

**OMAHA HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**  
1805 Harney St, Omaha, Nebraska 68102  
8:30 a.m. March 23, 2017

Chair Jennifer Taylor called the meeting to order at 8:33 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, Dawni Freeman, Susan Gilroy, Sal Issaka, Greg Knudtson, Steve Schrader, Philisa Smith, Charlene Meyer

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

**PUBLIC COMMENTS:** None

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

Ms. Carlin noted that OHA staff continues to participate in regular monthly community meetings including Omaha 360, Empowerment Network, Opportunity Youth Unlimited, BRT Stakeholders and Omaha by Design 10-speed.

Ms. Carlin added that the OHA Public Housing and Section 8 Supervisory Staff are scheduled to meet with local HUD on Monday, March 27<sup>th</sup>. Section 8 Director Philisa Smith attended a training with local HUD covering planning and forecasting utilizing HUD's Two Year tool. Additional training is scheduled for the last week of March.

The Employee Engagement Committee met on March 6<sup>th</sup>. Staff discussed issues related to safety, morale and opportunities for activities that support well-being.

The Bronner Group will return to Omaha for a meeting with the CAC on April 6<sup>th</sup>. They will conduct a full day retreat on April 7<sup>th</sup>. Ms. Carlin will send an email to the Board to check availability for a May retreat. Surveys were sent out to vendors, landlords and staff and will be reviewed for discussion at the April retreat.

OHA's Toaster Project concluded in January. Toasters are being distributed to selected Southside families.

In addition to regularly scheduled community and HUD meetings, executive staff engaged with the following individuals or organizations: representatives from Region VII and Institute for Community Alliance as part of strategic planning for the Metro Area Continuum of Care for the Homeless (MACCH); Douglas County Health Department regarding lead inspection and abatement; City of Omaha Planning Department on the HOME and TBRA programs; Nebraska Supreme Court, Nebraska Probation Administration on housing for ex-offenders; and Charles Drew.

Ms. Carlin mentioned that she was recently interviewed on Stuart Chittenden's Live Radio Show. Stuart talks to many people in Omaha with good ideas and is excellent at creating conversation.

Ms. Carlin also noted that she attended HUD sponsored Place Based Training in Kansas City on March 14-15<sup>th</sup>. Representatives for multiple federal agencies and local governments participated to engage and support collaborative use of resources in housing development. Additionally, Ms. Carlin stated that she has been asked to serve as the Housing/Community Development Finance Track Chair for the 2017 NAHRO National Conference Planning Committee. The 2017 National Conference & Exhibition is scheduled for October 27-29 in Pittsburgh, PA. Also, Ms. Carlin will be attending NAHRO's Washington Conference, including attending leadership and the Community Revitalization and Development Committee meetings. She, along with other Nebraska PHAs will meet with Nebraska legislators on March 29<sup>th</sup> to finalize discussion points. Commissioner Watson questioned what other Nebraska PHAs will be participating. Ms. Carlin responded that there will be PHAs from Lincoln, Douglas County and some from western Nebraska with representation from both rural and urban.

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

1. Minutes of Previous Regular Board Meeting
2. Resolution 2017 – 11 Monthly Tenant Account Write-Offs
3. Resolution 2017 – 12 Audit Services Contract Yeager & Boyd
4. Resolution 2017 – 13 A&E Services Renewal
5. Resolution 2017 – 14 Concrete Flatwork Services
6. Resolution 2017 – 15 Disaster Cleanup Services Renewal
7. Resolution 2017 – 16 Electrical Services Renewal
8. Resolution 2017 – 17 Painting Services Renewal
9. Resolution 2017 – 18 Temporary Services Renewal
10. Resolution 2017 – 19 Waterproofing and Masonry Repair Fisher Building
11. Resolution 2017 – 20 Residential Roofing Renewal
12. Resolution 2017 – 21 Vacant Unit Turnaround Services Renewal
13. Resolution 2017 – 22 Vinyl Siding Lot 1 Contract South Omaha Roofing
14. Resolution 2017 – 23 Vinyl Siding Lot 2 Contract South Omaha Roofing
15. Resolution 2017 – 24 Vinyl Siding Lot 3 Contract Stonebrook Roofing
16. Resolution 2017 – 25 Vinyl Siding Lot 4 Contract Stonebrook Roofing
17. Resolution 2017 – 26 Roofing Services Lot 1 Contract Stonebrook Roofing
18. Resolution 2017 – 27 Roofing Services Lot 2 Contract Bradco Roofing
19. Resolution 2017 – 28 Roofing Services Lot 3 Contract Pyramid Roofing
20. Resolution 2017 – 29 Roofing Services Lot 4 Contract Stonebrook Roofing
21. Resolution 2017 – 30 Roofing Services Lot 5 Contract Stonebrook Roofing
22. Resolution 2017 – 31 Roofing Services Lot 6 Contract H&S Roofing
23. Resolution 2017 – 32 Roofing Services Lot 7 Contract Spencer Management
- 24a Resolution 2017 – 33 Project Based Voucher Award Burlington Capital Real Estate
- 24b Resolution 2017 – 34 Project Based Voucher Award Vecino
25. Resolution 2017 – 35 Project Based Voucher Award Siena Francis House
26. Resolution 2017 – 36 Project Based Voucher Award Stephens Center
27. Resolution 2017 – 37 Worker Compensation Insurance Renewal
28. Resolution 2017 – 39 Appointment of Steven Abraham to the HIO Board
29. Resolution 2017 – 39 Appointment of Todd Engle to the HIO Board

Chair Taylor requested the removal of Items 3, 4, 24a, 24b, 25 and 26 from the Consent Agenda.

**MOTION** by Commissioner Watson, seconded by Commissioner Achola to approve the Consent Agenda excluding Items 3, 4, 24a, 24b, 25 and 26. Motion passed Aye-6, Nay-0.

Chair Taylor-Aye

Vice Chair Levy-Aye

Commissioner Abraham-Aye

Commissioner Achola-Aye

Judith Carlin opened the discussion of Resolution 2017 – 12 Audit Services Contract Yeager & Boyd and a concern raised at the Finance Committee meeting on March 21 regarding Yeager & Boyd being awarded the RFP and that this is a new solicitation not a renewal. Commissioner Watson stated that the point difference between the two firms was very negligible and the top two firms were the same in scoring. Commissioner Achola added that Yeager & Boyd was \$4,000.00 less but both firms rated the same in experience and both received the point for Section 3 participation. Commissioner Achola added that the Finance Committee's concern is the ability of Yeager & Boyd to provide a thorough audit and to present a report the advisory board would be comfortable with. In the past, Yeager & Boyd had to be reminded of the chain of command wherein an audit they are an agent or representative of the Board. Previously there were concerns about information being given to the OHA Executive Director at that time rather than to the advisory board. Commissioner Achola added that the Finance Committee asked staff if with an RFP if the qualifications can be looked at to override price. Adding that the second firm, Rubino and Company, is a large accounting firm that does have significant experience in government auditing and is building up experience in housing authority auditing and have audited large housing authorities.

Commissioner Watson noted that although both firms received the point for Section 3, Yeager & Boyd hired staff at their location of Birmingham. The second firm proposed to provide funding to OHA's Section 3 Program as a cash contribution. Commissioner Achola noted that Section 3 should be a firm in the geographic local of the housing authority. Brian Hansen stated that he and Steve Schrader reviewed the RFP response and it does not specify that they would hire rather, it would be a contribution for training. The point each firm received is the same for both firms with a contribution for training. Brian Hansen also noted that this is a complicated issue and voiced his concern that he was unable to find anything specific in the law that Board members serving on a committee should not use their input to select a member of an RFP resposdee. This is included in HUD training material for Boards. Commissioner Achola added that the issue is given the unique nature of this procurement which was not approved by the Procurement Committee but by the Finance Committee noting the auditor works for the Board and reports directly to the Board not to staff. Commissioner Achola suggested that going forward, the Finance Committee needs representation in the RFP evaluation process. Of all the contracts passed, this is the only one that reports directly to the Board. The committee should have input in the review process.

Brian Hansen discussed the responsibility and responsiveness of the firm section and the grading by the RFP Selection Committee and that portion is taken into account. In Yeager & Boyd's last audit they did not have performance issues. They scored higher, they were responsive to the RFP and graded as written. Mr. Hansen suggested that going forward to include in the RFP that specifically states for a new auditor.

Commissioner Achola questioned when scoring this RFP, is the \$4,000.00 the overriding factor. Ms. Carlin noted that there is nothing to suggest that last year Yeager & Boyd did not perform or meet their obligation. There was nothing to preclude them from bidding on this. The RFP Committee is only permitted to evaluate the information that is presented to them and past performance for the year 2016 was acceptable. Ms. Carlin stated that as Chief Contracting Officer it would fall on her to make an exception. However, at this time Ms. Carlin believes an exception is not warranted. Yeager & Boyd cannot be precluded from bidding and Ms. Carlin will not suggest that based previous history, with previous administration there was any interference with staff. Yeager & Boyd did not go to staff but did report to the Board and Finance Committee. Ms. Carlin stated that at this point with this solicitation there is not sufficient reason to deviate from the committees' recommendation. In addition, there would be a risk of challenge from the bidder and a risk to the agency.

Commissioner Levy verified the difference in the bids was \$4,000.00 with Yeager & Boyd having a bid of not to exceed \$83,500.00.

Commissioner Engle questioned the Section 3 compliance and if only one point is available for compliance. Mr. Hansen responded that there could be up to three points for each respondent. Steve Schrader noted that the RFP is evaluated using the equation of price weighted at 30% and qualification at 70% and that in the future we can determine the points given to price.

Commissioner Levy quantified that the Finance Committee does not support the recommendation. Chair Taylor noted that she is familiar with the issues and with and a \$4,000.00 price difference versus direct concerns raised with Yeager & Boyd last year regarding how they handled interaction with the Board and their reporting. Yeager & Boyd raised very specific fiduciary concerns which Bobby Boyd did take the time to respond directly to the committee and noted that he would address them.

Mr. Schrader noted that as a committee it is for them to determine if the vendor is responsible and responsive. The committee did not have information that Yeager & Boyd were nonresponsive.

Ms. Carlin added that the Board accepted their audit last year. However, if it is the Boards pleasure not to approve them we will need to go out again with a new RFP which will put us at risk of not having enough time to do the audit.

Commissioner Levy commented that he is hearing this information for the first time and with something this important he is not comfortable going contrary to the recommendation of the Finance Committee and is having questions with the communications and proprietary of the audit. Ms. Carlin noted that did not apply to the 2016 audit but applied to the 2015 audit.

Chair Taylor noted there are legal questions and recommended continuing this discussion in Executive Session.

Ms. Carlin requested going into Executive Session due to time issues.

**MOTION** by Commissioner Watson seconded by Commissioner Achola to move into Executive session at 9:04 a.m. for legal issues. Motion passed Aye-6, Nay-0.

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

**MOTION** by Commissioner Achola, seconded by Commissioner Levy to come out of Executive Session at 9:42 a.m. Motion passed Aye-6, Nay-0.

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

Chair Taylor stated that although there were past concerns with Yeager & Boyd, they are qualified and have responded and we are moving forward with them. Chair Taylor recommended that in the upcoming year, the Finance Committee work with staff to develop best practices to be used in the future for determining the auditor.

**MOTION** by Commissioner Engle, seconded by Commissioner Watson to approve Consent Agenda Item #3 Resolution 2017 – 12 Audit Services Contract Yeager & Boyd as written. Motion passed Aye-4, Nay-2.

Chair Taylor-Aye  
Vice Chair Levy-Nay  
Commissioner Abraham-Aye  
Commissioner Achola-Nay  
Commissioner Engle-Aye  
Commissioner Watson-Aye

Steve Schrader noted that Consent Agenda Item #4 Resolution 2017 – 13 A&E Services Renewal will be amended to add “with zero additional funding”.

**MOTION** by Commissioner Achola, seconded by Commissioner Watson to approve Consent Agenda Item #4 Resolution 2017 – 13 A&E Services Renewal to be amended to include the statement “with zero additional funding”. Motion passed Aye-6, Nay-0.

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

Chair Taylor noted that Commissioner Achola will recuse himself from Consent Agenda Items 24a, 24b, 25 and 26 due to working for Burlington Capital Real Estate and therefore a conflict of interest. Commissioner Abraham will also recuse himself from Consent Agenda Items 24a, 24b, 25 and 26 due to working for Siena Francis House and therefore a conflict of interest.

**MOTION** by Commissioner Levy, seconded by Commissioner Watson to approve Consent Agenda Consent Agenda Item #24a. Resolution 2017 – 33 Project Based Voucher Award Burlington Capital Real Estate, #24b. Resolution 2017 – 34 Project Based Voucher Award Vecino, #25. Resolution 2017 – 35 Project Based Voucher Award Siena Francis House and #26. Resolution 2017 – 36 Project Based Voucher Award Stephens Center. Motion passed Aye-4, Nay-0, Abstain-2.

Chair Taylor-Aye  
Vice Chair Levy-Aye  
Commissioner Abraham-Abstain  
Commissioner Achola-Abstain  
Commissioner Engle-Aye  
Commissioner Watson-Aye

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

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

Greg Knudtson reviewed the December 2016 Program Financials noting that he will review the 2016 year end totals from the December report. Public Housing had a 2016 year end net income of approximately \$407,000. Section 8 operating 2016 year end had a net loss of \$281,000. Section 8 admin 2016 year end had a net income of \$165,000. Central office 2016 year end had a net income of just over one million dollars. Mr. Knudtson explained the million dollars in net income is not cash. Everything that is expended does not show up on the income statement. Approximately \$400,000 was capitalized on the balance sheet and approximately \$650,000 was used to shore up the other programs that were short. \$218,000 booked as income but the cash was not moved until the next year. HIO had a 2016 year end net loss of \$162,000. Property tax for the year, paid out \$114,000 for the housing portion, \$31,000 for commercial and assorted lots and \$84,000 in back taxes.

Commissioner Levy questioned the future of the vacant lots and if there is a distinct plan for an exempt use to make them exempt from taxes.

Mr. Knudtson reviewed the Program Financials for February 2017. Public Housing had a net loss for February of approximately \$133,000 mostly due to high utility expense at the beginning of the year. Public Housing year to date net loss is approximately \$268,000 which includes some old invoices from 2016 that are showing up in January and February. Section 8 operating had a net loss for February of approximately \$142,000 and year to date a net income of \$25,000. Section 8 admin for February had a net income of approximately \$1,800 and year to date a net loss of \$1,500. Central office in February had net income of \$29,000 and year to date a \$68,000 net income. HIO had a net loss of \$36,000 in February and year to date a \$78,000 net loss. Property taxes to be paid is \$107,000 for housing, \$28,000 for commercial and lots. The property tax amounts are spread out over 12 months. Through February there was \$24,000.00 booked in property taxes.

## **2. AMP Financials**

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

At the request of Commissioner Achola from discussion at the Finance Committee meeting, Susan Gilroy commented that January and February have negative a NOI across the board. Variances are due to high gas expense for heating at this time of year with the exception of Southside which does not use gas heat. Properties with high maintenance expense is due to high turnover with vacancies at the properties and the expense for contractors and cleaning supplies. In addition, there are invoices from 2016 that have been reflected in 2017. Revenue HUD subsidies are lower than what was budgeted. Ms. Gilroy noted that SCMO was budgeted rent amount at \$525 however the resident's rent decreased to \$210 per month.

Gale Sayers-Proby noted that rent collection is up considerably.

Ms. Gilroy added that there is a tool in YARDI that will allow a drill down in the budget reports to see exactly what invoices are paid in each category therefore being able to monitor accounts. Managers and foreman will be trained in April.

Commissioner Achola requested the AMP Financial be included in Asset Management Report.

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

Mr. Knudtson presented the Agency Wide Balance Sheet to the Board for questions and/or comments and noted the significant tenants' accounts receivable balances decreased by \$19,000 in January and \$31,000 in February.

## **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**

Susan Gilroy presented the Asset Management Report for questions and/or comments noting that in February there were 7 properties that were 99% or above. Ms. Gilroy added that there was a negative two on move-ins versus move-outs.

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

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

Philisa Smith presented the Housing Choice Voucher Report and noted that there are families looking. Section 8 is getting ready to do a briefing on April 25<sup>th</sup> and Ms. Smith will be attending a match meeting at UNO on April 25<sup>th</sup>. A landlord outreach will be scheduled after Ms. Smith attends the match meeting and all materials are put together.

## **F. HOUSING IN OMAHA, INC. (HIO)**

Chair Taylor stated that at a special HIO Board of Directors meeting in February she resigned from the HIO Board of Directors. Commissioner Abraham and Commissioner Engle are now officially on the HIO Board of Directors as of today's vote. At the April HIO Board of Directors meeting a new Vice President will be elected.

Chair Taylor added that she and Commissioner Achola testified at the revenue committee on behalf of LB613. Lincoln Housing Authority also testified. As federal funding requirements change and federal funding directives change we may have to use these types programs more frequently to do new housing.

## **G. SUPPORT DEPARTMENT REPORTS**

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

Steve Schrader presented the Procurement/Contracting/Capital Budgets report and added that the week of March 27 there will be a four day Labor Compliance Audit and have been asked to produce all labor records for three years. There is a one day six hour training on labor standards that everyone is invited to.

### **2. Development**

Dawni Freeman presented the Development Report for questions and noted that she, Steve Schrader and Brian Hansen will be touring properties for the pilot home ownership program. Southside is moving forward and architects will be interviewed beginning in April. Voucher awards have been made for the tax credit applications.

### **3. Human Resources**

Gale Sayers-Proby presented the Human Resource report for questions and noted the Employee Training Summary Report. Ms. Sayers-Proby added that the legal assistant will begin on March 27.

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

Sal Issaka presented the Family and Community Services report and noted that the family self-sufficiency case load for public housing went from 29 to 65 with a goal of 85 for this year. The goal of 85 would allow us to apply for additional staff. The Section 8 program went from 85 to 136 with a goal of 165. Ms. Sayers-Proby noted that the 65 in public housing self-sufficient housing is an amazing number that hasn't been reached in years.

Commissioner Watson asked about the OHA Leadership Council. Mr. Issaka responded that OHA has applied for a grant through African American Funds to create a Leadership Council for youth and involve high school students in leadership development.

### **5. Public Safety**

Gale Sayers Proby presented the Public Safety report for questions and noted that as requested by Commissioner Achola there is the breakdown of incidents by location.

### **6. Legal**

Brian Hansen presented the Legal reports for review and noted that lease violation notices are down due to Mr. Hansen attending public housing training last week. Mr. Hansen added that he has been

working with Philisa Smith on the MM&L suspension. In addition, he is working with fair housing, legal aid and the Creighton legal clinic and will have a meeting with Gary Fisher who is legal counsel at Fair Housing to coordinate outreach with them in finding additional Section 8 landlords. Mr. Hansen added that OHA is trying to manage this so that there is not a bunch of people looking for housing at one time.

Commissioner Achola questioned the two criminal evictions. Mr. Hansen noted that there are two additional that were sent out.

Mr. Hansen asked the Board to sign their individual Agreement and Acknowledgement of OHA Rules of Conduct.

## **H. NEW BUSINESS:**

### **NEW INFORMATION**

### **ADJOURNMENT**

**MOTION** by Commissioner Achola, seconded by Vice Chair Levy to adjourn the meeting at 10:09 a.m.

Motion passed Aye-6, Nay-0.

Chair Taylor-Aye

Vice Chair Levy-Aye

Commissioner Abraham-Aye

Commissioner Achola-Aye

Commissioner Engle-Aye

Commissioner Watson-Aye

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