

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
MAY 16, 2022
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 12:32 P.M.

COMMISSIONERS PRESENT:

Jeff Cummins	Chairman
Rick McKinney	Commissioner
Paul Austin	Commissioner
Lee Lawrence	Commissioner

COMMISSIONERS ABSENT:

Marianne Ratliff	Vice-Chairperson
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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
James Henslee	Maintenance Supervisor

VISITORS PRESENT:

Maria Urlaub	Urlaub & Co., PLLC
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ITEM 2. PLEDGE OF ALLEGIANCE LED BY CHAIRMAN JEFF CUMMINS

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the May 16, 2022, Regular Board Meeting, as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve the Agenda for the May 16, 2022, 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 7 be placed on the Consent Docket.

ACTION REQUESTED: A motion to place items 5 thru 7 on the Consent Docket to be approved by one motion.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Lawrence to approve items 5 thru 7 to be placed on the Consent Docket for the May 16, 2022, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 5. APPROVAL OF MINUTES FROM APRIL 11, 2022, ANNUAL BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the April 11, 2022, Annual Board Meeting, as presented.

ACTION TAKEN: Approved on the Consent Docket.

ITEM 6. CONSIDERATION OF FINANCIAL STATEMENTS FOR FEBRUARY, 2022 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR APRIL, 2022.

The low-rent program had a negative net income of \$311,458.04. This is primarily a result of payment for storm related repairs (paid \$339,234 to Heritage Hills in February).

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

Maintenance overtime for the month was \$134.03

Credit Card expense for the month was \$2,088.09

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on the Consent Docket.

ITEM 7. ADMINISTRATIVE REPORT FOR THE MONTH OF APRIL, 2022.

Section 8 has a total of 1,119 vouchers under lease. Currently there are 395 families on the waiting list.

Rose Rock Villa is 95% occupied. There are 3 approved applicants on the waiting list.

General Occupancy (Scattered Sites) are 100% occupied and Redbud Village is 97% occupied with 12 approved applicants on the waiting list.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Approved on the Consent Docket.

ITEM

8. **CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-020, REVISING THE FYE 6/30/2022 LOW RENT BUDGET.**

Attached, was the revised Low Rent Operating budget for the year ending June 30, 2022, as prepared by Maria Urlaub, Certified Public Accountant. The revised Low Rent Budget reflects a proposed net income of a negative \$39,310.

You will notice the FDS Line Item 71500 for Other Income is \$479,410 while, under expenses, FDS Line Item 97100 for Extraordinary Maintenance is \$504,900. These very large and unusual amounts are primarily due to the 2021 hail storms.

Staff respectfully requests approval of Resolution Number NHA 21-22-020, approving the revised FYE 6/30/2022 Low Rent Operating Budget.

Chairman Cummins asked why the FDS Line Items did not match. Maria Urlaub stated that the difference was that the cost of the storm damage outweighed the Other Income which consisted mainly of insurance proceeds, half of the Pilot being waived combined with other income sources. Director Canavan mentioned that the deductible was 2% on the April storm and 5% on the October storm. Chairman Cummins asked if they would be in the positive if they did not have the expenses from the storm damage repair. Maria responded, yes. NHA would have had around \$180,000 net income.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Lawrence to approve Resolution Number NHA 21-22-020, a Resolution to revise the FYE 6/30/2022 Low Rent Budget. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

9. **CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-022, 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. (UPDATED UTILITY ALLOWANCE SCHEDULES)**

Attached was Resolution Number NHA 21-22-022 adopting utility allowances for the Section 8 Program and Public Housing.

The NHA is required to review the utility allowance once a year and have re-evaluated the current utility allowance scheduled for both programs. All utility companies were contacted, with only an increase in gas costs this year. Oklahoma Housing Finance Agency was also contacted concerning their utility allowance schedule for our county.

After reviewing the NHA allowance, staff has made changes to the Allowance for the Tenant Furnished Utilities and Other Services to bring them more in line of where our allowances need to be.

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 2014-2021, 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 16, 2022, upon board approval.

Staff respectfully requests approval of Resolution Number NHA 21-22-022 as presented.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Lawrence to approve Resolution Number NHA 21-22-022 as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried

- ITEM 10. EXECUTIVE SESSION TO DISCUSS STAFF & EXECUTIVE DIRECTOR SALARY INCREASES.**
- ACTION REQUESTED:** As desired by the Board.
- ACTION TAKEN:** A motion was made by Commissioner McKinney and seconded by Commissioner Lawrence to go into executive session. The following vote was recorded:
- YEAS:** All
- NAYS:** None
- Chairman Cummins declared motion carried.

- ITEM 11. OPEN SESSION.**
- 1:58 pm - Chairman Cummins shared with the Board that discussion was had and the Board asked Maria Urlaub and Karen Canavan to step in for questions. No votes were taken and no decisions were made.
- ACTION REQUESTED:** A motion to conclude executive session and go into open session.
- ACTION TAKEN:** A motion was made by Commissioner McKinney and seconded by Commissioner Austin to go into open session. The following vote was recorded:
- YEAS:** All
- NAYS:** None
- Chairman Cummins declared motion carried.

- ITEM 12. CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-023, A RESOLUTION REVISING THE SALARY RANGES WITHIN THE NHA ORGANIZATIONAL CHART.**
- Last year, the NHA hired a consultant to conduct a salary study. The salary study provided a detailed salary range for each NHA position as well as step increases within the salary ranges.

The consultant recommended that the NHA adjust the salary ranges, as well as the steps within the salary ranges each year based upon the Social Security Cost of Living Adjustment (COLA). The adjustments will assist in keeping the study up to date and increase the lifespan of the study.

For 2022, the COLA is 5.9%. The salary ranges within the NHA Organizational Chart being presented today have been increased by 5.9%.

Staff recommends approving Resolution Number NHA 21-22-023 to revise the NHA Organizational Chart as presented.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to table items 12-15 and hold a special meeting in June so that we can hit the time period correctly for getting the budget done and so that we can gather further information regarding the new information that Maria gave us today.

AMENDED MOTION: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to table items 12-15 and hold a special meeting in June so that we can hit the time period correctly for getting the budget done and so that we can gather further information regarding the new information that Maria gave us today. We are requesting full attendance of the Board, if possible. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 13. CONSIDERATION OF EXECUTIVE DIRECTOR SALARY INCREASE.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: Tabled

ITEM 14. CONSIDERATION OF A 5.9% COLA FOR ALL STAFF AND MERIT RAISES AS DEEMED APPROPRIATE BY THE EXECUTIVE DIRECTOR.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: Tabled

ITEM 15. CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-021, APPROVING THE FYE 6/30/2023 LOW RENT BUDGET.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Tabled

ITEM 16. NEW BUSINESS

Executive Director Canavan shared with the Board that the Capital Funds for this year has increased by almost \$100,000 from last year. We went from \$372,640 to \$460,980.

The Board discussed dates and times to hold the special meeting to go over items 12-15 that were tabled today. They discussed two different days, June 9, 2022 or June 21, 2022. The Board would like to have Vice-Chairperson Ratliff present at that meeting and since she is not present at the meeting today, they will contact her to choose what date and time will work best for her. The Board will be notified once a date and time have been chosen.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 17. RECOGNITION OF VISITORS

Maria Urlaub Urlaub & Co., PLLC

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 18. 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 19. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the May 16, 2022, Regular Board Meeting.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to adjourn the May 16, 2022, Regular Board Meeting. The following vote was recorded:

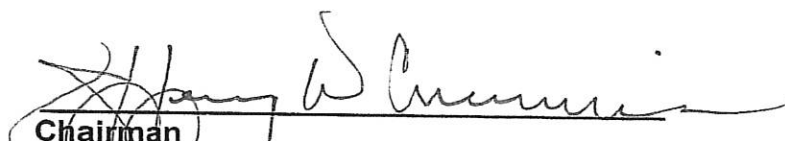
YEAS: All

NAYS: None


Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 2:11 PM

PASSED AND ADOPTED THIS 18th DAY OF JULY 2022.


Chairman

Attest By:


Executive Director

