

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
JUNE 09, 2022
9:00 a.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 9:15 A.M.

COMMISSIONERS PRESENT:

Jeff Cummins	Chairman
Rick McKinney	Commissioner
Paul Austin	Commissioner
Lee Lawrence	Commissioner (left mtg. at 10:49 am)

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

VISITORS PRESENT:

ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER MCKINNEY.

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the June 09, 2022, Special Board Meeting, as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve the Agenda for the June 09, 2022, Special Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

**ITEM 4. EXECUTIVE SESSION TO DISCUSS STAFF & EXECUTIVE DIRECTOR
SALARY INCREASES.**

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to go into executive session with Executive Director Canavan staying for a brief time to give them some information. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 5. OPEN SESSION.

10:35 am - Chairman Cummins shared with the Board that a lot of very good discussion was had regarding Staff and Executive Director salary increases. No decisions were made and no votes were taken.

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 6. 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 Lawrence to approve the NHA Organizational Salary Chart and Suggested Salary Ranges revised of June 09, 2022 as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

AMENDED MOTION: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve Resolution Number NHA 21-22-023, revising the salary ranges to 4.7% of the NHA Organizational Salary Chart and Suggested Salary Ranges and not as the 5.9% that was presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 7. CONSIDERATION OF EXECUTIVE DIRECTOR SALARY INCREASE.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve the Executive Directors salary to be increased by using the formula that we previously approved at the next step level 6 of the pay grade scale. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

AMENDED MOTION: A motion was made by Commissioner Austin and seconded by Commissioner McKinney, as that changes, our intent for the consideration of the Executive Directors salary increase, that we approve that those same amounts be used in the approved chart for Karen's salary. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 8. CONSIDERATION OF A 5.9% COLA FOR ALL STAFF AND MERIT RAISES AS DEEMED APPROPRIATE BY THE EXECUTIVE DIRECTOR.

This item relates back to Item 6 of today's Agenda. Hopefully, the Board approved the 5.9% COLA for the salary ranges. With that approval, we need to adjust the current employee's salaries to remain consistent.

In addition, Executive Director Canavan did include a few merit increases as indicated within the FYE 2023 Budget.

This is a very large increase to our FYE 2023 Budget. However, you will notice we can afford the increase based on the FYE 2023 proposed Budget under our next Agenda Item.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner Austin to have a 4.1% raise for all staff.

DISCUSSION: Commissioner McKinney stated that this is 4.1% based on the average of 4 factors used by SSA COLA, PIH, ACV HAP and ACV Admin (which come to 4.7%). Commissioner Austin mentioned that this formula was used this year and they plan on using this formula in the future but does not want that to be set in stone. Chairman Cummins thanked the Board for their comments and mentioned that going forward

he would like to use various factors as well as those used by the local economy and any other factors that they can take in to account every year for pay raises.

AMENDED MOTION: Commissioner Austin made a motion to amend his previous motion to provide a 4.7% raise for all staff as deemed appropriate by the Executive Director. The following vote was recorded:

AMENDED MOTION: Commissioner Austin made a motion to amend his previous amended motion to approve Executive Director Canavan's authority to grant raises of up to 4.7% based on changes to salary ranges previously approved as deemed appropriate by the Executive Director. This amended motion was seconded by Commissioner McKinney. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 9. CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-021, APPROVING THE FYE 6/30/2023 LOW RENT BUDGET.

Attached is the Low Rent Operating Budget for the year ending June 30, 2023, as prepared by Ronald Urlaub, Certified Public Accountant. The low rent budget reflects a proposed net income of \$139,959.

You will notice the budget includes an increase in administrative expenses to allow for the 5.9% cost of living increases and merit increases.

Maria Urlaub will be at the NHA Board Meeting to address questions you may have.

Staff respectfully requests approval of Resolution Number NHA 21-22-021, approving the FYE 6/30/23 Low Rent Operating Budget.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve Resolution Number NHA 21-22-021 Low Rent Budget by amending it from the current 5.9% staff salaries to reducing the increase to 4.7%. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 10. RECOGNITION OF VISITORS

None

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 11. COMMISSIONER'S COMMENTS

Deputy Executive Director Sherri Hunt thanked the Board on behalf of the staff for all the discussion and long hours.

Executive Assistant thanked the Board.

Executive Director Canavan thanked the Board on behalf of all the staff.

Chairman Cummins shared with the Board his appreciation of staff and the Board.

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 June 09, 2022, Special Board Meeting.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to adjourn the June 09, 2022, Special Board Meeting. The following vote was recorded:

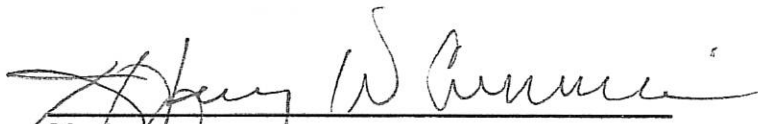
YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 11:05 A.M.

PASSED AND ADOPTED THIS 18th DAY OF JULY 2022.


Chairman

Attest By:


Executive Director

