

**OMAHA HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**  
1805 Harney St, Omaha, Nebraska 68102  
8:30 a.m. February 23, 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, Susan Gilroy, Greg Knudtson, Chris Peters, Steve Schrader, Philisa Smith, Dawni Freeman, Dora Mesa

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

Chair Taylor welcomed and introduced Steven Abraham, new Resident OHA Board Commissioner. Mr. Abraham currently is an OHA resident and serves as the Day House Manager at the Siena Francis House.

**PUBLIC COMMENTS:** None

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

Ms. Carlin stated, staff continue to participate in regular community meetings with Omaha 360, Empowerment Network Opportunity Unlimited, Omaha by Design and the Stakeholders Committee. The Omaha by Design meeting was not attended this month due to staff meeting scheduled. Met with HUD representatives and will resume meeting monthly. The meeting format has changed whereas Public Housing and Section 8 will be covered in the same meeting.

Ms. Carlin and Chair Taylor met with the City Planning Committee to discuss the Redevelopment of Southside Terrace including Brinshore's engagement in the strategic planning process. The committee has an understanding of what the challenges are and how we plan to work through the challenges to have a strong development project.

Dan Hughes and Don Davis of the Bronner Group were in Omaha February 13<sup>th</sup> – 15<sup>th</sup> to do on site interviews with OHA Board of Commissioners, Brinshore, Community Stakeholders and Senior staff. From the community outreach email sent to 200 organizations there were 50 responses from stakeholders who wanted to be a part of the process. There were 20 individuals who actually came for an interview. Community outreach will continue as the strategic planning process continues. Mr. Hughes and Mr. Davis will also be doing telephone interviews with our new Board Commissioner, Steven Abraham and Dawni Freeman, Director of Planning, Development and Modernization. Mr. Hughes and Mr. Davis also made a presentation at the OHA staff meeting held on February 15<sup>th</sup>. The strategic planning process was discussed and how staff would be engaged in this process. The Bronner Group is currently planning to schedule an onsite retreat for staff and OHA board members. The scheduled dates for the retreat will be sent out so we can move forward.

An Open House was held on February 24<sup>th</sup> at the Spencer Homes. There were 115 individuals that attended. Book bags were given out and refreshments were served. It was a very successful and enjoyable event.

Ms. Carlin discussed the development on 13<sup>th</sup> street where the OHA Bayview Building is located. Ms. Carlin, Mr. Hansen, and Ms. Sayers-Proby met with Christian Gray and are working on a collaboration to partner on an art grant to fund art projects at the towers. Brian Hansen is working on an MOU to adopt this project. The planning of painting a Mural at the Underwood Tower is still under discussion with Watie White.

Ms. Carlin was recently interviewed by KXNB radio station on a new program called Lives which will be aired on Wednesday at 2pm.

Ms. Proby will be updating on training attended by staff this month.

Ms. Carlin stated, March 12<sup>th</sup> and 13<sup>th</sup> she will be attending a Community Engagement training sponsored by HUD. The training will be held in Kansas City and community partners, PHA executives and HUD staff are invited to attend.

Ms. Carlin asked if there were any questions.

Chair Taylor stated, she was informed from an individual from the Indian Hills School that the Southside project was no longer going to take place. Chair Taylor recommended staff reach out to Chris Burbach to prepare a story that the project at Southside is still in its planning stages to update the community. Ms. Carlin agreed, and staff would reach out to Mr. Burbach.

**B. APPROVAL OF CONSENT AGENDA**

1. Minutes of Previous Regular Board Meeting
2. Resolution 2017-07 Monthly Tenant Account Write-Offs
3. Resolution 2017-08 AFSCME 2017 Union Contract
4. Resolution 2017-09 Boiler/Chiller and Commercial HVAC
5. Resolution 2017-10 SEMAP Certification

Chair Taylor requested the removal of Items 3, 4 and 5 from the Consent Agenda

Vice Chair Levy requested the removal of Item 2 of the Consent Agenda

**MOTION** by Commissioner Levy, seconded by Commissioner Berglund to approve Consent Agenda

Item 1. Motion passed Aye-6, Abstain-1

Chair Taylor-Aye

Vice Chair Levy-Aye

Commissioner Achola-Aye

Commissioner Watson-Aye

Commissioner Engle-Aye

Commissioner Berglund-Aye

Commissioner Abraham-Abstain

## Discussion on Item 2 of the Consent Agenda – Monthly Tenant Account Write-Offs

Commissioner Levy asked was the amount of \$51,481.00 a typical amount. Mr. Jackson stated it will fluctuate and there will be more of increase the next couple of months due to Zone Managers increase in evictions as management have stressed to be more aggressive in rent collection. Ms. Sayers-Proby added managers are making strides on rent collection and this will show on their Asset Management TARS report that is included in the board report. Commissioner Levy asked, re the write-off's accompanied by some other action. Ms. Sayers-Proby replied the tenant would be evicted from OHA housing. Commissioner Watson stated, the write-off amount is expected to go down but would remain in the double digits. Ms. Carlin added staff is working to identify all high balances. Commissioner Engle asked are these written-off against the reserves for uncollectable rent and to what extent do we fund the reserves and are write-offs done monthly. Mr. Knudtson explained the process and that the fund reserves are done monthly. Commissioner Levy appreciated the information and looks forward for the trend to go down. Chair Taylor added write-offs were done on a quarterly basis but, are now done on monthly basis to better track the trend. Commissioner asked Berglund asked when did OHA move to monthly write offs. Chair Taylor responded last year OHA moved to monthly write offs.

**MOTION** by Commissioner Levy, seconded by Commissioner Berglund to approve Consent Agenda Item 2. Resolution 2017-07 Monthly Tenant Account Write-Offs. Motion passed Aye-6, Nay-1

Chair Taylor-Aye

Vice Chair Levy-Aye

Commissioner Achola-Nay

Commissioner Watson-Aye

Commissioner Engle-Aye

Commissioner Berglund-Aye

Commissioner Abraham-Aye

## Discussion on Item 3 of the Consent Agenda – AFSCME 2017 Union Contract

Commissioner Achola requested Consent Agenda Item 3. Resolution 2017-08 AFSCME 2017 Union Contract be moved to Executive Session.

**MOTION** by Commissioner Achola, seconded by Commissioner Watson to move Consent Agenda Item 3. Resolution 2017-08 AFSCME 2017 Union Contract to Executive Session as a personnel matter. Motion passed unanimously.

Chair Taylor-Aye

Vice Chair Levy-Aye

Commissioner Achola-Aye

Commissioner Watson-Aye

Commissioner Engle-Aye

Commissioner Berglund-Aye

Commissioner Abraham-Aye

## Discussion on Item 4 of the Consent Agenda – Boiler and Chiller and Commercial HVAC

Chair Taylor stated, this is a large contract and asked if the board had any questions.

Mr. Schrader explained the Hayes contract is a renewed 5 year contract in the amount of \$350,000.00

Commissioner Achola stated, the Procurement and Finance Committee had a discussion on how better to track contractor hours. One of Commissioner Achola's concern is on a low bid contract especially on vacant unit turn-around. Low bidders can make up the hours by adding the hours on the work that

is being contracted. It was discussed with Mr. Schrader to determine if there was a better way to track the hours of the low bidders. Commissioner Achola stated he would like this agency to consider on future contracts like this contract that we do not have to do an exclusive contract but, to consider 1-3 vendors approved by the board for these type of contracts. This would be a way to check by going to the 2<sup>nd</sup> or 3<sup>rd</sup> vendor as to how quickly the job is done and the response time. May be higher on paper but quicker on the work to be completed. Commissioner Levy asked, is there a way to do a guarantee maximum price on this type of contract. Commissioner Achola responded, was not sure this could be done unless you had someone internally that was very knowledgeable in this skill set. Mr. Schrader stated, the Operations Department does have 10 contractors for vacant unit turn around that can be called and for the boiler systems one contractor is used so there is no blame on the other contractor for the work not being done correctly.

**MOTION** by Commissioner Achola, seconded by Vice Chair Levy to approve Consent Agenda Item 4. Resolution 2017-09 Boiler/Chiller and Commercial HVAC. Motion passed unanimously.

Chair Taylor-Aye

Vice Chair Levy-Aye

Commissioner Achola-Aye

Commissioner Watson-Aye

Commissioner Engle-Aye

Commissioner Berglund-Aye

Commissioner Abraham-Aye

Discussion on Item 5 of the Consent Agenda – SEMAP Certification

Chair Taylor asked Philisa Smith to share with board how the transition is going as the new Director and are there any issues. Ms. Smith stated she has been in the position for six months and spends time in checking and balancing to assure reports completed are accurate. Ms. Carlin and Ms. Sayers-Proby have assisted in this area and with staff issues. She will be meeting with HUD representatives this afternoon on the two year tool to better identify leasing and financing strategies and how this affects the waiting list. She has developed a good partnership with other housing authority agencies. Ms. Smith works closely with Douglas County Housing Authority to better understand the utility allowance process. Ms. Smith stated landlord outreach is still a main focus. Ms. Carlin asked Ms. Smith to review the daily report prepared by staff. Staff is doing a good job in keeping-up with the workload. Currently staff prepare a daily reporting of task items completed. The report consist of imputing of files, appointments seen, returning phone calls etc. and is turned in to their manager daily. This will also give the department a way of tracking and be able to generate a monthly report to share with the board.

Chair Taylor asked MS. Smith to briefly explain the two category indicators on SEMAP where points were lost.

Ms. Smith stated, there were 15 indicators and received OHA a score of 93% which was rated as a high performer. One point was lost in the area of adjusted income where a discrepancy in income was found in a file and the second point was lost in the area of leasing. A tenant attended the briefing before the date they was selected form the waiting list. Overall OHA is still a high performer scored 130 out of 145 points and last year OHA scored 135 out of 145.

Commissioner Achola asked about the tracking of the de-concentration bonus. Ms. Smith stated she mimicked what Ms. Joan Anderson did last year and did not pursue the de-concentration bonus. Commissioner Achola asked Ms. Carlin is this something that our agency should take a look at. Ms Carlin replied to achieve a de-concentration bonus is part of our outreach landlord in underserved areas and will review this year. Commissioner Achola asked is this going to require a change in our ACOP

or policy to make this a focus. Ms. Carlin stated, will review the 5 year plan and report back to the board.

There was a discussion on a map that identifies section 8 housing in all 7 districts. Commissioner Achola asked the map be brought to the next meeting for board and staff to review. Chair Taylor stated she would bring the map to the next meeting.

Commissioner Berglund suggested it would be interesting to do a survey to analysis and better understand the issues that impact our residents. Ms. Carlin added landlord surveys would also accumulate more data. Ms. Smith stated that the section 8 department currently hands out a survey to clients. However clients tend not to return the surveys.

Commissioner Achola stated a working preference also plays a role in our voucher program. Ms. Carlin added this is a good way to provide a greater opportunity. Ms. Freeman stated the Project Base Vouchers will be prioritized in de-concentration areas. Commissioner Levy added the de-concentration bonus is a goal to make progress in.

**MOTION** by Commissioner Achola, seconded by Chairman Engle to approve Consent Agenda Item 5. Resolution 2017-10 SEMAP Certificaton. Motion passed unanimously.

Chair Taylor-Aye

Vice Chair Levy-Aye

Commissioner Achola-Aye

Commissioner Watson-Aye

Commissioner Engle-Aye

Commissioner Berglund-Aye

Commissioner Abraham-Aye

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

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

Greg Knudtson reviewed the financials and commented that the income statements summaries are different than normal as he is still in the process of loading the 2016 budgets. Public Housing had net loss of approximately \$136,000.00. Section 8 Operating net income was \$167,000.00 and Section 8 Administration had a net loss of approximately \$17,000.00, HUD fees revenue is down. Central Office had a net income of approximately \$39,000.00. HIO had a net loss of approximately \$42,000.00.

Chair Taylor, asked was there was any information from Tuesday's meeting the Finance Committee would want to share with the board.

Commissioner Engle commented, there was a discussion on the fact we were not able to see December numbers due to closing of the books. It would be good to see some preliminary December numbers and secondly had conversation on the fact that OHA is off to a rough start versus last year. Hopefully, there will be an improvement.

### **2. AMP Financials**

Mr. Knudtson presented the AMP Financials Report to the Board for questions and/or comments.

Commissioner Watson asked to explain the larger numbers due to the evictions and contractors.

Ms. Gilroy stated, utility numbers were higher at some properties especially at Southside and there were staff training cost. Mr. Jackson added that service contracts were high. Mr. Achola stated staff created a good budget that is a more realistic budget for the year. Ms. Watson added, this will give the staff the capability to adjust the budget to keep on track.

Ms. Proby stated now that the budget is loaded Zone Managers are eager to review and see where they are financially.

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

Mr. Knudtson stated his department is very near to closing out 2016 statements once closed statements will be distributed. Any questions and/or comments.

Commissioner Watson confirmed that there is cash on hand and the balance sheet will show this.

Mr. Knudtson stated yes.

### **4. Vendor Payables**

Mr. Knudtson presented the Vendor Payables and stated there is a large amount in the over 90 day category. This is due to an invoice that was paid before the work was started.

## **D. ASSET MANAGEMENT**

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

Terence Jackson stated there was an increase in our evictions which affected our occupancy. However occupancy is at 97% which is a decent rate. The Zone Managers have made a significant stride in rent collection as managers have been aggressive in rent collection. Jackson Tower in two months decreased their accounts receivable from \$48,000.00 to \$24,000.00. Ms. Proby added managers are able to see the trend on their reports and it has a positive effect. Ms. Carlin agreed and stated staff work hard on these reports to see the trend. Commissioner Berglund added the reports show improvements as well as better tracking. Commissioner Levy stated it is good to see staff are being aggressive in rent collection.

Chair Taylor asked had there been any contact from REAC. Ms. Carlin replied staff had not been contacted and will advise the board when staff receives any information.

### **2. Housing In Omaha**

Chair Taylor wanted to take this opportunity to discuss some changes to the make-up of the HIO board and stated she will no longer be serving on the HIO board. Board members will be assigned to certain sub-committees and asked Commissioner Abraham to serve on the HIO board. Commissioner Abraham agreed. Chair Taylor stated Commissioner Engle had already agreed to serve on the HIO board. Mr. Hansen request a special board meeting via-telephone to address the board member changes. The HIO board would then meet in April.

## **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. The current focus is on landlord outreach and to build a report similar to Public Housing for data tracking.

## **F. SUPPORT DEPARTMENT REPORTS**

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

Steve Schrader presented the Procurement/Contracting/Capital Budgets report and stated he is currently working on Capital Fund contracts with an obligation date of April 1<sup>st</sup>.

### **2. Development**

Judith Carlin commented that there was a brief report. Staff met with Habit for Humanities and identified our next steps in the MOU. Progress will be reported to the Development Committee. The Project Base Voucher RFP was issued. A pre-bid meeting was held yesterday had a low attendance but, did have competitive responses. Because of the very close end date to the NIFA applications. The committee will be reviewing the proposals immediately and they will be brought to the March board meeting.

Commissioner Levy asked how many project base vouchers are involved. Ms. Carlin replied, a maximum of 150.

Chair Taylor asked Dawni Freeman to make an introduction of herself to the board and staff. Ms. Freeman briefly explained that she is a native of Omaha NE. and a graduate of North High School has a masters in Urban Planning/Affordable Housing. Recently moved from Chicago back to Omaha.

### **3. Human Resources**

Gale Sayers-Proby presented the Human Resource report for questions and noted there were two Property Management Foreman who attended Radon training to become certified to inspect OHA vacant houses. Next month Asset Managers will be attending Public Housing Management Certification training.

Chair Taylor, advised the board there will also be training for board members. Ms. Sayers-Proby will be sending out the scheduled dates. Chair Taylor asked Ms.Sayers-Proby to reach out to other PH housing authorities in the state to allow their commissioners to participate as well.

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

Sal Issaka presented the Family and Community Services report. An Open House was held at the Spencer Homes 115 residents participated books and coats were given out. Computer Labs are now available for residents at Jackson and Benson Tower. OHA staff will apply for the African American Unity Fund Grant. This grant provides leadership for high school students to prepare for college.

Mr. Issaka also discussed the trip to Memphis, TN where 12 kids had the opportunity to attend a soccer tournament. It was an amazing trip and the kids had a great experience.

Commissioner Achola stated staff should be commended on the OHA soccer program as this a great achievement. Ms. Carlin added staff will be making a recommendation to Nan McKay for a nomination of our sports program.

Chair Taylor asked Mr. Isaaka should there be a time when additional funding resource is needed to reach out to the Commissioners.

Commissioner Watson asked if there was any information available on past resident students who attended college as to where they are now. Mr. Isaaka discussed staff had made an effort to reach out and are following-up. Commissioner Watson stated this would be good information to have on hand for future grants.

Commissioner Watson asked for an update on the Charles Drew clinic. Mr. Isaaka stated Charles Drew is currently having some staff challenges. The numbers are down on the report however residents are now more educated to go to the Charles Drew clinic to receive full service that they would not receive in the towers.

Commissioner Watson stated to ensure our residents are receiving these services to open-up to other agencies; One World and ENCAP for counseling services. Ms. Carlin stated One World does not have the same funding stream as Charles Drew Clinic. The space used in the towers was paid for by Charles Drew. Staff is still discussing real estate issues with Charles Drew.

## **5. Public Safety**

Chris Peters presented the Public Safety report for questions and noted the follow-up report is not included due to some technical issues. The numbers on the report are what are expected for this time of year.

Commissioner Achola asked could the incident report summary be broken down by property. Ms. Peters replied she would make that change.

## **6. Legal**

Brian Hansen presented the legal reports for review and noted he is currently working on the Affirmatively Furthering Fair Housing project. Mr. Hansen discussed there is a series of questions that the agency has to answer based on what is called an AFFH mapping tool. The map shows every low income census tract in the city. Mr. Hansen has the link available for any commissioner who may be interested to review. There are two cell phone towers that are being pursued. T-Mobile at Benson Tower have been waiting at least six months for HUD approval and Verizon at Pine Tower in the process of completing to submit to HUD

Commissioner Achola asked did a tenant actually pay the outstanding amount of \$10,000.00. Mr. Hansen explained the tenant was not required to pay the entire there were some discrepancies.

## **G. NEW BUSINESS**

No new business

## **EXECUTIVE SESSION**

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

Chair Taylor-Aye

Vice Chair Levy-Aye

Commissioner Achola-Aye

Commissioner Watson-Aye

Commissioner Engle-Aye

Commissioner Berglund-Aye

Commissioner Abraham-Aye

**MOTION** by Commissioner Achola, seconded by Commissioner Berglund to come out of Executive Session at 10:30 a.m. 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 Achola, seconded by Vice Chair Levy to approve Consent Agenda Item 3. Resolution 2017-08 AFSCME 2017 Union Contract. Motion passed unanimously.

Chair Taylor-Aye

Vice Chair Levy-Aye

Commissioner Achola-Aye

Commissioner Watson-Aye

Commissioner Engle-Aye

Commissioner Berglund-Aye

Commissioner Abraham-Aye

## **ADJOURNMENT**

**MOTION** by Commissioner Achola, seconded by Commissioner Levy to adjourn the meeting at 10:33 a.m. Motion passed unanimously.

Chair Taylor-Aye

Vice Chair Levy-Aye

Commissioner Achola-Aye

Commissioner Watson-Aye

Commissioner Engle-Aye

Commissioner Berglund-Aye

Commissioner Abraham-Aye

*Meeting adjourned at 10:33 a.m.*