

OMAHA HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
1805 Harney St, Omaha, Nebraska 68102
8:30 a.m. March 24, 2016

Chair Jennifer Taylor called the meeting to order at 8:36 a.m. The meeting falls under the Open Meetings Act and copies of the law were available near the entrance of the room.

Staff Present: Judith Carlin, Gale Sayers-Proby, Brian Hansen, Greg Knudtson, Steve Schrader, Terence Jackson, Susan Gilroy, Joan Anderson, Chris Peters, Sal Issaka, Denise Schuman, Leah Grajczek, Joe Wells, Walit Morton, Mike Godfrey, Marie Allison.

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

PUBLIC COMMENTS. None.

REPORT OF THE DEPUTY DIRECTOR—Judith Carlin

Ms. Carlin stated public housing staff worked collaboratively to create the new Asset Management Report format with the goal of providing informative metrics. She further noted All-Staff Meetings would be held monthly; the first such meeting occurred on March 21, 2016. Mr. Knudtson presented high level financials so that staff could begin to understand budgeting and costs. As OHA moves to a data-driven mode of operation, there are plans to meet with other local nonprofits to share knowledge of their use of metrics to inform their planning processes. Commissioner Berglund asked what type of feedback staff had to the All-Staff Meeting finance discussion. Ms. Sayers-Proby replied the response was positive. Ms. Carlin added it was effective to have the entire staff together. Zone 2 staff was featured on the Board Packet cover. Denise Schuman, Zone Manager, was asked to introduce her staff. Ms. Schuman discussed how Zone 2 worked as a team to maximize lease turnover and occupancy. She credited the property's high REAC scores to the team effort and hard work throughout the year. Ms. Schuman also recognized the help of Resident Employees.

A. APPROVAL OF CONSENT AGENDA
CONSENT AGENDA:

Commissioner Achola asked that item #12 be removed from the consent agenda, pending review of revisions by the Legal Counsel.

MOTION by Commissioner Achola, seconded by Commissioner Levy, to remove item #12 from the agenda, and approve items #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, and #13. Motion passed unanimously.

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

B. ACTION ITEMS:

1. Resolution 2016-24 – Section 8 Administrative Plan Revisions

Commissioner Achola asked if Mr. Hansen had reviewed the Section 8 revisions, stating the review should include signing off, as the documents are legally operative. Mr. Hansen confirmed he had reviewed the documents, and had no objections.

MOTION by Commissioner Achola, seconded by Commissioner Berglund, to approve the Section 8 Plan Revisions. Motion passed unanimously.

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

REPORTS AND DISCUSSION ITEMS

C. BUDGETS AND FINANCE

1. OHA Financials

Mr. Knudtson reviewed the financials for the major programs. He noted Public Housing saw a loss. Section 8 Operating saw a loss. Section 8 Admin saw an income, as did the Central Office.

Commissioner Levy inquired why Public Housing and Section 8 saw significant losses. Mr. Knudtson replied February had been unfavorable for both utilities and maintenance. Likely, utilities would level out throughout the year.

2. HIO Financials

HIO saw a net loss. Mr. Knudtson noted the unique challenges of HIO properties.

Accounts Payable

Ms. Carlin noted there would be discussion of expenses against budgetary concerns in the zone report. Mr. Knudtson added the aging payables had been modified to reflect the start date as the date on the invoice, as requested by the Board.

D. ASSET MANAGEMENT

1. Omaha Housing Authority/Housing in Omaha

Mr. Jackson presented the occupancy report, noting OHA was operating at a one percent occupancy loss, 96.6%, compared to the previous year. Seven properties were operating at one hundred percent occupancy; five were operating at greater than ninety-eight percent. Commissioner Levy inquired why there was a disparity between new and approved applications. Ms. Gilroy replied there was an open housing clerk position that needed to be filled and a new intake coordinator. Mr. Jackson added unit turnaround time was often difficult because the required restorations necessary were extensive. Approximately half of the applications had corresponding available units. Furthermore, the waiting list was longer for some unit types or properties, so finding matches for each available property can be an intricate process. Additionally, approval on-site and approval at intake were two separate steps. Ms. Carlin noted there had been a cost-benefit analysis done on whether it would be best to utilize overtime resources or lose occupancy.

Ms. Carlin explained the new reporting method for each Zone. The number of units and percent of units occupied was shown. The net operating expenses and incomes were compared, as was the variance in spending and revenue. Mr. Achola stated it would be preferable to see NOIs and actuals from the Asset Management perspective. Ms. Carlin responded appropriate means of measuring ARs at the AMP level was being discussed. Multiple possibilities for altering the report were explored, including depicting trends and actuals to give an Asset Management perspective on each zone and the particular challenges it presents.

E. HOUSING CHOICE VOUCHER PROGRAM

Ms. Anderson stated Section 8 would not be opening the waiting list using a lottery in YARDI as OHA's server would not support the program. Ms. Carlin noted YARDI issued a full credit for the unused program. Instead, OHA would be opening the waiting list April 11, 2016 via phone lottery. OHA advertised and notified other agencies of the opening. OHA will be scheduling limited appointments. Ms. Carlin noted that the goal is to issue 50 vouchers per month. OHA is working with HUD on utilizing the two-year forecasting tool for strategic financial planning. Reasonable accommodations requests for the wait list are due March 30, 2016 and will be reviewed.

G. SUPPORT DEPARTMENT REPORTS

1. Capital Development and Construction

Ms. Carlin reported the demolition/disposition and the MAPA grant applications were underway for Southside Terrace. The site has been approved by the EPA and phase one should be completed by September.

Master Co-Developer interviews are scheduled and will be completed by mid-April.

The renovations at Harney Street are underway and demolition is almost complete.

The pressing obligation deadline for the 2014 capital grant was discussed and Ms. Carlin noted that Procurement was working on meeting the obligation deadline. Waterproofing the Towers may not be a feasible option because there was no local firm with the capacity to service every building. Chair Taylor noted waterproofing would be helpful to boost REAC scores.

Mr. Hansen stated a meeting with the Kansas State University Masters' program for Architecture is scheduled to discuss assisting with the repurposing of the Brownfields site using an EPA grant. The program would likely be summer coursework. Chair Taylor added the results would widen the scope of options for potential use of the Brownfields site.

2. Procurement/Contracting

Mr. Schrader noted that February was the first month OHA was paperless, which significantly reduced the time to process POs. This allows Procurement to focus on moving projects forward more efficiently.

Human Resources

Ms. Sayers-Proby stated OHA is still interviewing candidates for several positions. Overall, the job market is competitive for employers.

OHA pursued training in February, implementing monthly meetings with Zone Staff, Section 8, and Pest Control, as well as a monthly All-Staff Meeting. Commissioner Watson inquired whether OHA had concretely identified any training opportunities for Finance. Ms. Carlin responded OHA would work with Urlaub after the Year End close and all submissions are complete to decide on the most effective training topics.

Ms. Sayers-Proby stated OHA is working to update its IT infrastructure and educate staff on current hardware usage. Ms. Carlin added OHA was working with Cisco to identify a five-year plan to mitigate IT obsolescence.

3. Family and Community Services

Mr. Issaka stated that OHA met the Director of the Charles Drew Health Center to discuss options to better serve OHA residents. Charles Drew is exploring the use of mobile clinics and specialized on site services. OHA remains optimistic about the collaboration; however, OHA will explore all options available. Commissioner Berglund suggested further discussion regarding expected outcomes and how OHA could best support healthcare service.

Mr. Issaka stated Avenue Scholars will provide full tuition for thirty seven students. The MAPA 5310 Grant application to help service in the towers was in review. The Mayor's

Neighborhood Grant for the Underwood Tower mural was likewise in process and would be the second application for the same project, along with Dundee Memorial Park Neighborhood Association's application. The Dundee Memorial Park Neighborhood Association is supportive of the collaborative effort between inCOMMON and OHA.

4. Public Safety

Commissioner Achola inquired whether Public Safety reporting still utilized the same tracking system and if there was a way to add detail to a report's status after it is entered. Ms. Chris Peters responded the final follow up action is reported. Ms. Carlin stated OHA property staff could coordinate to enhance detail of the report.

5. Legal

Mr. Hansen noted the new rolling evictions report format, saying there would likely be a decline in notices upon the expiration of the 1430 notices issued in February.

MOTION by Commissioner Berglund to move into Executive Session for legal and real estate matters at 9:42 a.m., seconded by Commissioner Watson. Motion passed unanimously.

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

The Board moved to Executive Session at 9:42 a.m.

EXECUTIVE SESSION

MOTION by Commissioner Berglund, seconded by Commissioner Levy, to come out of Executive Session at 10:13 a.m. Motion passed unanimously.

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

MOTION by Commissioner Berglund, seconded by Commissioner Levy, to adjourn the meeting at 10:14 a.m. Motion passed unanimously.

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

The meeting was adjourned at 10:14 a.m.