

OMAHA HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
1805 Harney St, Omaha, Nebraska 68102
8:30 a.m. May 25th, 2017

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 are available near the entrance of the room.

Staff Present: Judith Carlin, Gale Sayers-Proby, Brian Hansen, Susan Gilroy, Sal Issaka, Greg Knudtson, Steve Schrader, Chris Peters, Michelle Therkildsen

ROLL CALL: Commissioners Present: Jenifer Taylor, Chair
 David Levy, Vice Chair
 Jamie Berglund
 George Achola

Commissioners Absent: Todd Engle
 Steven Abraham

PUBLIC COMMENTS: None

A. REPORT OF THE CHIEF EXECUTIVE OFFICER (Judith Carlin):

Ms. Carlin noted that OHA staff continues to participate in regular community meetings including Omaha 360, Empowerment Network, Opportunity Youth Unlimited, BRT Stakeholders, Omaha by Design 10-speed and Omaha 360. Meetings with Together, Inc. and other key nonprofit partners are being finalized for June.

Senior staff had a retreat in preparation for the Bronner Strategic Planning retreat. Staff focused on mission, vision and core values as well as working collaboratively to improve agency operations. Ms. Carlin noted OHA's continued work with local HUD's Health and Housing Collaboration with Douglas County Housing Authority, Douglas County Health Department, and Omaha Healthy Kids Alliance. The next meeting is on May 30th, 2017. OHA's monthly meeting was deferred due to HUD scheduling conflicts and OHA training.

OHA sponsored an Open House for the HOME Transitional Housing Voucher Program on May 23rd, which was well attended by local nonprofit agencies. The program is funded from the City and administered by OHA.

Ms. Carlin commented on the two Skutt Catholic High School students who chose OHA for their senior studies project. Both attended Board Meetings and interviewed Ms. Carlin and staff on the issue of adequate funding. A part of the project included a service component. Brett Manternach worked at Spencer Homes with Sal Issaka and Johnna Lowe raised \$1,200.00 for the OHA Foundation.

Ms. Carlin noted that OHA received over double the amount of donations during the 2017 Omaha Gives Event bringing in \$2,890.00 compared to last year's donations of \$1250.

Ms. Carlin announced that OHA was awarded \$25,000.00 from the African American Unity Fund Grant in recognition of OHA's commitment to serving residents, participants and the community. Commissioner Achola asked if this African American Unity Fund Grant is restricted. Mr. Issaka noted that this is not a restricted grant.

Commissioner Achola inquired about any additional conversations with HUD regarding the DEC audit. Ms. Carlin noted that no additional information was available.

Ms. Carlin commented that the agenda is split to reflect items that were not discussed in committee. Items on the consent agenda are items that were discussed and recommended by approval from committee. She also noted there were no development or operations meeting.

B. APPROVAL OF CONSENT AGENDA-ITEMS RECOMMENDED FOR APPROVAL

1. Minutes of Previous Regular Board Meeting
2. Resolution 2017 – 44 Monthly Tenant Account Write-Offs
3. Resolution 2017 – 45 Renovation 5312 S. 52nd – Rife Construction
4. Resolution 2017 – 46 Fire Renovation 4439 W. St. HHERS, LLC
5. Resolution 2017 – 47 Copiers Lease – Bishop Business Equipment Company
6. Resolution 2017 – 48 Yardi Software Renewal
7. Resolution 2017 – 49 Pest Control Contract – BlueJay Termite and Pest
8. Resolution 2017 – 50 Generator Repair & Inspection Contract – Interstate Power

MOTION by Commissioner Achola, seconded by Vice Chair Levy to approve the Consent Agenda. Motion passed Aye-4, Nay-0.

Chair Taylor-Aye
Vice Chair Levy-Aye
Commissioner Achola-Aye
Commissioner Berglund-Aye

C. ADDITIONAL ITEMS RECOMMENDED FOR APPROVAL

9. Resolution 2017 – 51 Revisions to Section 8 Administrative Plan
10. Resolution 2017 – 52 Addition of VAWA Chapter to ACOP
11. Resolution 2017 – 53 VAWA Emergency Transfer Plan
12. Resolution 2017 – 54 Revision to Reexamination Chapter of ACOP

Commissioner Achola requested resolution 2017-51 and resolution 2017-54 be removed from the agenda and sent to Operations Committee to discuss and brought back to the Board in June.

Brian Hansen addressed Resolution 2017 -52 and 2017 -53 and stated these are changes to bring OHA into compliance with HUD regulations. He explained that the biggest change is that VAWA now does not require a third-party certification of abuse to transfer. A tenant can self-certify and that is adequate to satisfy VAWA requirements to transfer a resident.

Commissioner Achola inquired whether OHA is adopting Nan McKay's policies as is, or is staff examining to determine if the standard policies apply to OHA's operations, procedures and practices. Brian Hansen clarified that staff reviews and edits to maintain elements unique to our housing authority operations. He clarified that it the Nan McKay template is used as guidance and to ensure we are in compliance with all new regulations.

Commissioner Achola asked Susan Gilroy how this affects her operationally. She noted that this will stream-line OHA's process. She stated that VAWA is already included in the transfers, process however under the new rules it will be its own type of transfer.

Commissioner Achola inquired about the wording of the document. Commissioner Achola pointed out that the document indicates that it is at the discretion of the Authority. Mr. Hansen clarified that it is mandatory and he will look into the wording. Ms. Carlin clarified that it is a very low barrier certification. She noted that the language suggests that self-certification discretionary and that language should be more accurate to reflect our real obligation. Mr. Hansen stated we can require a self-certification.

Vice Chair Levy noted that if we can avoid a rushed request for approval that would be best. Vice Chair Levy stated that he would like things to go through the committee. Vice Chair Levy noted that this exemplifies why we rely on committees. Mr. Hansen clarified that the only Resolution that needs approval at the meeting today is Resolution 2017-53 VAWA Emergency Transfer Plan due to the June 12th deadline set by HUD.

MOTION by Vice Chair Levy, seconded by Commissioner Achola to lay over Resolution 2017- 52 and Resolution 2017 -54 to next month. Motion passed Aye-4, Nay-0.

Chair Taylor-Aye
Vice Chair Levy-Aye
Commissioner Achola-Aye
Commissioner Berglund-Aye

MOTION by Vice Chair Levy, seconded by Commissioner Achola to approve Resolution 2017- 53 with note of general procedural statement that Motion passed Aye-4, Nay-0.

Chair Taylor-Aye
Vice Chair Levy-Aye
Commissioner Achola-Aye
Commissioner Berglund-Aye

MOTION by Vice Chair Levy, seconded by Commissioner Achola to amend Resolution 2017 – 51 Revisions to Section 8 Administrative Plan, to include only pages 55 through 61 and exhibits 16-3 and 16-4. Motion passed Aye-4, Nay-0.

Chair Taylor-Aye
Vice Chair Levy-Aye
Commissioner Achola-Aye
Commissioner Berglund-Aye

MOTION by Vice Chair Levy, seconded by Commissioner Achola to approve Resolution 2017-51 as amended Revisions to Section 8 Administrative Plan. Motion passed Aye-4, Nay-0.

Chair Taylor-Aye
Vice Chair Levy-Aye
Commissioner Achola-Aye
Commissioner Berglund-Aye

Commissioner Achola noted that it would be helpful to understand and read if there is a sense of urgency in the memos that are sent prior to the Board meeting. Ms. Carlin noted this point is well-taken and understood.

Vice Chair Levy expressed gratitude in the format of the agenda; that items that had not been previously vetted through a committee were separated out and clear. He stated this is a much better process.

REPORTS AND DISCUSSION ITEMS:

D. BUDGET AND FINANCES (Greg Knudtson)

1. Program Financials

Greg Knudtson presented and reviewed Program Financials for April 2017. Public Housing had a net loss of approximately \$92,000; and a year to date \$423,000 loss. In terms of a year to date budget variance, that puts us at approximately \$563,000 net income under budget, however that needs to be adjusted by two items. That \$563,000 will be reduced by \$301,000. This adjustment is due to not yet receiving the operations portion of capital funds transfers and high utilities. Budget variance is about \$262,000 unfavorable, which is the same amount as the HUD grant and subsidy variance. If this trend of lowered subsidy continues, Mr. Knudtson stated that he would predict we would be at a \$400,000 net loss for the year. He noted that we had budgeted a \$400,000 net income for Public Housing, which is a \$800,000 difference. Section 8 had an operating net income of \$80,000; year to date \$1,300 net loss. Section 8 Admin had a net income of \$48,000; year to date \$39,000.00 net income. Central office in April had a \$42,000 net income, with a year to date \$119,000 net income. In terms of Central Office year to date Budget Variance-our net income is under budget by \$126,000. Taking into account the fact that we have not yet received the management fee portion of capital funds and the coming mid year budget adjustment to the ROSS grants, we are actually about \$41,000 positive in terms of year to date budget variance for central office. HIO had a net loss \$54,000 for April; year to date \$190,000 net loss. Property tax expense to date is \$45,000. We have spent about \$52,000 in travel and training for the year.

2. Agency Wide Balance Sheet

Mr. Knudtson referenced the Agency Wide Balance Sheet, noting our cash is up \$350,000. The main reasons for this is that tenant accounts receivable collections have increased, and that there is an additional \$200,000 of payables over last month end that need to be cut.-Mr. Knudtson noted this is the fourth or fifth month in a row that Tenant Accounts Receivable has decreased. Even accounting for the large write off from last month, receivables are still down \$106,000.

3. Vendor Payables

Mr. Knudtson opened up to questions on Vendor Payables.

Commissioner Achola had a question regarding the Omaha Housing Authority Foundation financials. Mr. Knudtson noted that the Foundation is included in the Central Office financials.

E. ASSET MANAGEMENT FINANCIALS & LEASING (Susan Gilroy/Terence Jackson)

4. Omaha Housing Authority

Susan Gilroy noted that we have 5 properties that maintained at least 98% occupancy, with 3 maintaining 100% occupancy, with our high turn-over. She noted we are -18 on move-ins against our move-outs. Ms. Gilroy noted her memo regarding tenants' accounts receivable for 0-30, a trend up where those numbers are increasing instead of decreasing. She noted the focus of the managers is to ensure everyone is paying rent every month. So managers will complete a monthly memo, showing who the residents that aren't paying are.

Vice Chair Levy asked if there is an increase in accounts receivable for a particular tenant, the manager reports that to Susan on the memo, and inquired regarding the process if a tenant does reach 120 days that creates a flag for a severely past due balance.

Ms. Gilroy noted that we are looking at that when they break down their monies for the interims and if there are things lingering for the PID program. She noted that we give residents an estimated rent to pay and if that amount is less than what they are being charged, that amount keeps accumulated every month until that interim is completed.

Ms. Gilroy noted the delinquency rate for recertification has dropped lower than we normally keep it. She noted they met with asset managers and asked them to provide a work out plan for late recertifications. She noted interims play a big part in accounts receivable. Ms. Gilroy noted that we will have an additional memo that shows net operating income break-down so that Committee members may review it quickly to see what the issues are. Increase costs because of vacant turn-over.

Chair Taylor noted that this is a good thing to make these efforts and thanked Commissioner Achola. She noted we have made strides before a regulation that encourages us to do what we are already doing.

5. Housing In Omaha

F. HOUSING CHOICE VOUCHER PROGRAM (Philisa Smith)

Ms. Carlin noted that Philisa is in training today; Philisa will participate in Operations Meetings starting next month. The purpose will be to develop reports holds this programs accountable just like Public Housing.

G. HOUSING IN OMAHA, INC. (HIO)

Chair Taylor noted there was no HIO meeting and thus no report.

H. SUPPORT DEPARTMENT REPORTS

6. Procurement/Contracting/Capital Budgets (Steve Schrader)

Mr. Schrader noted that on the Contracts Executed items that were pending are now executed.

7. Development (Dawni Freeman)

Judy Carlin noted that Dawni has been out so there is no Development report.

8. Human Resources (Gale Sayers-Proby)

Ms. Sayers-Proby presented the staffing and training reports for questions. Ms. Sayers-Proby noted that Commissioner Berglund requested a breakdown of training last month. Ms.

Sayers-Proby noted that staff put together a table to reflect all employee training. Training is broken down into Job Specific, Professional Development, and required training. She noted nearly every staff member has had all three categories of training. Ms. Sayers-Proby mentioned this does cost a little, but will pay off. The chart also identifies employees who need additional training or who have not yet been touched. Vice Chair Levy noted that a column for cross training could be added to the report to address the issue discussed that the Strategic Planning retreat.

Commissioner Achola inquired about the status of compensation study. Ms. Carlin mentioned that this is deferred until after Strategic Planning. Commissioner Achola questioned why OHA is not moving forward the two could run concurrently. Ms. Carlin noted that Bronner's opinion is that the compensation study would have limited relevance, so we wanted to make sure we did it in the most effective way to get the best information. Because the Strategic Planning was focused on areas of improvement in the Agency, compensation was not a focus. Ms. Carlin noted that she will address compensation with Bronner Group.

9. Family and Community Services (Sal Issaka)

Mr. Issaka opened up the conversation by highlighting the Family Self Sufficiency Program. He referenced asset development and noted that the escrow account has accumulated close to \$400,000, which is a sign the residents are keeping their jobs and increasing their wages. \$395,000 is Section 8. \$64,000 in Public Housing. \$459,000 total. He shared that 4 residents that are closing on their homes; 2 of which used their escrow account (one totaling \$11,000 to close on her home). Next month, Leadership Omaha will present a scholarship to high school graduates. He noted that Linda (or key contact) has been moved to a new position. Commissioner Achola noted that we have four children in the Kansas City Major League Sporting Development Program, which is a huge program. Mr. Issaka noted this is a great opportunity and accomplishment, as it is invitation-only and the biggest club in the state.

Ms. Carlin noted that she would like to sit down with Vice Chair Levy and Commissioner Achola to draft a Press Release. She noted the importance of getting this word out to the community, not only about the accomplishment of these kids, but the general knowledge that the Authority has these kind of programs. Ms. Carlin commended Mr. Issaka for his efforts in this program.

Chair Taylor noted that it may be a good idea to re-frame the focus of the Foundation, and use our Omaha Gives! money. She noted some may be set aside specifically for efforts to enhance the program and show donors how their funds are being used.

10. Public Safety (Chris Peters)

Chris Peters presented the Public Safety Report for questions and noted that the percentage of failed annual inspections decreased by 7%. She anticipates this to go up a little due to winter follow-ups. Commissioner Achola questioned if there are any patterns Ms. Peters sees. Ms. Peters noted that there are still the same issues with the same places, but this is city-wide; not just concentrated within Omaha Housing units. Commissioner Achola suggested perhaps once per year we present a report that shows crimes and crime rates within our properties versus the communities surrounding them. Vice Chair Levy noted that much of the crime that happens on our property is not actually Housing Authority residents.

11. Legal (Brian Hansen)

Brian Hansen presented the Legal Reports for questions and noted that there are a two fair housing complaints that are being addressed. Mr. Hansen noted that cell tower leases are at HUD for approval. Commissioner Achola noted the large numbers on the eviction report. Mr. Hansen stated these are much lower than what we have seen historically. Susan Gilroy noted that during the first quarter we were pushing people to pay their rent and uphold the repayment agreement. Commissioner Achola asked how someone can get to \$5,000. Mr. Hansen noted a policy change. Previously, we would leave a repayment agreement open for them to sign. Since then, the policy has been tightened and more restrictive.

I. NEW BUSINESS

1. MOU for Heartland Workforce Solutions

Ms. Carlin opened up discussion regarding MOU Heartland Workforce Solutions noting that we are engaged with multiple nonprofits. Ms. Carlin mentioned our fee is \$1,800, which is a comparable and reasonable fee. Vice Chair Levy inquired if this is a binding contract and whether it needed board approval. It was noted that the amount of the contract falls below the threshold for board approval.

MOTION by Commissioner Berglund, seconded by Commissioner Achola to move into Executive session at 9:46 a.m. Motion passed Aye-4, Nay-0.

Chair Taylor-Aye
Vice Chair Levy-Aye
Commissioner Achola-Aye
Commissioner Berglund-Aye

EXECUTIVE SESSION

MOTION by Commissioner Berglund, seconded by Commissioner Achola to come out of Executive Session at 9:54 a.m. Motion passed Aye-4, Nay-0.

Chair Taylor-Aye
Vice Chair Levy-Aye
Commissioner Achola-Aye
Commissioner Berglund-Aye

ADJOURNMENT

MOTION by Commissioner Berglund, seconded by Commissioner Achola to adjourn the meeting at 9:54 a.m. Motion passed Aye-4, Nay-0.

Chair Taylor-Aye
Vice Chair Levy-Aye
Commissioner Achola-Aye
Commissioner Berglund-Aye

Meeting adjourned at 9:54a.m.