

MINUTES OF A REGULAR MEETING OF  
LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING

February 25, 2019  
5:30 p.m.

Edgewood Homes  
Conference Room

1. Call of Roll

Chair Powers called the meeting to order at 5:30 pm. Upon call of roll, the following Commissioners responded present:

Jamie Davison  
Walter Meyer, Jr.  
Ellen Paulsen  
Joshua Powers

Vice Chair Duran was absent by prior arrangement. Also present were members of the public Pat Benabe, James Dunn, Christine Gentry, Dava Spohn, and LDCHA staff members Beverly Hyatt, Ruth Lichtwardt, and Shannon Oury.

2. Approve Minutes of January 28, 2019 Board of Commissioners Meeting

Commissioner Meyer moved to accept the Minutes as presented. Commissioner Paulsen seconded. The motion passed unanimously.

3. Receive Comments from Tenants and Public

There were no comments.

4. CONSENT AGENDA

- A. Receive Public Housing 2018 Year End Financial Reports
- B. Receive Clinton Place 2018 Year End Financial Reports
- C. Receive Section 8 / VASH 2018 Year End Financial Reports
- D. Receive Lawrence Expanded Housing 2018 Year End Financial Reports
- E. Receive Building Independence III 2018 Year End Financial Reports
- F. Receive Combined Cash & Investment Report as of 12/31/2018
- G. Resolution 2019-06: Approve 2018 Section 8 Management Assessment Submission (SEMAP)

Commissioner Meyer moved to accept the Consent Agenda as presented. Commissioner Paulsen seconded. The motion passed unanimously.

5. REGULAR AGENDA

A. Executive Director's Report

Ms. Oury updated the Board on the process which is underway for an archaeological survey requested by the Delaware Tribe for the Bert Nash Behavioral Campus site. She reported there is a chance that the KHRC might be able to increase its grant for the Cottages to help

pay for the LDCHA's portion of the survey costs. Board members expressed support for the survey and also hope that the results will not delay the project. Ms. Oury also reported that the County will be issuing an RFP for a construction manager in about six weeks.

Final HUD funding for 2019 is still unknown but current indications are that the funding picture appears to actually be better than it was in 2018, except for the HOME program, which has a decrease. It is still unknown yet what will happen with HOME at the local level. Last year's Capital Funds were the highest ever granted to LDCHA so the agency is working on all the capital improvements that it had in the pipeline.

The Edgewood Homes and Scattered Site REAC inspection was on February 11, and the score was 83b. Ms. Oury called the Board's attention to the attached report which showed where the largest number of points were lost, and detailed what will be done to proactively correct such issues in the future.

Ms. Oury provided details on the costs of treating for bedbugs which the Board had requested at the last meeting. She discussed a proposed lease addendum which would require tenants to cooperate with the treatment regimen because while the majority do cooperate, occasionally one will not, which will allow bedbugs to spread. Chair Powers encouraged the creation of a lease addendum with as much teeth in it as legally allowable.

The 2018 audit will be March 25-27. The FDS is a crucial component of the audit. In the past the agency has had issues with receiving the FDS from the fee accountant in a timely manner, but staff does have the draft now and will review and submit it by the February 28 deadline.

As reported last month, the agency has not heard back on its ROSS grant, but it has since heard that it will be receiving its FSS grant. The appeal on the ROSS grant is pending. There has been a \$3,000 grant from ConnectHome for computers and tablets for residents and those are starting to be purchased through Resident Services.

Approval for the 2019 MTW Plan was received on February 5.

B. Resolution 2019-07: Review Revised Information and Adopt New Wage Scale if Appropriate

Executive Director Oury reviewed the discussion at the previous meeting and the proposed wage scale updates. Most of the changes extend the levels at the upper end which affects long-term topped-out employees, since the lower end consists largely of new employees and currently falls within the area starting range for those jobs. Since the LDCHA has kept up a COLA every year, it has not fallen behind in wages as some other local entities have.

Ms. Oury answered several questions from the Board and there was considerable discussion on the range. Chair Powers requested a projection of future wage costs at a forthcoming meeting.

Commissioner Meyer moved to approve Resolution 2019-07 as presented. Commissioner Paulsen seconded. The motion passed unanimously.

C. Resolution 2019-08: Approve 2019 Public Housing Operating Budget if Appropriate

Executive Director Oury explained that the Public Housing budget is considered the key budget of the agency. Expenses are paid out of Public Housing and then reimbursed proportionately from the other budgets. She gave details on the projected income and expenses and answered questions from the Board.

Commissioner Davison moved to approve Resolution 2019-08 as presented. Commissioner Paulsen seconded. The motion passed unanimously.

D. Resolution 2019-09: Approve 2019 Clinton Place Operating Budget if Appropriate

Executive Director Oury explained that the Clinton Place budget works similarly to the Public Housing budget except that HUD usually approves an automatic rent increase around September, however the amount is not known at the time the budget is developed so it is not included. She also explained that there are two items backed out of the current proposed budget which were in last year's budget; one is a van for which a part-time driver could not be found, and the other is the loan which will likely be paid off under Agenda Item 5G. Some alternate uses for the van were suggested by the Board.

Commissioner Paulsen moved to approve Resolution 2019-09 as presented. Commissioner Davison seconded. The motion passed unanimously.

E. Resolution 2019-10: Approve 2019 LDCHA Expanded Housing Operating Budget if Appropriate

Executive Director Oury outlined the differences in this budget since these are properties owned by the agency which have no subsidy. Some have tenants with Section 8 vouchers and others are rented on a sliding scale at well below market rent.

Commissioner Davison moved to approve Resolution 2019-10 as presented. Commissioner Meyer seconded. The motion passed unanimously.

F. Resolution 2019-11: Approve 2019 Section 8 / VASH Budget if Appropriate

Executive Director Oury explained the income and highlighted the changes in admin fees. She explained some differences between a regular housing authority and an MTW agency in the ability to create special vouchers. The proration is unusually high for 2019, as it was last year. She gave details on the various special voucher programs and MTW activities paid for out of this budget.

Commissioner Paulsen moved to approve Resolution 2019-11 as presented. Commissioner Davison seconded. The motion passed unanimously.

G. Resolution 2019-12: Approve Tenth Annual Payment Amount under the Clinton Place Loan Agreement

Executive Director Oury gave background on the purchase and renovation of Clinton Place which had been paid for with the loan, which was money the agency had loaned to itself, and the payments have been going to DCHI to build up funds to create more affordable housing. If the Board chooses to follow their intention from last year's discussion, this will be the last payment. Ms. Oury has been working to renew the current HAP contract, which expires this year. There will be surplus funds in future which were formerly going to the loan payments, and Ms. Oury said she would like to explore adding another wing to the building with the funds.

Commissioner Davison moved to approve Resolution 2019-12 and to make the final Clinton Place loan in the amount of \$141,242.50. Commissioner Paulsen seconded. The motion passed unanimously.

H. Review Employee Survey and Office Tour of Visual Management Boards

Executive Director Oury reviewed the results of the employee survey and highlighted what had gone up in the ratings and what the agency needs to work on. The Board expressed satisfaction with the results overall but said they would like more granular details on the questions and there was considerable discussion about the survey and participation. All the surveys were completed anonymously. Several steps have been taken since the previous survey to improve communication and Ms. Oury explained that since most of the Maintenance staff does not have email, a mailbox system has been set up for more direct communication with them.

6. Calendar and Announcements

There were no announcements.

7. Adjournment

There being no further items of business, Commissioner Paulsen moved to adjourn and tour the management boards in the office. Commissioner Davison seconded. The meeting adjourned at 6:54 pm.

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Chair

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Secretary

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Attest