

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
SEPTEMBER 12, 2022
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 12:35 P.M.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

Marianne Ratliff	Vice-Chairperson
------------------	------------------

STAFF PRESENT:

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

VISITORS PRESENT:

ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER LAWRENCE.

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the September 12, 2022, Regular Board Meeting, as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve the Agenda for the September 12, 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 McKinney and seconded by Commissioner Austin to approve items 5 thru 7 to be placed on the Consent Docket for the September 12, 2022, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 5. APPROVAL OF MINUTES FROM JULY 18, 2022, REGULAR BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the July 18, 2022, Regular Board Meeting, as presented.

ACTION TAKEN: Item approved on the Consent Docket.

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

The low-rent program had a net income of negative \$76,612.89 for the month. However, there was \$87,493.50 under Other Financial Items for Casualty Losses. This is for storm repairs.

The Routine Claims and Credit Card Expense Reports were attached.

Maintenance overtime for the month was \$76.50

Credit Card expense for the month was \$1,819.00. Four people attended training through Nan McKay for Rent Calculations and the FSS Action Plan regulation changes.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM 7. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF AUGUST, 2022.

Section 8 has a total of 1,074 vouchers under lease. Currently there are 226 families on the waiting list.

Rose Rock Villa is 99% occupied. There are 9 approved applicants on the waiting list.

General Occupancy (Scattered Sites) are 100% occupied. Redbud Village is 97% occupied. There are 10 approved applicants on the waiting list.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM

8. **CONSIDERATION OF 2023 HOLIDAY SCHEDULE AND 2023 NHA BOARD MEETINGS.**

The 2023 Holiday and Board Meeting Schedules were attached.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Lawrence to approve the 2023 Holiday Schedule and 2023 NHA Board Meeting Schedule. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

9. **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. (HOLD DEPOSITS AND REPAYMENT AGREEMENT)**

Public Housing is required by HUD to keep an updated Admissions and Continuing Occupancy Policy (ACOP) to include HUD regulations and local policies. Staff has recently reviewed their ACOP and found the following items need changed to bring our policies current with our day to day activities.

Chapter 4, III.C. Notification of Selection

Applicants will secure a dwelling unit with a Hold Deposit when notified of an available unit. The first applicant to place an appropriate Hold Deposit, with a reasonable lease in date negotiated with the NHA, shall be promised the dwelling being advertised as available. The Hold Deposit shall equal the amount of the required Security Deposit and shall be paid in the form of a money order or cashier's check. If applicant fails to take possession of the dwelling on the date deemed appropriate by the NHA, the applicant will forfeit the entire Hold Deposit. In addition, the applicant will be removed from the waiting list and the applicant will be required to reapply. The Hold Deposit, at the applicant's request, may be used as the Security Deposit at lease in.

Chapter 8, I. F. Payments Under the Lease, Rent Payments [24 CFR 966.4(b)(1)]

Remove from NHA Policy:

NHA will mail a monthly statement to the resident prior to the first of each month including an envelope with the PO Box where the rent must be mailed to. NHA will not provide postage on the envelope provided.

Chapter 16, III. B. Repayment Policy

General Repayment Agreement Guidelines/Down Payment Requirement

Change NHA Policy to read:

Before executing a repayment agreement with a family, NHA will require a down payment of 50 percent of the total amount of the debt owed.

Payment Thresholds

Change NHA Policy to read:

A minimum of fifty (\$50.00) per month or forty (40) percent of the adjusted income including rent payment, whichever is larger, is required.

Staff respectfully requests approval of Resolution Number NHA 22-23-001 to modify the ACOP 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 22-23-001. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 10. CONSIDERATION OF RESOLUTION NUMBER NHA 22-23-004, 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 ACTION PLAN)

The Section 8 Housing Choice Voucher program is required by HUD to keep an updated Admissions and Continued Occupancy Plan (Administrative Plan) to include HUD regulations and local policies. The Family Self-Sufficiency (FSS) Action Plan is an addendum to the Administrative Plan.

HUD issued a new final rule for the FSS Program requiring all PHAs to revise their FSS Action Plan reflecting the new regulations. The NHA's revised FSS Action Plan must be submitted to HUD no later than September 30th for approval.

As with all our policies relating to the Section 8 Rental Assistance Program, the NHA purchased policy software from Nan McKay and Associates. The NHA's proposed FSS Action Plan is a component of the Nan McKay policy software. The policy software contains the HUD required items and also provides alternative policies when the PHA has an option. The areas where the NHA had options, you will notice "NHA Policy".

One of HUD's mandated changes relates to forfeited escrow balances. In the past the forfeited escrow went back into our funds to pay landlords (HAP Account). Now the forfeited escrow will go into a totally separate bank account and may be used to assist FSS participants with specific needs in achieving their goals of self-sufficiency. The NHA proposed Action Plan provides some discussion of using the funds as directed. However, we are in the process of "fine tuning" the exact administrative process and will present that for NHA Board approval at a later date.

The plan is quite large, in excess of 40 pages. A copy was emailed to each NHA Board Member prior to today's meeting for review.

Staff respectfully requests approval of Resolution Number NHA 22-23-004 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 22-23-004. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 11. CONSIDERATION TO PURCHASE NEW VEHICLE FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.

The NHA 2001 Ford Ranger pickup needs to be replaced. During this past week, someone attempted to steal the catalytic converter. Although they were not successful, they did cut enough parts to result in \$3,700 in repairs. That is probably equal to, if not more than, the replacement value of the truck. The truck is 21 years old, the bed is rusted through, has hail

damage, paint and trim issues, and is getting to the point of being very unreliable due to the number of recent repairs.

The truck is used by the Section 8 Housing Choice Voucher program staff for property inspections and such.

In the past, we have been purchasing Hyundai vehicles; a 2016 and a 2020 Santa Fe. We have not had issues with either vehicle.

The NHA would like to purchase a Hyundai Tucson to replace the truck. The Tucson is smaller than the Santa Fe. Hyundai provides 5 year/60k miles bumper to bumper warranty and a 10 year/100k miles Powertrain Warranty. We like the 5-year warranty because our time usually expires long before we hit the end of the warranty miles.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve up to \$35,000 for the purchase of a new vehicle. The following vote was recorded:

DISCUSSION: Executive Director Canavan mentioned that they will be trading in the 2001 Ford Ranger.

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 12. NEW BUSINESS

Commissioner Austin mentioned that the microphone at the front window is very loud and you can hear everyone's personal business coming through the intercom. It was discussed that when the windows were installed, there should have been two phones installed with them, one for each window, to allow for privacy. Only one phone was installed and the contractor is currently working on getting the second phone installed. Commissioner Austin asked if a policy could be created that does not allow for personal business to be conducted through the intercom for everyone to hear.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 13. RECOGNITION OF VISITORS

None

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 14. COMMISSIONER'S COMMENTS

Allison Failing, Section 8 Supervisor thanked the Board for their approval of the FSS Action Plan.

Sherri Hunt, Deputy Executive Director thanked the Board for the approval of the new vehicle.

Commissioner McKinney shared that he likes the Hyundai Brand.

Commissioner Austin commented that in the future, if anyone has a preference for which vehicle they should purchase, to please let them know. That information is helpful.

Executive Director Canavan thanked 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 15. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the September 12, 2022, Regular Board Meeting.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to adjourn the September 12, 2022, Regular Board Meeting.

The following vote was recorded:


YEAS: All

NAYS: None


Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 12:57 PM

PASSED AND ADOPTED THIS 14th DAY OF NOVEMBER 2022.


Chairman

Attest By:


Executive Director

