

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
JULY 18, 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 12:35 pm.

COMMISSIONERS PRESENT:

Jeff Cummins	Chairman
Marianne Ratliff	Vice-Chairperson
Rick McKinney	Commissioner
Paul Austin	Commissioner (Arrived @ 12:54 pm)
Lee Lawrence	Commissioner

COMMISSIONERS ABSENT:

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:

ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER MCKINNEY.

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the July 18, 2022, 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 July 18, 2022, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 4. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 6/30/2022.

Jordan Steele was recognized as Employee of the Quarter ending 6/30/2022.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None.

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 July 18, 2022, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 6. APPROVAL OF MINUTES FROM THE MAY 16, 2022, REGULAR BOARD MEETING.

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

ACTION TAKEN: Approved on the Consent Docket.

ITEM 7. APPROVAL OF MINUTES FROM THE JUNE 09, 2022, SPECIAL BOARD MEETING.

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

ACTION TAKEN: Approved on the Consent Docket.

ITEM 8. CONSIDERATION OF FINANCIAL STATEMENTS FOR APRIL, 2022 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR JUNE, 2022.

The low-rent program had a net income of \$18,698.36.

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

Maintenance overtime for the month was \$158.36.

Credit Card expenses for the month was \$1,323.81.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on the Consent Docket.

ITEM 9. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF APRIL, 2022.

Section 8 has a total of 1,090 vouchers under lease. Currently there are 237 families on the waiting list.

Rose Rock Villa is 97% occupied. There are 5 approved applicants on the waiting list.

General Occupancy (Scattered Sites) are 97% occupied and Redbud Village is 97% occupied with 14 approved applicants on the waiting list.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Approved on the Consent Docket.

ITEM

10. **CONSIDERATION OF AWARD OF CONTRACT FOR THE REPLACEMENT AND ADDITION OF SECURITY SURVEILLANCE EQUIPMENT AT ROSE ROCK VILLA.**

Within the 2020 Capital Fund Grant, the NHA set aside \$53,223 to upgrade the security cameras at Rose Rock Villa. They are very old with extremely poor picture quality. In addition, we have found locations that should have a camera.

Public Housing Director Bobbe Feher-Nist has worked diligently to acquire bids for this project. Her memo and discussion were attached along with answers to the NHA's Board's questions from the April 2022 meeting.

NHA received three bids:

Boyd Security	\$17,625
Digital Protective Services	\$11,623
DC Fire and Communication	\$41,626

Digital Protective Services is the lowest bidder and staff recommends awarding the contract to Digital Protective Services.

The Board discussed the differences in a 32 channel DVR and 2-16 channel DVR's as well as digital versus analog, how the data would be stored (cloud or no cloud), who would have access to the data and where the cameras would be located. Executive Director Canavan mentioned that this bid was for cameras to be installed at Rose Rock Villa only and not at any of the scattered sites. The Board also addressed their concern over the reliability of the cameras and quality of the video.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to approve the contract with Digital Protective Services for \$11,623 plus \$3,500 additional funding for potential change orders that could arise.

DISCUSSION: The Board discussed the idea of having cameras placed at the Public Housing scattered sites and would like to table this item until more research can be done.

AMENDED MOTION: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to postpone the decision on this bid until more research can be done. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

11. CONSIDERATION OF RESOLUTION NUMBER NHA 22-23-002, 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. (FSS MODIFICATION)

The 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 items that need changed to bring the policies current with the day to day activities. A list of all changes were included within the Board Packet.

Commissioner Austin asked if the families will get a notice that these new changes will occur if they move to another jurisdiction. Deputy Executive Director Sherri Hunt replied that this information will be in their individualized letter and will also depend on whether the jurisdiction has an FSS Program. Vice-Chairperson Ratliff asked that if they voted on this, would the NHA be sending out letters informing the participants of these changes? Deputy Executive Director Sherri Hunt responded with yes, that they will have to send out letters due to the type of changes. A letter will be sent out to each participant that they will need to sign and return back to the NHA. The letter will then be kept in their file.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Vice-Chairperson Ratliff to approve Resolution Number NHA 22-23-002, a Resolution to revise the Section 8 Administrative Plan modifying the FSS Action Plan. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

12. CONSIDERATION OF RESOLUTION NUMBER NHA 22-23-001, A RESOLUTION TO AMEND THE PREVIOUSLY ADOPTED STATEMENT OF POLICIES GOVERNING THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY FOR THE PUBLIC HOUSING PROGRAM OPERATED BY THE HOUSING AUTHORITY OF THE CITY OF NORMAN. (SECURITY DEPOSITS AND REPAYMENT AGREEMENT)

ITEM WAS TABLED FOR WORDING.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Vice-Chairperson Ratliff to table Resolution Number NHA 22-23-001 for wording. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

13. CONSIDERATION OF RESOLUTION NUMBER NHA 22-23-003, A RESOLUTION TO AMEND THE PREVIOUSLY ADOPTED STATEMENT OF POLICIES GOVERNING THE ADMISSION TO CONTINUED OCCUPANCY OF THE HUD-AIDED, SECTION 8 HOUSING CHOICE VOUCHER PROGRAM, OPERATED BY THE HOUSING AUTHORITY OF THE CITY OF NORMAN.

The Department of Housing and Urban Development publishes Fair Market Rents (FMR) annually. The NHA must establish Payment Standards (PS) within 90% to 110% of the published FMR. Our current PS is at 93% of the FMR and we are recommending an increase to the Payment Standard from 93% to 110%.

The increase will assist us with improving the following:

- Reduce number of clients paying more than 30% of adjusted gross income from 40.6% to 24.7%.
- Reduce concentration of poverty by increasing choices.
- Improve the NHA's utilization rate of funds. The NHA is funded each year based on the amount of funds spent the prior year. Consequently, if we spend less than our allotment, we will be funded less the following year. NHA is currently at 92.8% while the HUD desired utilization is at least 95% of our budget authority (allotment).
- Reduce the number of vouchers expiring for new voucher holders (approved applicants) due to inability to secure an NHA approvable unit. (Many applicants cannot find units to rent within the NHA current Payment Standard.)
- Encourage new landlords/property owners to participate with the Section 8 Housing Choice Voucher program.
- Reduce the number of landlords discontinuing participation with the Housing Choice Voucher program due to wanting higher rents.

As you can imagine, determining the exact impact to the NHA budget is impossible due to many variables. Executive Director Canavan, along with Deputy Executive Director Sherri Hunt and Section 8 Supervisor Allison Failing, met with our local HUD representative as well as our HUD Financial Analyst to review the impact and estimate as close to possible to outcomes. After reviewing our leasing trends, utilization, and budget authority, HUD staff agreed that increasing the PS to 110% is logical. HUD staff advised, that if the NHA does get

into a situation of shortfall, there are HUD funds available to assist so long as the NHA is logical in this decision and responds prudently to fluctuations.

Below you will find our current Payment Standards, HUD published Fair Market Rents, and proposed Payment Standards for your review. If approved the Payment Standards will be effective August 1, 2022.

	0 Bdr.	1 Bdr.	2 Bdr.	3 Bdr.	4 Bdr.	5 Bdr.	6 Bdr.
Current PS	645	694	862	1,152	1,355	1,559	1,762
New FMR	716	746	927	1,239	1,455	1,673	1,891
Proposed PS	787	820	1,019	1,362	1,600	1,840	2,080

Staff respectfully requests adoption of the Resolution 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 22-23-003, a Resolution to revise the Section 8 Admission Policy regarding FMR. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

DISCUSSION: Commissioner McKinney asked if the FMR reflects the current rents in Norman. Executive Director Canavan said no, we can't touch the rents in Norman. Norman rents are too high. The Housing Navigator has been meeting with new and existing property owners to discuss what we are doing right or wrong and how to improve customer service.

ITEM 14. NEW BUSINESS

Vice-Chairperson Ratliff mentioned that NAHRO has upcoming in-person training in San Diego, CA.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 15. RECOGNITION OF VISITORS

None

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 16. COMMISSIONER'S COMMENTS

Section 8 Supervisor Allison Failing thanked the Board for approving the FSS Action Plan and the FMR.

Chairman Cummins appreciates everyone's input, it was all good.

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 July 18, 2022, Regular Board Meeting.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to adjourn the July 18, 2022, Regular Board Meeting. The following vote was recorded:

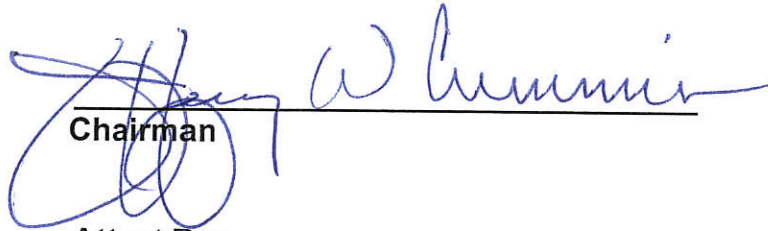
YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 1:38 PM

PASSED AND ADOPTED THIS 12th DAY OF SEPTEMBER 2022.


Chairman

Attest By:


Executive Director

