

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

December 17, 2018
5:30 p.m.

Babcock Place
Meal Site

Call of Roll

Vice Chair Duran called the meeting to order at 5:28 pm. Upon call of roll, the following Commissioners responded present:

Jamie Davison
Maria Duran
Ellen Paulsen

Chair Powers was absent by prior arrangement. Commissioner Meyer joined the meeting at 5:33 pm. Also present were members of the public Pat Benabe, Jan McKenzie, Terri Roth, and Dava Spohn, and LDCHA staff members Beverly Hyatt, Ruth Lichtwardt, Gallal Obeid, and Shannon Oury.

2. Approve Minutes of the November 26 Board of Commissioners Meeting

Commissioner Paulsen moved to approve the Minutes with one correction. Commissioner Davison seconded. The motion passed unanimously.

3. Receive Comments from Tenants and Public

Terry Roth asked if the gazebo was going to be put up this year. Executive Director Oury replied that it would be constructed in 2019. Jan McKenzie commented that some stumps which remained after bushes were taken out near the garden were hazardous. Ms. Oury asked for the location and said they would be removed. Ms. McKenzie also requested an additional spigot for watering be placed in the garden in a different spot. Ms. Oury replied that she did not think that would be possible due to the location of utility lines. There was discussion on alternate ideas for watering, including providing soaker hoses.

4. CONSENT AGENDA

- A. Receive November 2018 Public Housing Financial Reports
- B. Receive November 2018 Clinton Place Financial Reports
- C. Receive November 2018 Section 8/VASH Program Report
- D. Resolution 2018-35: Write Off Capital Inventory

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

5. REGULAR AGENDA

A. Executive Director's Report

Executive Director Oury explained why it appears likely there will be a government shut-down. The government is currently being funded through a continuing resolution which ex-

pires on Friday and negotiations do not look hopeful. HUD has informed the housing authorities that it has made provision for January and February funding to still be distributed, so staff anticipates the agency should be able to continue to operate normally.

Ms. Oury reported that the senior designation renewal for Babcock Place and Peterson Acres I has been approved by HUD. She provided a brief history of the designation, which must be renewed every two years.

Ms. Oury reported that the REAC inspection of Clinton Place did not go as well as hoped. Twelve points were deducted from the score due to “broken seals on the windows” on 6 of the 19 windows which were in the areas inspected. All the windows in the building were replaced in 2007. The problem is difficult to see in the photos taken by the inspector, but Ms. Oury has examined the windows. They are double-glazed, and there is some discoloration on the inner glass between the two layers. There is no water leakage or anything else that appears damaged with the windows or the seals. Without this issue the score would have been in the 90s, but the score was 80b because all the units and common areas have these windows. Staff has reviewed the window manufacturer’s warranty information, which specifically excludes this exact issue and states it does not indicate a defect in the seals or installation. Staff will follow up with the manufacturer to determine the cause. The agency will need to decide whether it is worth it to replace all the windows again or just accept the deduction in points in future inspections. The other issue which lost minor points in the inspection is that the pull cords for the emergency call devices in each apartment do not reach to the baseboards, which is a new requirement from HUD. The pull cords will be lengthened in both Babcock Place and Clinton Place. Staff will be sent to REAC inspection training to refresh their knowledge and learn the newest HUD requirements, and will also more actively monitor the HUD website for new inspection notices. In answer to a question from the Board, Ms. Oury explained the implication of public housing scores vs. the Clinton Place score since Clinton Place is in a separate HUD category. For Clinton Place the lower score will only affect how soon the next inspection takes place, but the agency strives for a 90 or above for all its properties.

Ms. Oury said that the Affordable Housing Advisory Board has recommended additional funding for the New Horizons program. That recommendation will be sent to the City Commission tomorrow night, so the agency will know if the funding is approved after tomorrow.

Ms. Oury said that due to the various events of the year including the public vote on the behavioral health campus and the LDCHA’s 50th anniversary, she has become aware that the agency does a terrible job of informing the public about what it does and its positive impact on the community. The agency has a Facebook page for Full Circle, and while she does not know how many follow it, it certainly gets more views than the LDCHA’s annual report which is distributed primarily just to City and County officials. The newspaper used to report on LDCHA endeavors but usually does not any longer, and there are not many venues to make announcements such as when the additional 19 mainstream vouchers were awarded this year. There is a new employee who used to do social media for a previous job and can bring her skills to this endeavor. Several members of the Board commented in favor of the proposal.

Ms. Oury reported that the late fee forgiveness program conducted as part of the 50th Anniversary celebration was very successful, with 50 out of tenants who owed late fees participating, and half of the tenants who owed \$200 or more had their fees forgiven. The agency is very pleased that so many households have no current debt to the LDCHA.

B. Resolution 2018-36: Approve 2018 Public Housing Operating Budget Revision #1

Executive Director Oury gave a synopsis of the budget as it stands, which will include a surplus which will go into public housing reserves. She highlighted several changes since the operating budget was approved at the beginning of the year, and in answer to questions from the Board she discussed projects such as re-roofing Edgewood Homes which will be paid for out of the reserve funds.

Commissioner Paulsen moved to approve Resolution 2018-36 as presented. Commissioner Meyer seconded. The motion passed unanimously.

C. Discuss Draft Employee Performance Incentive Program Revision

Executive Director Oury said that staff had been hard at work to develop a revision to the program in a short span of time, and she thanked Commissioner Meyer and LDCHA staff member Gallal Obeid for their work on it. She reviewed which budgets contribute to it, and gave examples of positions which are funded out of multiple budgets. She explained the attached documents which had examples of how the EPIP would be awarded under the revision and discussed the goals that would need to be achieved both by the agency as a whole and the individual employees. There have been meetings with the staff to explain the proposed changes and for feedback. The proposed EPIP measurements are separate from the annual employee performance evaluations. All directors will meet with their staff in January to develop their individual departmental goals. There were questions from the Board on various aspects of the plan.

Mr. Obeid went through example charts created for a mythical employee and gave specific details on how various aspects of the revision would affect her incentive and answered questions from the Board. Part of the overall revision includes all employee evaluations being moved to August, which will give the Board enough time to evaluate the measurements and budget for the year before deciding on an incentive. Pat Benabe asked about performance measurements for the Maintenance staff, and Ms. Oury detailed the sorts of measurements that would pertain to that department.

There were questions for Ms. Oury and Mr. Obeid and discussion among the Board. Commissioner Meyer suggested that the directors undergo training since this will be a new role for them, and the monitoring of goal performance throughout the year was discussed. The new policy will be brought to the Board for discussion and approval at the January meeting.

Commissioner Davison moved to accept the Employee Performance Program revisions as presented. Commissioner Meyer seconded. The motion passed unanimously.

6. CALENDAR AND ANNOUNCEMENTS

Executive Director Oury announced that the annual employee holiday party will be on December 20 and invited the Board members to attend. She also announced she will be out of the office December 26-28.

Commissioner Davison inquired how many vacation days Ms. Oury receives and a discussion ensued about the vacation days which are allotted to LDCHA staff. The Board said it would like to review the vacation policy in the near future.

7. Adjournment

There being no further items of business, Commissioner Paulsen moved to adjourn. Commissioner Davison seconded. The meeting adjourned at 6:30 pm.

Chair

Secretary

Attest