

OMAHA HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
1805 Harney St, Omaha, Nebraska 68102
8:30 a.m. January 28, 2016

Chair Jennifer Taylor called the meeting to order at 8:30 a.m. The meeting falls under the Open Meetings Act and copies of the law were available near the entrance of the room.

ROLL CALL: Commissioners Present: Jennifer Taylor, Chair
Karen Watson, Vice Chair
Jamie Berglund
David Levy
George Achola

PUBLIC COMMENTS. None.

Ms. Judith Carlin, Deputy Director, made a short opening statement. She remarked that the past month has been filled with Committee Meetings, and OHA is working hard to streamline procedures.

Commissioner Jennifer Taylor thanked Ms. Carlin and OHA staff for their hard work in the past few weeks.

A. APPROVAL OF CONSENT AGENDA
CONSENT AGENDA:

Commissioner George Achola asked that items #3, #4, and #5 be removed from the consent agenda.

MOTION by Commissioner Achola to remove items #3, #4, and #5 from the agenda, and approve items #1, #2, #6, #7, #8 and #9.

ACTION ITEMS:

1. Board Minutes of December 17 and December 30, 2015, and January 12, 2016.

Commissioner Taylor asked it be noted in the regular Board meeting Minutes from December that Nell Winford was no longer an OHA Board member.

2. Resolution 2016- 6 – 75 North Agreement

Commissioner Achola stated he wanted to ensure HUD approves all elements of the transaction, and OHA is complying with HUD requirements. Commissioner Achola said OHA should be diligent about communicating with HUD upon receiving a review of the summary documents OHA provided. If there are changes that need to be made to the resolution, Commissioner Achola asked that OHA staff discuss this with the Board, and amend the resolution as needed. Mr. Hansen said 75 North may also have comments upon receiving the final version of the agreement. Commissioner Taylor proposed the agreement be approved, contingent on HUD's approval and communications for substantive changes, if any. Commissioner Levy asked that any objections from HUD be discussed by the Board.

MOTION by Commissioner Taylor, seconded by Commissioner Levy, to approve the agreement with 75 North, as amended, contingent upon substantive comments or objections from HUD. Motion passed unanimously 5-0.

Commissioner Watson – Aye
Commissioner Berglund – Aye
Commissioner Achola – Aye
Commissioner Levy – Aye
Chair Taylor – Aye

3. Resolution 2015- 59 – Independent Auditor Services

Commissioner Achola communicated that the Finance Committee had agreed upon a course of action regarding the Auditor contracts, and that there was currently nothing to approve.

MOTION by Commissioner Achola, seconded by Commissioner Watson, to withdraw the agenda item, pending further review and discussion. Motion passed unanimously 5-0.

Commissioner Watson – Aye
Commissioner Berglund – Aye
Commissioner Achola – Aye
Commissioner Levy – Aye
Chair Taylor – Aye

4. Resolution 2016- 1 – Harney Street Renovations

Commissioner Achola stated that the discussion of the renovation at the Finance Committee meeting necessitated there be an in-depth review of the full financial impact of the renovations on OHA. Staff will write a memorandum detailing proposed plans for the Board, in order for the Board to make informed decisions. He asked the item be tabled. Commissioner Taylor indicated that there were not concerns with the scope of work, nor with the bid amount, but with how the agency will manage the finances for the job without impeding other necessary costs to be incurred. Mr. Steve Schrader would verify the ability of the contractor to bond. Commissioner Taylor continued to say it is important to make this project a priority in order to allow OHA to utilize the building as intended.

MOTION by Commissioner Achola, seconded by Commissioner Watson, to table Resolution 2016- 1. Motion passed unanimously 5-0.

Commissioner Watson – Aye
Commissioner Berglund – Aye
Commissioner Achola – Aye
Commissioner Levy – Aye
Chair Taylor – Aye

REPORTS AND DISCUSSION ITEMS:

C. BUDGETS AND FINANCIAL STATEMENTS. Mr. Keays presented the preliminary financials, noting they were not complete for the year. OHA had a noncash net income. Section

8 Operating had a net loss. Section 8 Administrative had a net income, as did the COCC. HIO had a net loss. The agency balance sheet reflected elevated improvement costs, and an increase in tenant receivables. Mr. Keays explained the source of funding for the building renovations, saying the project would be funded by the COCC entirely, or some combination of the COCC and Section 8 Admin. Ms. Carlin expounded, saying it would be difficult to justify the use of Section 8 Admin funds because the area will be used by both Section 8 and Public Housing Intake. The funding likely will come entirely from COCC. Mr. Keays raised the possibility that OHA may consider renting the space to Section 8 Admin. Mr. Levy asked whether the rent would end, or whether it would be perpetual. Ms. Carlin responded that rent would be ongoing, however, noted again that since the area would be used by both Public Housing and Section 8, charging rent could be difficult for this reason.

Mr. Keays stated there had been discussion about additional budgeted items, saying even considering additional items, there would still be a net income. Commissioner Taylor said there was concern with ensuring there would be sufficient funds remaining, especially in view of the need to adequately address budgeted items that may require more funding than originally planned. Commissioner Watson noted that there were contingency items not in the budget, and that there would be a list of these items staff would present at the committee level. Ms. Carlin stated there would be a review of critical needs, and that there will be a budget document that is dynamic, and reflective of needs. Mr. Keays also presented the payables sheet. Ms. Watson expressed a need for transparency with all financials, and presenting an accurate, inclusive picture. Ms. Carlin stressed that all financial information is public.

D. ASSET MANAGEMENT. Mr. Terence Jackson stated that the report format had changed to reflect the health of each individual Zone. OHA ended the month at 97 percent occupancy, which is below the ideal. Susan Gilroy noted that even though they did not reach 97 percent occupancy in December that the year ended with 98 percent occupancy overall. Ms. Carlin reflected on the elevated number of vacancies, saying this was due to evictions and staff shortage.

E. HOUSING CHOICE VOUCHER PROGRAM. Ms. Joan Anderson explained the SEMAP report Section 8 submitted to HUD. Section 8 is required to do a self-certification based on fifteen key indicators that comprise the SEMAP score. This is done internally, then submitted to HUD. Ms. Carlin said she was unable to find a summary of SEMAP, but she would provide the informational guide HUD supplied to the Board. Commissioner Achola observed that the agency had decided not to pursue concentration bonuses. Ms. Anderson explained the information would have to be entered manually because of a delay in YARDI that would make information inaccurate, and would not substantiate the overall score to HUD.

F. HOUSING IN OMAHA, INC. (HIO). No discussion.

G. SUPPORT DEPARTMENT REPORTS

1. Capital Development and Construction. Ms. Judith Carlin, Ms. Denise Parker and Mr. Steve Schrader are working on budgeting to appropriately allocate time sensitive Capital Funds. OHA met with MAPA, and will be meeting with the Bill Lukash from the City of Omaha to further discuss use of the Brownfield grant. The information gleaned from both meetings will be presented at the Development Committee Meeting. OHA is still working to find a Director of Capital Planning and Development nationally.

Ms. Berglund noted that the application for Southside should be discussed for the April Board meeting. Commissioner Levy asked what the timeline for HUD approval would be for the Southside project. Ms. Carlin responded it would be a year to eighteen months. Upon demolition, OHA will lose a substantial amount of subsidy, as it is considered per unit. The relocation plan is part of the application to HUD, and details will be considered further at the Development Committee meeting.

- 2. Procurement/Contracting.** Mr. Steve Schrader stated that OHA is working to streamline its processes, endeavoring to become mostly paperless, aside from large projects. Commissioner Watson asked why the date for Urlaab was pending, and Mr. Schrader responded that Urlaab had simply not formally signed the contract, but would be performing service at the end of February, as planned.

Mr. Schrader said Nebraska NAHRO would be coming to Lincoln, and would be giving training. OHA was investigating the possibility of bringing NAHRO on site. Mr. Murphy Knight will be attending the training in Lincoln.

- 3. Human Resources.** Ms. Gale Sayers-Proby stated it would be important to re-evaluate the salary for the Director of Capital Planning and Development. Ms. Carlin agreed, noting that expectations of relocation would be a factor to include in the discussion.

Ms. Sayers-Proby continued, saying OHA would be identifying training needs and expenses, and performing a cost analysis against the amount budgeted for training. There will be training for the property management staff, as well as for the pest control staff. Ms. Carlin said there was a lunch and learn meeting regarding items pertaining to procurement, and how to better serve OHA residents. OHA will also be looking to have a zone of the month in future lunch and learn trainings. Overall, there was positive feedback from staff. Ms. Carlin said there would also be zone and maintenance staff featured in the Board packet. Commissioner Taylor mentioned potentially scheduling Board meetings at a site in the future. Ms. Carlin responded this is something to consider, as OHA is a community extending beyond the COCC.

- 4. Family Support Services.** Mr. Sal Issaka thanked the Chamber for its support of the scholarship program for OHA, saying there would be an upcoming meeting with Avenue Scholars to discuss full scholarships to Metropolitan Community College. There is also an upcoming tour of Iowa Western Community College for OHA students. Two will already be attending in the fall. Mr. Issaka said this is an excellent opportunity for individuals who do not want to attend four-year universities.

Mr. Issaka stated there was a meeting with the food bank, and there will be a take-home food program for students who will receive food on the backpacks. FSS is working with the Kroc Center to reduce youth membership fees for OHA students.

Mr. Issaka continued to talk about Ukash Wileyo, a soccer player who was selected to try out for the National Soccer Team in Sarasota, FL. He was selected to play for the national team, and will be training in Costa Rica. The fees will be covered by the state. Mr. Issaka said Ukash is an example to OHA kids for what can be accomplished with hard work, and his

story serves as incentive to change the trajectory of life many of OHA's young residents expect. Mr. Levy said this is a press opportunity, as it is great for OHA, and more positive news is always beneficial.

Commissioner Achola asked whether the Charles Drew numbers were unusually low. Mr. Issaka explained that the recruiting method for residents was not as effective as it could be, and that on-site services to residents provided by OHA would likely decrease participation for the Charles Drew clinic. An extension of clinic hours would allow more residents to attend. Mr. Issaka added there is also a high staff turnover. Ms. Taylor suggested that online signup may encourage residents who do not want their health issues to be apparent to use the program. Mr. Issaka said Charles Drew staff safety would be another issue to address. Mr. Issaka said he would work on addressing all of these concerns.

5. **Public Safety.** Commissioner Achola asked if there was a lag in getting reports to legal processing, as there seemed to be discrepancies between arrest and eviction reports. Mr. Hansen said some arrest reports are not within the one strike policy, and the reports that are require review to analyze whether there is sufficient evidence to move forward with the eviction process. Mr. Hansen said there are also criminal notices that were issued the past month, but that have come to court this month. He said he could include these reports in the current month's reports. Mr. Jackson added that the process between the notice being received to when it gets to court can take several months, which would allow for a numeric difference between Ms. Chris Peters' instant reporting and eviction. Mr. Jackson said it would be helpful to review what constitutes eviction so all parties are appraised accurately.
6. **Legal.** Mr. Hansen stated he continues to work on the sales of the three buildings, and commercial leasing through HIO. Ms. Taylor asked if there was an update on the cost of subdividing COCC from Jackson Tower. Mr. Hansen said OHA is in the process of securing a title commitment, after which OHA will request three quotes to complete the subdivision. There has been a proposal that Mr. Hansen said he can circulate to the Board. NP Dodge completed the title commitment at no cost. Commissioner Watson asked how costs will carry separately after Jackson Tower is a separate entity, and how to consider this in terms of budgeting. Ms. Carlin stated that the former Central Office is not subject to a Deed of Trust, and Public Housing never paid for the operations at Jackson Tower; rather, these funds came from the COCC. Mr. Knudtson clarified that the electric charges for central office were paid out of the Zone three since the electric utility was not separated. The issue will be separating the electric utility. Mr. Hansen said there was an estimate done about five years ago. Mr. Schrader continued, saying the firm that provided the quote said there was a need for an engineer to determine the process, as it was more complicated than originally anticipated. The electrical wiring will be the only separation that needs to occur.

Mr. Hansen explained the major issue will be parking lot space. Ms. Taylor recommended OHA move forward with the building sale and undertake the work to acquire waivers from the city for parking. Ms. Carlin said the cost for the current electric bill for COCC and Jackson Towers are currently combined. Commissioner Watson stated the numbers for the electrical bill after the subdivision is completed will need to be factored into the budget for the COCC. It will be important to review how these costs were budgeted to ensure that a savings in cost was not misrepresented. Ms. Carlin said this will be addressed at Operations and Finance Committee Meetings.

H. New Business. Election of Judith Carlin as OHA Assistant Secretary. Mr. Hansen gave background, saying the Bylaws automatically appoint the CEO as secretary. Because Ms. Carlin is not technically CEO, resolutions that require action will also require ratification by the leadership figure of OHA. The Assistant Secretary position has all the legal powers of the Secretary. Ms. Carlin said this would be the shortest course of action to allow OHA to operate effectively.

MOTION by Commissioner Levy to elect Judith Carlin as the Assistant Secretary of OHA, seconded by Commissioner Achola. Motion passed 5-0.

Commissioner Watson – Aye
Commissioner Berglund – Aye
Commissioner Achola – Aye
Commissioner Levy – Aye
Chair Taylor – Aye

EXECUTIVE SESSION.

MOTION by Commissioner Achola to move into Executive Session to discuss legal and personal matters, seconded by Commissioner Levy. Motion passed 5-0.

Commissioner Watson – Aye
Commissioner Berglund – Aye
Commissioner Achola – Aye
Commissioner Levy – Aye
Chair Taylor – Aye

MOTION by Commissioner Levy to come out of Executive Session at 10:43 a.m., seconded by Commissioner Berglund. Motion passed 5-0.

Commissioner Watson – Aye
Commissioner Berglund – Aye
Commissioner Achola – Aye
Commissioner Levy – Aye
Chair Taylor – Aye

ADJOURNMENT

MOTION by Commissioner Levy, seconded by Commissioner Berglund, to adjourn. The motion passed unanimously 5-0.

Commissioner Watson – Aye
Commissioner Berglund – Aye
Commissioner Achola – Aye
Commissioner Levy – Aye
Chair Taylor – Aye

The meeting was adjourned at 10:44 a.m.

