

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

November 27, 2017
5:30 p.m.

Babcock Place
Meal Site

1. Call of Roll

Chair Powers called the meeting to order at 5:33 pm. Upon call of roll, the following Commissioners responded present:

Jamie Davison
Maria Duran
Ellen Paulsen
Josh Powers
Bronson Star

Also present were members of the public Pat Benabe, James Dunn, Wanda Hand, Jan McKenzie and Beth Parvis, and LDCHA staff members Beverly Hyatt, Ruth Lichtwardt, and Shannon Oury.

2. Approve Minutes of the October 23, 2017 Board of Commissioners meeting

Vice Chair Duran moved to approve the minutes as presented. Commissioner Paulsen seconded. The motion passed unanimously.

3. Receive Comments from Tenants and Public

Ms. Hand apologized in case anyone thought she was yelling when the last meeting was at Babcock Place, and explained that she had moved more toward the front at this meeting so she could project better. Chair Powers assured her no apology was necessary. Mr. Dunn commented that he had noticed an article in the Journal-World on a program being offered at the public library called "How to Adult: Finding and Renting Your First Apartment." He had inquired and found it was being presented by the library's teen department. If he has time, he will attend the program to see what information is being offered. He also commented on certain HUD/VASH program participants. He said that as a landlord who participates in the program, he is very concerned because under the VASH program, tenants can cause damage to an apartment and move on to a new place with no consequences to themselves. They are able to engage in behavior that would get them expelled from any other voucher program. He thinks word may be getting out among the VASH participants because the issue has gotten worse over the last year. He is experiencing more damage from his VASH voucher tenants and one person he knows of was even subletting her VASH-sponsored apartment. He wanted to bring this again to the Board's attention.

4. CONSENT AGENDA

- A. Receive October 2017 Public Housing Financial Report
- B. Receive October 2017 Clinton Place Financial Report
- C. Receive October 2017 Section 8/VASH Program Report

- D. Resolution 2017-22: Write-Off Tenant Accounts Receivables (TAR) in the Amount of \$21,802.54
- E. Resolution 2017-23: Write-off Uncashed, Unclaimed Checks in the Amount of \$6,232.65
- F. Resolution 2017-24: Approve 2018 Application for HOME Tenant Based Rent Assistance

Mr. Dunn requested that Agenda Item 4C be discussed separately. Executive Director Oury explained that the final Section 8 funding had finally been allotted, although later notice had been received that a “settle-up” of embedded admin fees for 2016 will also be sent, so an additional amount will be received by the agency. The budget is running on line, and expenses year-to-date have all been reimbursed. Between what has been allotted and what has been spent, there is a surplus of \$134,587. This amount must be spent or it will be added to the HUD-held reserves. Mr. Dunn asked if there is anything in those amounts that can be used to reimburse landlords for expenses for damages by VASH participants. Ms. Oury replied that she does not know of any funds that are allowed to be spent for that through voucher funding but she can check with the VA to see if there is funding available through their program. When VASH representatives had attended a Board meeting in early 2016, they had intimated that they would try to make things right with the landlords. Staff has followed up but she has heard of no resolution. Mr. Dunn encouraged Ms. Oury to continue the inquiry.

Commissioner Paulsen moved to approve the Consent Agenda as presented. Commissioner Star seconded. The motion passed unanimously.

5. REGULAR AGENDA

A. Executive Director's Report

Executive Director Oury summarized the HUD Cash Validation Review which she had reported on last month. The review had substantiated the LDCHA's reported numbers and confirmed that no additional funds will need to be transferred to HUD. She reported that the finding regarding the General Depository Agreements that the agency has with its banks has been received. The reviewers had recommended that LDCHA apply to HUD to allow the minor amendments to the GDAs. The attached Corrective Action Plan will be submitted with that request to start the process. The agency is hopeful that HUD will approve keeping the amendments because they are very minor and do not alter the parts of the agreement most crucial to HUD. Chair Powers commented that this must be an issue for many housing authorities. Ms. Oury said that the reviewers had indicated that almost every MTW agency which had undergone the review had received the same finding. It was very difficult to get the banks to agree to the LDCHA's GDAs even with the minor amendments that were finally negotiated. HUD's requirement for no modifications to GDAs might not reflect the necessities of modern banking.

Ms. Oury reported that the State HOME grant has been awarded in the same amount as last year, so the program in cooperation with Bert Nash will continue to operate.

HUD has contracted with the Urban Institute to do an evaluation of the MTW program, and Ms. Oury will be participating in interviews for the evaluation. In addition, LDCHA had been selected for a more in-depth set of interviews being conducted for a smaller sub-set

of agencies. Ms. Oury commented that whenever there is a study or review of the MTW program, LDCHA always seems to be picked as one of the agencies for the more detailed or in-depth questions. She thinks that might be because the agency has participated in the program from its inception and because it instituted a work requirement almost immediately. She is always happy to participate in these studies.

A large student apartment complex is being proposed to be built on Crestline Drive, very close to Clinton Place. Ms. Oury called the Board's attention to the maps included in their packets. She has read the traffic study and believes that the addition of several hundred additional vehicles to the intersection as it is currently configured is going to create a major problem for Clinton Place residents. Clinton Place is landlocked with only one access road, which is placed so close to the stoplight that it is already difficult to enter or exit when there is traffic stopped at the light. Ms. Oury requested the Board's approval to attend upcoming Planning Department meetings where traffic control for the area will be discussed in order to ensure a better outcome for Clinton Place residents. Commissioner Paulsen said that after she had received the Board packet, she had driven to the area to take a better look, and was perplexed by some of the proposal. She could not visualize how some of the parking referenced in the study would work. She has delivered meals to Clinton Place and understands the already existing problems with the intersection. Ms. Oury mentioned that she was concerned that residents would begin cutting through the parking lot of the church next door in their attempts to access Crestline. There was further discussion about the current traffic plans and approval was granted for Ms. Oury to attend the traffic meetings.

DCHI has been awarded a LiveWell Community Fitness grant of \$7,000 which will allow the Babcock Place Senior Healthy Steps Fitness Program to continue in partnership with Lawrence Parks and Recreation.

Ms. Oury gave an update on the Lawrence Memorial Hospital parking lot expansion and the sewer lines at 326 Michigan St. which were impacted by the project. The project replaced a large portion of the manhole and public sewer line which was on the LDCHA property. Since the yard had already been dug up for that, LDCHA is taking advantage of the situation and replacing the old clay line to the house. The City also connected the sewer lines of the LDCHA's house and the house next door to the public sewer with a new "Y" connector, so the two house lines are now separate. The whole project has actually upgraded the property.

Ms. Oury also gave a synopsis of the current federal budget situation. The Continuing Resolution expires December 8th and it is exceedingly difficult to predict what is going to happen, since the tax bill will likely be passed before Congress starts work on the budget. The public housing subsidy tools were due to be issued today but instead notice was sent that they will likely not be issued until January. This leaves the agency with very little to predict what the 2018 budget might be.

B. Approve Draft New Lease for Distribution for Public Comment

Executive Director Oury explained as background that she had been looking at the current LDCHA lease to update the sections on the new HUD-mandated smoking restrictions and

updating the One-Strike policy among others. She has never liked the format of the current lease, so along with the updates she changed it to a new format based on the look of the Tacoma housing authority's lease to make it easier to locate items. The content is substantially the same as the current lease although there are some sections with more detail, such as what the LDCHA considers a lodger.

Pat Benabe had questions on some sections in the proposed lease, which Ms. Oury answered. The sections in question are also in the current lease. Ms. Benabe offered comments about wishing that tenants were required to properly dispose of their trash and is looking forward to the new cameras being installed in Edgewood Homes. Vice Chair Duran asked about the section on satellite dish restrictions, which Ms. Oury explained did not prevent the dishes being used, but they are not allowed to be installed ways that either impede lawn mowing or cause holes to be drilled in the buildings.

Vice Chair Duran moved to approve the distribution of the draft lease for public comment. Commissioner Paulsen seconded. The motion passed unanimously.

C. Receive Report on 2017 Awards Under the Employee Performance Incentive Fund

Executive Director Oury outlined the history and goals of the Employee Performance Incentive (EPIF) and the agency's status as a high performing agency. She detailed the latest HUD scores which indicate that the agency retains its status as a high performer. She gave detail on REAC inspections and the items that are backed out calculations because they were income over expenses which were not due to employee performance. One such item was the larger proration which was received than was budgeted for. She said she was very pleased that the agency was able to replace all the Babcock Place boilers, a maintenance project which will be good for 25 years, and still is in good enough budgetary shape to be able to replenish the funds. She provided further history on the EPIF program, and explained how the shares are distributed. In response to a question from Commissioner Paulsen, Finance Director Hyatt outlined how the shares are determined. There was brief discussion among the Board members.

Commissioner Star moved to approve the EPIF in the amount of \$80,000. Vice Chair Duran seconded. The motion passed unanimously.

Ms. Oury thanked the Board, and Commissioner Star requested that Ms. Oury pass on the thanks of the Board to the employees for all their hard work.

D. Resolution 2017-25: Review and Approve Criminal Trespass / Banned Person Policy if Appropriate

Executive Director Oury explained that there has been a recent rise of incidents at Edgewood Homes which has caused her to review what steps the LDCHA can take to help ensure the peaceful enjoyment of its properties by the tenants. While there is a record of persons who are banned from LDCHA property for various violations going back to the 1980s, there has not been an official policy outlining the specific steps to be taken to ban an individual for their violent or illegal drug behavior. Ms. Oury prefers to have a process

in place, and especially to be able to balance the rights of the individual with those of the collective. She reviewed several other policies in place at other public housing authorities and has spoken with a neighborhood resource officer and the police department. She outlined the policy's provision to appeal a ban after a period of time, which does not currently exist. Ms. Oury believes that this policy will aid in keeping the properties safer and the police better informed.

Chair Powers asked what the process has been and Ms. Oury explained that there have only been a couple of people banned during her tenure, and both were very well documented with police reports and in one case a criminal conviction. There was discussion about what the police and Mil-Spec will act on, and Commissioner Star explained that the police normally need documentation in order to act on a criminal trespass report. There was discussion about how the commission of a felony is determined.

Vice Chair Duran moved to approve Resolution 2017-25. Commissioner Paulsen seconded. The motion passed unanimously.

6. CALENDAR AND ANNOUNCEMENTS

Executive Director Oury announced the staff Holiday Party on Thursday, December 14, 12:00-2:00 pm at Edgewood Homes. Invitations will be emailed to the Board. She reminded the Board that all offices will be closed on December 7th and 8th for staff training.

7. Adjournment

There being no further items of business, Vice Chair Duran moved to adjourn. Commissioner Paulsen seconded. The meeting adjourned at 6:33 pm.

Chair

Secretary

Attest