

**OMAHA HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**  
1805 Harney St, Omaha, Nebraska 68102  
8:30 a.m. October 27, 2016

Chair Jennifer Taylor called the meeting to order at 8:34 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, Brian Hansen, Greg Knudtson, Steve Schrader, Susan Gilroy, Terence Jackson, Sal Issaka, Philisa Smith, Charlene Meyer

**ROLL CALL:** Commissioners Present:      Jenifer Taylor, Chair  
   Jamie Berglund  
   George Achola  
   David Levy  
   Commissioners Absent:      Karen Watson, Vice Chair (arrived at 8:42)

Chair Taylor welcomed and introduced Todd Engle, new OHA Board Commissioner. Mr. Engle is presently a managing partner and part owner of Kuehl Capital, a small municipal financial advisory.

**SWEARING IN OF COMMISSIONER TODD ENGLE:** Todd Engle sworn in at 8:39

**PUBLIC COMMENTS:** None

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

Judith Carlin welcomed Noor Hamadi to the meeting. Noor, a student at UNO, is a Southside Terrace resident and a winner of the 2016 Marlin Briscoe Leadership award. He is the starting forward for the UNO Men's Soccer team. Chair Taylor congratulated Noor on his award and for everything he is doing for the kids that look up to him. Ms. Carlin continued by saying that OHA is one of the few housing authorities with a sports program. She emphasized that sports and the support provided by the coaches and the teammates is a critical factor to healthy and happy children. She also shared that the US Soccer Federation chose Omaha as one of 40 cities to focus on investing in soccer programs. They were impressed with the number of kids who play and their dedication. Ms. Carlin also congratulated the Heavy Hitters on their recent wins over the Panthers and the Big Red Machine.

Ms. Carlin shared that an All Staff meeting will be held on November 1<sup>st</sup> at Love's Jazz and Arts Center. The fourth Employee Engagement Committee meeting is scheduled for November 21 at 2:30. She also announced that OHA will collaborate with WellCare, a Medicaid service provider, on a day of service. REACH funding and the donated labor from WellCare will be dedicated to painting and cleaning the towers on December 2nd.

OHA sponsored a Section 8 Home Ownership Training on October 26. There were 24 attendees at the training presented Kathy Ritzler, Public Housing Revitalization Specialist from Des Moines, Iowa. There were five housing authorities, local HUD, Nebraska Realty, Habitat for Humanity and Family Advisory Housing Services at the training. Kathy Ritzler will also work with OHA staff on OHA's Public Housing Home Ownership program.

Staff attended National NAHRO (National Association of Housing and Redevelopment Officials) Conference in New Orleans. Ms. Carlin shared information from the NAHRO Community and Revitalization Committee meeting, including legislative updates and AFFH (Affirmatively Furthering Fair Housing). She noted that OHA is part of a regional collaboration with the City of Omaha as lead agency. The City's MOU should be finalized by November. OHA meets with the partners at MAPA once a month.

OHA staff and Ms. Carlin continue to attend committee meetings and meet with partners. OHA met with YES (Youth Emergency Services) to discuss potential development activities. Staff also met with DHHS to build collaboration on housing. DHHS will be attending OHA briefings.

Commissioner Watson questioned funding from the OHA Foundation for program funding and what actions are being taken to increase the foundation funding that had previously been used to purchase sports uniforms, shoes and other items. Ms. Carlin responded that we are doing an end of year appeal and that next year we will focus on fundraising for the foundation to continue to provide service to our residents and participants.

**B. APPROVAL OF CONSENT AGENDA:**

Commissioner Levy requested to remove Item 2 of the Consent Agenda: Resolution 2016-53 Strategic Planning Services. Commissioner Watson requested to remove Item 4 of the Consent Agenda: Resolution 2016-58 Health Insurance Renewal.

**MOTION** by Commissioner Levy, seconded by Commissioner Berglund to approve Consent Agenda items 1 and 3. Motion passed unanimously.

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

**2. Resolution 2016 -53 Strategic Planning Services**

Commissioner Levy requested an update on the Strategic Planning process with Bronner Group. There was discussion about the need to use the Strategic Plan for setting goals and objectives, identifying action items and implementation. Commissioner Achola questioned whether we could request a compensation study under the RFP's scope of work. Mr. Schrader noted the scope of work was broad and that we could add the compensation study to the scope. Ms. Carlin noted that we will provide all the information on PHA salaries and positions gathered in the 2015 public records request. Commissioner Achola said he did speak with his colleague in San Antonio who had favorable comments regarding Bronner's performance. Chair Taylor commented that there will be a conference call with Bronner at the next Strategic Planning Committee to discuss the scope of work and timeline of deliverables with Bronner.

**MOTION** by Commissioner Achola, seconded by Commissioner Engle to approve Consent Agenda Item 2 Resolution 2016 -53 Strategic Planning Services. Motion passed unanimously.

Chair Taylor – Aye  
Vice Chair Watson – Aye

Commissioner Berglund – Aye  
Commissioner Achola – Aye  
Commissioner Levy – Aye  
Commissioner Engle-Aye

**4. Resolution 2016-58 Health Insurance Renewal**

Commissioner Watson questioned the increase for 2017 and what actions we are taking to proactively manage healthcare. Ms. Carlin commented that Davis Insurance negotiated with United Healthcare reducing the initial 10% increase down to a 5% increase for 2017. This rate will result in no change in plan design. Premiums for employees will increase approximately \$5-\$14 per pay period. OHA will continue to facilitate employee engagement, presentations on improving health and a healthy lifestyle, selecting generic in place of name brand prescriptions and using in-network providers. In January United Healthcare will roll out a website weight loss program. Issues that are the greatest cost for our population are serious medical related issues.

**MOTION** by Commissioner Berglund, seconded by Commissioner Watson to approve Consent Agenda Item 4 Resolution 2016 -58 Health Insurance Renewal. Motion passed unanimously.

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

**C. REPORTS AND DISCUSSION ITEMS:**

**a. OHA Financials**

Greg Knudtson reviewed the Program Financials. Public Housing had a net income for noncash items for September of approximately \$59,000.00 which gives year to date a \$208,000.00 loss. Section 8 operating program had an \$81,000.000 loss for September with a \$650,000.00 net loss for the year. Mr. Knudtson stated that HUD will be sending approximately \$542,000.00 in HUD reserves. Section 8 Administrative had a \$11,000.00 net income for September with a year to date net income of \$130,000.00. Central office had a net income of \$49,000.00 for September with a year to date net income of \$453,000.00.

Commissioner Watson asked if the line of credit has been retired. Mr. Knudtson responded that it has not. It is approximately \$400 in interest per month. Mr. Knudtson stated that this would be closed in November.

**b. HIO Financials**

HIO had \$1,400 income for September with \$156,000.00 loss year to date.

**c. AMP Financials**

Mr. Knudtson updated the Board on the budget process. A draft budget will be ready for the Finance Committee to evaluate on November 8. The budget will be presented to the Board on November 17 with it being voted on at the December 15, 2016 Board of Commissioners meeting.

**d. Vendor Payables**

Chair Taylor noted the \$158,000.00 payable to Carpetland is for luxury vinyl tile being installed at the tower hallways. It is a very good, durable product and is easy to maintain. There have been many positive reviews from the residents. Steve Schrader also noted that the new tile is abatement by encasement of asbestos.

Chair Taylor asked that Commissioner Engle spend time with Mr. Knudtson over the next month to go over the financials.

**D. ASSET MANAGEMENT (Terence Jackson)**

**a. Omaha Housing Authority**

Terence Jackson stated that Property Management ended the month at 97% occupancy. Four properties were at 100% and eight at 98% or greater. Delinquency report for recertifications were down this month at 98.55%.

Susan Gilroy discussed plans with managers to have them concentrate on the top ten delinquent families with the largest balance and taking next steps then moving on to the next 10 and so forth to have an impact on the 90 day plus delinquencies.

Terence Jackson also noted the meeting with DHHS. DHHS serves 230,000 people in Nebraska with 50% of them being in Omaha. The biggest homeless population is 18-25 year olds with additional people living in substandard housing. DHHS also provides voucher assistance for utilities at scattered site housing.

Commissioner Achola questioned if there are any outstanding HIO 8823s. There are two. Commissioner Achola requested that information be included in the monthly Asset Management report with the plan for performance and compliance issues.

Ms. Carlin stated that the review of the HIO56 files will be complete by the end of the week.

**b. Housing In Omaha**

Report was presented. There was no HIO meeting in October. The next HIO meeting will be in December.

**E. HOUSING CHOICE VOUCHER PROGRAM (Philisa Smith)**

Philisa Smith discussed priorities in Sections 8 as landlord outreach, VASH Vouchers for homeless vets and focusing on voucher holders and getting them in for appointments. Ms. Smith will be attending Section 8 executive training and has attended Nebraska NAHRO.

**F. SUPPORT DEPARTMENT REPORTS**

**a. Development (Judith Carlin)**

Judith Carlin noted the Development Report and asked if there were any questions. Chair Taylor commented that the next Development Committee meeting is on Wednesday, November 2<sup>nd</sup> to discuss the OHA parking lot and Southside Terrace.

**b. Procurement/Contracting/Capital Budgets (Steve Schrader)**

Steve Schrader noted the audit report had no procurement topics at this time. The annual review of the MBE/WBE had favorable results. Mr. Schrader added that OHA continues to work with anyone who expresses interest in doing business with us and everyone starting out in business has an opportunity to do business with us.

**c. Human Resources (Gale Sayers-Proby)**

Judith Carlin noted the Human Resource Report and asked if there were any questions. Commissioner Watson asked about the status of the Director of Planning, Redevelopment and Modernization position. Ms. Carlin stated that this position has been posted nationally. Ms. Carlin will check on the status of the recruiting efforts for this position and provide the board with an update.

**d. Family and Community Services (Sal Issaka)**

Sal Issaka presented his report for questions and provided information regarding the job/resources event on November 3. Commissioner Berglund suggested possibly partnering with the chamber who has programs with PayPal and a partnership with Metro and Heartland Workforce Solutions. Heartland Workforce Solutions currently provides resume and cover letter service prior to the job fair.

Walgreens is offering flu shots to our residents at no cost.

The US Soccer Federation visited last week. The federation provides all soccer shoes and uniforms in addition to the curriculum and registrations for our residents. While at Southside Terrace, the representatives met 250 kids and were very impressed with the program. Chair Taylor noted that one of the components Bronner and HRD are proposing is a multiuse facility at Southside.

Mr. Issaka also discussed the feeding program and a recent meeting with the Nebraska Food Bank. Need to pass inspections and soon we can serve hot meals and snacks to the residents at Southside and Spencer.

**e. Public Safety (Chris Peters)**

In Ms. Peter's absence, Judith Carlin presented the Public Safety report to the Board. Ms. Carlin noted that we do meet regularly with OPD and we are seeing an uptick in violence, petty crime and drug crime. Ms. Carlin noted that with the winter months coming up, it is anticipated that crime will be up at the towers. We do monitor the activity and are looking into possible youth groups and a youth academy and working with YES to stay vigilant.

Commissioner Achola questioned the Not Followed up on report. Ms. Carlin explained that one issue is the managers having the ability to complete the report. Some managers do not have access to report them in the computer because the old database is not compatible with the newer computers. The managers are working on the incidences but are just not able to record them. Chris Peters gets a fresh arrest report from OPD and it goes into the incident report.

**f. Legal (Brian Hansen)**

Mr. Hansen presented his report. Updates to items 2, 3, 4 and 5 some going back to 2012. Susan, Terence and Brian are reviewing and updating OHA's ACOP to make

sure it is up to date with all HUD regulations. Due to the length of the ACOP they will bring one or two chapters to the board each month for review and approval.

Commissioner Berglund asked about the commercial tenant lease for Securities. Mr. Hansen stated that a law firm is currently in the process of moving in.

Commissioner Achola questioned why we are seeing large balances and stated the need to build accountability into the system. Ms. Carlin explained that we will see a major uptake in evictions this month of those not eligible for payment agreements.

**G. NEW BUSINESS:**

Judith Carlin advised the Board that due to the upcoming holidays in November and December, the Board of Commissioners meetings will be moved up a week each month to November 17 and December 15, 2016. Committee meetings will also be moved. Ms. Carlin noted that at the November Board meeting the proposed budget will be reviewed and the November financials will be reviewed at the December meeting. Commissioner Watson also noted that the proposed budget will be presented at the November Board meeting and will be voted on at the December Board meeting.

**MOTION** by Commissioner Achola seconded by Commissioner Levy to move the November and December Board of Commissioner meetings due to the holidays to November 17, 2016 and December 15, 2016. Motion passed unanimously.

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

**EXECUTIVE SESSION**

**MOTION** by Commissioner Watson seconded by Commissioner Levy to move into Executive session at 10:12 a.m. for personnel matters. Motion passed unanimously.

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

**MOTION** by Commissioner Levy, seconded by Chair Taylor to come out of Executive Session at 11:18 a.m. Motion passed unanimously.

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 11:19 a.m. Motion passed unanimously.

Chair Taylor-Aye

Vice Chair Watson-Aye

Commissioner Berglund-Aye

Commissioner Achola-Aye

Commissioner Levy-Aye

Commissioner Engle-Aye

*Meeting adjourned at 11:19 a.m.*