

OMAHA HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
1805 Harney St, Omaha, Nebraska 68102
8:30 a.m. September 22, 2016

Chair Jennifer Taylor called the meeting to order at 8:59 a.m. The meeting falls under the Open Meetings Act and copies of the law were available near the entrance of the room.

Staff Present: Judith Carlin, Gale Sayers-Proby Brian Hansen, Greg Knudtson, Steve Schrader, Terence Jackson, Sal Issaka, Chris Peters, Charlene Meyer

ROLL CALL: Commissioners Present: Jenifer Taylor, Chair
 Jamie Berglund
 George Achola
 David Levy
 Commissioners Absent: Karen Watson, Vice Chair (arrived at 9:01)

PUBLIC COMMENTS: None

A. REPORT OF THE INTERIM CHIEF EXECUTIVE OFFICER – Judith Carlin

Ms. Carlin discussed the 2017 Asset Management Budget process. Executive and finance staff met with Zone Managers and foremen to review financials and discuss AMP needs for the coming year. A final round of meetings is scheduled for early October with the goal of presenting the budget to the Finance Committee at its October meeting.

B. APPROVAL OF CONSENT AGENDA

Chairperson Taylor requested Item 3 on the Consent Agenda: Resolution 2016-53 Strategic Planning Services be tabled until the October 27, 2016 Board of Commissioners meeting.

She also requested that Consent Agenda Item 4: Resolution 2016-54 Renewal Real Estate Broker Services Gateway Building be moved to Executive Session.

Motion by Commissioner Achola, seconded by Commissioner Berglund to approve Items 1, 2, 5 and 6 from Consent Agenda. Motion passed unanimously.

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

C. REPORTS AND DISCUSSION ITEMS

a. OHA Financials

Mr. Knudtson reviewed the financials for the major programs. He stated that Public Housing had net income in August of approximately \$51,000.00. This included some insurance proceeds which will not be the case in future months. Section 8 Operating saw approximately a \$38,000.00 loss for the month and Section 8 Administration experienced approximately a \$33,000.00 loss for the month of August. Central Office had approximately a \$30,000.00 net income for the month.

b. HIO Financials

HIO had a net income of approximately \$21,000.00. Commissioner Levy asked for a break out of the \$229,000.00 property tax paid to date. Mr. Knudtson explained that approximately \$145,000 was for the 2015 taxes due and approximately \$84,000 was for back taxes on the Securities building. To date we have expensed \$164,000.00 of the \$229,000 because we distribute the expense equally throughout the year. Through August, property taxes constitute about 65% of our administrative expenses and since we are done paying property taxes this year, that percentage will drop by the end of the year.

Commissioner Levy confirmed the \$229,000.00 includes the two property tax halves and \$84,000 back taxes on the Securities Building. Commissioner Levy also stated that Brian Hansen protested valuations of some properties that were reassessed with almost double assessment value which reduced the property tax bill substantially. Commissioner Levy discussed the HIO property tax protest and after four hearings it was decided to take it up with the Nebraska Legislation.

Mr. Knudtson also discussed the Draft Audit Report. Overall it was a clean report with a few items on the management letter that will be cleared up.

Commissioner Achola questioned the 25% operations portion of Capital Funds that is budgeted to be transferred in. Mr. Knudtson explained that last year we used 25%, however, in the recent training there was discussion that 20% was the allowable number. Staff will review guidance issued at that time to clarify the amount. The management fee is 10%.

c. AMP Financials

Mr. Knudtson noted the reports and asked if there were any questions. No questions were raised.

d. Vendor Payables

Mr. Knudtson noted the reports and asked if there were any questions. No questions were raised.

D. ASSET MANAGEMENT (Terence Jackson)

a. Omaha Housing Authority

Terence Jackson stated that Property Management ended the month at 98% occupancy. Ten properties that were at 100% and seven additional properties at 98% or greater percent. The recertification report ended the month with ten late reports but still had 99% reporting rating.

Mr. Jackson discussed a new line item that will be on future reports that will clarify the accounts receivable portion of the asset management report. It had been reported as monies collected as opposed to the units collected. The new line item will be a line 0-30, next line 31-60 and 61-90 and above 91 days.

As requested in the Operations Committee meeting, Mr. Jackson noted that Evans Tower is at negative NOI with administrative salaries and maintenance salary \$7,000.00 worse than budget. Kay Jay Tower also had a negative month with maintenance expense for the month at \$1,200.00 in the negative. Keystone Crown Creek had 0% collected for month due to one family prepaid for month, one family in UA and one family didn't pay. Bay View has 12 units and reported five of nine paid and three are receiving a UA therefore not paying rent.

b. Housing In Omaha

Mr. Jackson noted the reports and asked if there were any questions. No questions were raised. Ms. Carlin noted that there was no HIO meeting in September.

E. HOUSING CHOICE VOUCHER PROGRAM (Philisa Smith)

Ms. Carlin presented the report in Ms. Smith's absence. Commissioner Berglund questioned the number of terminations for the month of July, August and September. Ms. Carlin stated that was due to a transition period with staff.

Gale Sayers-Proby stated that the first HCV Briefing was held at 1805 Harney Street with about forty people attending. Issues with parking were raised otherwise the briefing went well.

F. SUPPORT DEPARTMENT REPORTS

a. Development (Judith Carlin)

Judith Carlin noted that the demolition/disposition of Southside Terrace is included in the annual plan. The HDR report will be shared when it is received.

She discussed the ongoing work with Habitat and reviving the public housing homeownership program. HUD is coming to OHA in October provide technical assistance on Section 8 Home Ownership. Staff participated in a call with HUD on Project Based Vouchers and the expansion of that funding to the community as early as possible.

She also noted that the Director of Procurement & Capital Budget, Steve Schrader, attended capital training sponsored by HUD.

The move of staff to 1805 Harney Street is complete

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

Mr. Schrader discussed the HUD training he attended and the new rules that govern the program. He noted that the training was taught by the people who wrote the new Capital Fund guidebook. Over the next few months, Mr. Schrader will be sharing this information.

c. Human Resources (Gale Sayers-Proby)

Ms. Sayers-Proby presented the Human Resource report to the Board and stated that staff continues to be trained. Executive staff had a retreat last month and continue to work on items from that retreat. Mrs. Sayers-Proby also stated that the upgraded IT should be up and running in two weeks. Commissioner Watson asked about health insurance/benefits bids. Mrs. Sayers-Proby stated that we will be getting our history of past claims and discussing different strategies to use in getting bids.

d. Family and Community Services (Sal Issaka)

Sal Issaka discussed a meeting that he, Judith Carlin, Gale Sayers-Proby and Brian Hansen had with Kenny McMorris of Charles Drew Health to discuss long term projects and goals and ways they can have a greater impact on our towers and residents. Mr. McMorris may attend the OHA Operations committee meeting next month to communicate plans with OHA about discussions he has had with the Charles Drew Board.

e. Public Safety (Chris Peters)

Chris Peters advised the Board that her department experienced an all-time high number of background checks which shows the whole agency is very busy.

f. Legal (Brian Hansen)

Mr. Hansen presented his report and requested item 5 and real estate be discussed in Executive Session.

G. NEW BUSINESS - No new business

EXECUTIVE SESSION

MOTION by Commissioner Berglund seconded by Commissioner Levy to move into Executive session at 9:37 a.m. for real estate and personnel matters. Motion passed unanimously.

Chairman Taylor-Aye
Vice Chair Watson-Aye
Commissioner Berglund-Aye
Commissioner Achola-Aye

Commissioner Levy-Aye

MOTION by Commissioner Levy, seconded by Commissioner Achola, to come out of Executive Session at 10:24. Motion passed unanimously.

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

MOTION by Commissioner Levy, seconded by Commissioner Achola not to approve the Resolution to renew NP Dodge's contract as the listing broker on Gateway. Motion passed unanimously.

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

ADJOURNMENT

MOTION by Commissioner Berglund, seconded by Commissioner Achola to adjourn the meeting at 10:26 a.m. Motion passed unanimously.

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

Meeting adjourned at 10:26 a.m.