative Plan.

This item appears so the NHA Board may ratify their approval for the permanent record.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Vice-Chairperson Ratliff to approve the Ratification of Resolution Number NHA 21-22-005. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

14. RATIFICATION APPROVING THE PURCHASE OF A TRUCK FOR THE LOW RENT PROGRAM.

The April 28 hail storm totaled two PH maintenance vehicles. We replaced one vehicle with a van; leaving us short a vehicle. At the time, we were short two maintenance staff so there was no urgency to purchase another vehicle.

Once staff was replaced we did need another truck. Through individual communications there was a majority approval by the NHA Board to expend \$29,085 on a used 2020 Chevrolet truck.

The truck has been purchased and this item appears so the NHA Board may ratify their approval for the permanent records.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve the Ratification approving the purchase of a truck for the Low Rent Program. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

15. NEW BUSINESS

Executive Director Canavan discussed the idea of a Salary Study. The cost is estimated to be around \$5,000. The Board agreed that a Salary Study is needed and they would like for Executive Director Canavan to solicit for bids. Executive Director Canavan mentioned that she would like the get the study done before the year end.

Vice-Chairperson Ratliff mentioned that NAHRO is virtual for the next couple of months and that it would be a good time get commissioner training.

RRV Windows are being installed and they look great. Commissioner Lawrence mentioned that the residents are very pleased with the look and they help keep the apartments cooler.

Executive Director Canavan shared with the Board that Gretta Tullius, Administrative Assistant will be retiring at the end of October. NAHC would like to thank her for her 18 years of service with a gift of \$500.00.

Commissioner McKinney thanked Barbra Ruth, Executive Assistant for all her hard work in getting back the 457 (b) Plan for the employees over the past couple of months. This retirement plan is very important for the employees to have.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 16. RECOGNITION OF VISITORS

None

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 17. COMMISSIONER'S COMMENTS

Allison Failing, Section 8 Supervisor thanked the Board for their approval of the policy changes and thanked Barbra for getting the 457 (b) Plan back.

Sherri Hunt, Deputy Executive Director thanked Barbra Ruth for the 457 (b) Plan and welcomed new Commissioner Lee Lawrence to the Board.

Commissioner Lawrence shared that she is happy to be part of the Board.

Executive Director Canavan mentioned that the staff have all been working super hard with all the new programs coming in to play and wanted to thank all the departments for their hard work.

Chairman Cummins said that he appreciated all the extra work the staff is doing to make sure things get done. He also welcomed Commissioner Lawrence and shared with her that, in his opinion, the staff cares about the clients and people that we house and that is the reason that they are all here.

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 18. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the September 13, 2021, Regular Board Meeting.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Vice-Chairperson Ratliff to adjourn the September 13, 2021, Regular Board Meeting.

The following vote was recorded:

YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 1:23 PM

PASSED AND ADOPTED THIS 15th DAY OF NOVEMBER 2021.



Chairman

Attest By:


Executive Director

SEAL

