

**OMAHA HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**  
1805 Harney St, Omaha, Nebraska 68102  
8:30 a.m. January 26, 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, Sal Issaka, Terence Jackson, Greg Knudtson, Chris Peters, Steve Schrader, Philisa Smith, Charlene Meyer

**ROLL CALL:** Commissioners Present:        Jenifer Taylor, Chair  
   George Achola  
   David Levy  
   Todd Engle  
   Jamie Berglund  
   Commissioners Absent:    Karen Watson, Vice Chair (arrived at 9:02am)

**PUBLIC COMMENTS:** None

**A. REPORT OF THE INTERIM CHIEF EXECUTIVE OFFICER:**

Judith Carlin introduced guest Qiana Mosby Brown, Manager of Community Relations for WellCare Nebraska. WellCare Nebraska is a new State NCO under the Heritage Health Plan. WellCare services the Medicaid contract for the state of Nebraska. WellCare chose to partner with OHA for their Community Day of Service to clean and paint the hallways at the OHA towers. Ms. Brown commented that all employees who worked that day enjoyed their work and were impressed with OHA. She hopes that this partnership can continue since both OHA and WellCare serve the same population.

OHA sponsored its Annual Volunteer Luncheon on December 15<sup>th</sup> at Love's Jazz. Kimara Snipe, President of the Highland South - Indian Hill Neighborhood Association was guest speaker. The Latino Police Officers Association was honored for their support of Southside Terrace residents. The Employee Luncheon held at Love's Jazz on December 16<sup>th</sup> provided entertainment and the opportunity to relax with fellow OHA staff while learning about Love's Jazz programming and exhibits.

In addition to regularly scheduled community meetings, staff met with Christian Gray of InCommon and artist Watie White to discuss the Underwood Tower Public Art project and the potential for additional collaboration.

Ms. Carlin stated that staff conference weekly with the Bronner Group on the Strategic Planning process. While attending the NCRC NAHRO conference in Chicago, Ms. Carlin met with Gila Bronner and Dan Hughes on January 6, 2017. Ms. Bronner has deep experience working with and state and local government agencies. They are currently working with the Chicago Housing Authority to explore non-federal revenue. The Bronner group will be in Nebraska in March to start the Strategic Planning process. Ms. Carlin reached out via email to the community agencies to engage stakeholders in OHA's strategic planning process. Bronner will work with OHA to develop further outreach.

On January 25<sup>th</sup> OHA received HUD approval to issue an RFP for 150 Project Based Vouchers. Review of the RFP will be completed this week and the RFP will be released January 30<sup>th</sup>.

Ms. Carlin attended the NCRC NAHRO conference in Chicago on January 5-6th. NCRC is rolling out a new website to facilitate better information and resource sharing among members. Updates were provided on early submissions on Affirmatively Furthering Fair Housing and the Smoke Free Housing Rule.

HUD informed all PHAs that HAP funding will be reduced due to a funding gap created by the continuing resolution. Local HUD alerted us that Section 8 Admin funding will likely drop. Dr. Carson's nomination as HUD Secretary will be voted on January 27<sup>th</sup>. At this time there is not further information on changes related to the new administration.

Nebraska legislative proposals affecting public housing authorities were introduced by Justin Wayne; LB 613 - Public Housing Agency Property Tax Exemption with hearing set on January 31, 2017. LB 399 amending the Nebraska Housing Agency Act was introduced on January 13<sup>th</sup>. It was referred to the Revenue Committee. Copies of the bill are provided.

Commissioner Levy noted that LB 613 which is the property tax bill for LIHTC is in the Revenue Committee. LB 304, the NAHRO bill, is also set for the hearing on January 31. Senator Wayne has reached out to OHA Board of Commissioners to attend and testify at the hearing on January 31 in support of LB 399. LB 399 requires members of a Board of Commissioners for a housing authority in a city of a metropolitan class to represent at least three disciplines: 1) banking and finance 2) legal and real estate and 3) development. LB 399 also includes attending annual governance education for housing authority board members and not allowing elected positions to serve on the housing authority board. Chair Taylor and Commissioner Levy will attend the January 31, 2017 hearing. Other housing authorities in the state that may be affected by the property tax bill are Lincoln, Grand Island and Scottsbluffs.

Ms. Carlin informed the Board that the first Employee Engagement Meeting of 2017 is February 8<sup>th</sup> and the first All Staff Meeting of the year is February 9<sup>th</sup>. OHA will hold an open house for Spencer Homes on February 4<sup>th</sup> to provide information and facilitate increased engagement of the community.

OHA's Toaster Drive continues. So far OHA has received 52 toasters which will be distributed based on need to families at Southside Terrace. Sal Issaka is coordinating the distribution.

## **B. APPROVAL OF CONSENT AGENDA**

1. Minutes of Previous Regular Board Meeting
2. Resolution 2017-01 Monthly Tenant Account Write-Offs
3. Resolution 2017-02 Contract Florence Tower Roofing
4. Resolution 2017-03 Contract Fire Safety Services
5. Resolution 2017-04 AFSCME 2017 Union Contract
6. Resolution 2017-05 Memorandum of Understanding with Habitat for Humanity
7. Resolution 2017-06 Memorandum of Understanding with Brinshore Development

Commissioner Achola requested the removal of Items 5, 6 and 7 from the Consent Agenda.

**MOTION** by Commissioner Levy, seconded by Commissioner Berglund to approve Consent Agenda Items 1, 2, 3 and 4. Motion passed Aye-5, Nay-0.

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

Commissioner Achola requested Consent Agenda Item 5. Resolution 2017-04 AFSCME 2017 Union Contract be moved to Executive Session.

**MOTION** by Commissioner Achola, seconded by Commissioner Levy to move Consent Agenda Item 5. Resolution 2017-04 AFSCME 2017 Union Contract to Executive Session as a personnel matter. Motion passed Aye-5, Nay-0.

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

Commissioner Achola disclosed that he is a member of the Habitat for Humanity Board so therefore will not take action on Consent Agenda Item 6. Resolution 2017-05 Memorandum of Understanding with Habitat for Humanity.

Commissioner Engle questioned the comment in the MOU with Habitat for Humanity stating there are difficulties with scattered site housing. Financials year to date are positive and are budgeted to generate a positive cash flow which would lead one to believe that the difficulty is not financial, they are difficult to manage. Ms. Carlin noted that the issue with scattered site properties is the windshield time for the upkeep, maintenance and monitoring with limited staff. Ms. Carlin continued to explain that in a conversation she had with Kathy Rixler, from Iowa HUD who is the coordinator of the Home Ownership Programs, she indicated that now is a good time to facilitate the MOU with Habitat for Humanity and re-establish OHA's Public Housing Home Ownership Program. The MOU with Habitat for Humanity will allow us flexibility in inventory and to develop and streamline our operations. Ms. Carlin added that every disposition will be reviewed by the Development Committee, brought to the Board and be subject to HUD review and approval. Ms. Carlin noted OHA has worked through the MOU with Habitat for Humanity and their original proposal would have required expensive upgrades to properties prior to sale. Habitat for Humanity has looked at ways to provide a new type of property and with this MOU, OHA's responsibility to upgrades is limited and OHA is not obligated to transfer a single property.

Chair Taylor noted a typo in the MOU with Habitat for Humanity. Item 1.c. *not ~~be~~ obligate* (remove the word be).

**MOTION** by Commissioner Levy, seconded by Commissioner Engle to approve Consent Agenda Item 6. Resolution 2017-05 Memorandum of Understanding with Habitat for Humanity. Motion passed Aye-4, Nay-0, Abstain-1.

Chair Taylor-Aye  
Commissioner Achola-Abstain  
Commissioner Levy-Aye  
Commissioner Engle-Aye  
Commissioner Berglund-Aye

Commissioner Achola supported the structure of the Brinshore MOU with the separate planning phase and development phase. Ms. Carlin stated that the Director of Planning, Modernization and Development will be the lead contact person with Brinshore. This position is expected to be filled by mid-February.

**MOTION** by Commissioner Achola, seconded by Commissioner Levy to approve Consent Agenda Item 7. Resolution 2017-06 Memorandum of Understanding with Brinshore Development. Motion passed Aye-5, Nay-0.

Chair Taylor-Aye

Vice Chair Watson-Aye

Commissioner Achola-Aye

Commissioner Levy-Aye

Commissioner Engle-Aye

Commissioner Berglund-Aye

## **C. BUDGET AND FINANCES:**

### **1. Program Financials:**

Greg Knudtson noted that the financials provided are for the months of October and November 2016. December financial were not included because the month has not closed. Mr. Knudtson reviewed the two months of October and November combined as a net figure. Public Housing had net loss of approximately \$88,000.00. Section 8 Operating saw approximately a \$323,000.00 loss for the combined two months and in Section 8 Administration the combined net loss was approximately \$82,000.00. Central Office saw approximately a \$34,000.00 net income for the months. HIO had a net loss of approximately \$31,000.00.

Commissioner Levy questioned the amounts of the net loss. Mr. Knudtson noted the larger than usual net loss in Section 8 operating is a timing issue. We requested HUD held reserves in December and received them in January. Mr. Knudtson added that in Public Housing the large amount doesn't include the operations portion of Capital Funds that were booked in December.

### **2. AMP Financials**

Mr. Knudtson presented the AMP Financials Report to the Board for questions and/or comments. No questions or comments from the Board.

### **3. Agency Wide Balance Sheet**

Mr. Knudtson presented the Agency wide Balance Sheet to the Board for questions and/or comments. No questions or comments from the Board.

### **4. Vendor Payables**

Mr. Knudtson presented the Vendor Payables to the Board for questions and/or comments. No questions or comments from the Board.

## **D. ASSET MANAGEMENT**

### **1. Omaha Housing Authority**

Terence Jackson stated that Property Management ended the month of December at 97% occupancy. Comparing the units rented versus the units vacated they are positive 12. Property Management is on course to maintain a 97% occupancy for the year agency wide. There were 16 properties at year end with 98% or more for the year.

Mr. Jackson stated that Executive Staff met with Zone Managers, Asset Managers and Foremen to set 2017 expectations and put benchmarks in place. The benchmarks will be provided to the Board on the coversheet of the Asset Management reports. The benchmarks have been set high but they are achievable.

Mr. Jackson noted that managers are actively participating in collections and review of accounts receivable like never before. The Board should be aware that there will be extremely high balances over the next couple of months that will be on the tenant write-offs and appear on the legal report. There was a pattern of families who were eligible for the PID that stopped paying their current rent. Managers were instructed that once they stopped paying their monthly rent they are no longer eligible for the PID and to move forward with evictions.

Commissioner Watson questioned the timing of when we will see a decline in write offs. Gale Sayers-Proby responded that after the first quarter of this year (about March in the May board meeting) the write-off will stabilize however, over the next couple of months we expect to see an increase in the write offs as the managers work on their TARS and PIDs. Managers are working towards a goal of 85% TARS for property management and have been provided all necessary tools to achieve that.

Ms. Carlin added that this accountability will facilitate better relationships with our partners who provide assistance. If a resident needs assistance for a small amount of money it is much easier to intervene to provide assistance and perhaps obtain financial counseling or family assistance.

Commissioner Engle began discussion regarding the Asset Management reports. Zone managers are responsible for the completion of these reports. These reports are reviewed in Operations Committee. These reports will be provided as an information item to the Finance Committee. It was also discussed that these reports are a work in progress and any suggestions to improve the reports are welcome.

Ms. Carlin added that this is part of the cultural shift by placing the responsibility in the Mone Managers hands to see what their numbers reflect and the increased ability to understand why they have to manage their properties. Commissioner Achola agreed with Ms. Carlin and that working with a true asset management will benefit the agency and employees.

Ms. Sayers-Proby noted that the Property Management meetings have been changed to meet after the monthly Operations Committee meetings to discuss any issues that may have been presented.

Commissioner Levy questioned a previous discussion on ways to turn units more quickly. Mr. Jackson explained that we don't have the manpower to maintain work orders while turning over the units so therefore we rely on contractors at scattered sites and there have been some issues with the contractors and their turnaround time. Foremen meet with contractors to set an expectation of how long the turn of the unit will take. It was discussed that an incentive or penalty could be created if units are not turned in the agreed upon time.

## **2. Housing In Omaha**

Susan Gilroy presented the HIO report and noted that vacancies are higher at the HIO properties and explained that with the small number of units at each property, even one vacancy

brings the percentage down. Staff is monitoring the turnover process with the Foreman and Zone Manager and working to get the units ready for occupancy and leased.

## **E. HOUSING CHOICE VOUCHER (HCV) PROGRAM**

Philisa Smith presented the Housing Choice Voucher Report and noted that Section 8 continues to lease from last year. Projections for this year are that leasing will continue however a determination has not been made as to when the Section 8 waiting list will be opened.

Commissioner Achola questioned the status of the Landlord Outreach. Ms. Smith is finalizing a date in February to have time to do more outreach with different partners. Section 8 has a list of tax credit properties. Ms. Sayers-Proby added the possibility of calling landlords individually. Ms. Carlin also noted that we received an updated list in response to Strategic Planning which will be included in the Strategic Plan.

## **F. SUPPORT DEPARTMENT REPORTS**

### **1. Procurement/Contracting/Capital Budgets**

Steve Schrader presented the Procurement/Contracting/Capital Budgets report and noted that there are multiple projects underway to spend approximately one million dollars. The operations team identified properties that are in need of roofs and siding. It will be beneficial to complete these projects as multiples. The identified 80 roofs and 40 properties needing siding are divided into ten buildings per lot for DBE bidding.

### **2. Development**

Judith Carlin presented the Development Report for questions and provided an update to the report that on January 25<sup>th</sup> OHA received HUD approval to issue an RFP for 150 Project Based Vouchers. Review of the RFP will be completed this week and the RFP will be released January 30<sup>th</sup>.

### **3. Human Resources**

Gale Sayers-Proby presented the Human Resources report for questions and noted the Employee Training summary report was included which shows historical training data as well as training scheduled for staff through April of this year. In addition, a two-day manager and supervisor boot camp training is scheduled at UNO.

Commissioner Levy added that if LB399 passes OHA commissioners will be required to be trained and questioned could this be accomplished by scheduling a one day on site training or an online training module. This training is included in the Capital Funds budget. There is also a quarterly grant available through the Heartland Workforce which OHA has been awarded in the past and will apply for this year.

### **4. Family and Community Services**

Sal Issaka presented the Family and Community Services report and noted that on December 23, 2016, HUD awarded OHA \$718,000.00 for the Service Coordination Grant.

Mr. Issaka also noted that through our partnership with Bellevue University 30 computers were donated for residents at Spencer Homes, Southside Terrace and Jackson Towers. An additional donation from the Ruth and William Scott Family Foundation totaling \$25,000.00 provides for Kroc Center youth memberships and programming. Ms. Carlin noted that a listing of potential donors to pursue will be brought to the Development Committee.

Ms. Carlin also discussed that in a meeting with Brad Ekwerekwu from Avenue Scholars he mentioned that they have an outstanding student who they didn't realize was an OHA resident. Brad will run a data check to identify OHA residents and expand the outreach to reach students in high school. He is also evaluating raising age of students as defined in the grant so they are eligible to apply for the grant. Avenue Scholars provides support and encouragement through person to person contact.

**5. Public Safety**

Chris Peters presented the Public Safety report for questions and noted that year end combined incident totals are at a five year low although crime related incidents are still up.

**6. Legal**

Brian Hansen presented the Legal reports for review.

**7. NEW BUSINESS:**

Resolution 2017-07 Retention of Judith Carlin as Chief Executive Officer

**MOTION** by Commissioner Berglund, seconded by Commissioner Achola to approve Resolution 2017-07 Retention of Judith Carlin as Chief Executive Officer. Motion passed Aye-6, Nay-0.

Chair Taylor – Aye

Vice Chair Watson – Aye

Commissioner Berglund – Aye

Commissioner Achola – Nay

Commissioner Levy – Aye

Commissioner Engle-Aye

Ms. Carlin thanked the Board for the opportunity and added that she is humbled by the work done here and fulfilled by the work she does.

**ACTION ITEMS (for follow-up from this Board of Commissioners meeting)**

1. Correct the MOU with Habitat for Humanity. Item 1.c. *not be obligate* (remove the word be).
2. Provide the Summary of Zone Board Reports as an information item to the Finance Committee.

**EXECUTIVE SESSION**

**MOTION** by Commissioner Achola seconded by Commissioner Levy to move into Executive session at 9:40 a.m. for personnel matters. Motion passed Aye-6, Nay-0.

Chair Taylor-Aye

Vice Chair Watson-Aye

Commissioner Berglund-Aye

Commissioner Achola-Aye

Commissioner Levy-Aye

Commissioner Engle-Aye

**MOTION** by Commissioner Achola, seconded by Commissioner Levy to come out of Executive Session at 10:08 a.m. Motion passed Aye-6, Nay-0.

Chair Taylor-Aye

Vice Chair Watson-Aye

Commissioner Berglund-Aye

Commissioner Achola-Aye

Commissioner Levy-Aye  
Commissioner Engle-Aye

**ADJOURNMENT**

**MOTION** by Commissioner Watson, seconded by Commissioner Berglund to adjourn the meeting at 10:09 a.m. Motion passed Aye-6, Nay-0.

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

*Meeting adjourned at 10:09 a.m.*

January 26, 2017

Chair Jennifer Taylor called the meeting to order at 10:08 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, Charlene Meyer

**ROLL CALL:** Commissioners Present:      Jenifer Taylor, Chair  
   Karen Watson, Vice Chair  
   George Achola  
   David Levy  
   Todd Engle  
   Jamie Berglund

**PUBLIC COMMENTS:** None

**A. ELECTION OF OFFICERS**

Commissioner Achola nominated Chair Taylor to remain as OHA Board Of Commissioners Chair.

**MOTION** by Commissioner Achola, seconded by Commissioner Levy to retain Jennifer Taylor as OHA Board of Commissioners Chair. Motion passed Aye-6, Nay-0.

Chair Taylor – Aye  
Vice Chair Watson – Aye  
Commissioner Berglund – Aye  
Commissioner Achola – Nay  
Commissioner Levy – Aye  
Commissioner Engle-Aye

Commissioner Watson nominated Commissioner Levy as the OHA Board of Commissioners Vice Chair.

**MOTION** by Commissioner Watson, seconded by Commissioner Achola to approve Commissioner Levy as OHA Board of Commissioners Vice Chair. Motion passed Aye-6, Nay-0.

Chair Taylor – Aye  
Vice Chair Watson – Aye  
Commissioner Berglund – Aye  
Commissioner Achola – Nay  
Commissioner Levy – Aye  
Commissioner Engle-Aye

**MOTION** by Commissioner Achola, seconded by Commissioner Watson to adjourn the meeting at 10:11 a.m. Motion passed Aye-6, Nay-0.

Chair Taylor – Aye  
Vice Chair Watson – Aye  
Commissioner Berglund – Aye  
Commissioner Achola – Nay  
Commissioner Levy – Aye  
Commissioner Engle-Aye

*Meeting adjourned at 10:11 a.m.*