

**OMAHA HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**  
1805 Harney St, Omaha, Nebraska 68102  
8:30 a.m. April 28, 2016

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 were available near the entrance of the room.

**Staff Present:** Judith Carlin, Gale Sayers-Proby, Brian Hansen, Greg Knudtson, Steve Schrader, Terence Jackson, Chris Peters, Sal Issaka, Terry Spencer, Sheila Garland, Misty Kush, Steve Davis, Albert Davis, Manual Sanchez, Robert Winger.

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

**PUBLIC COMMENTS.** None.

**REPORT OF THE DEPUTY DIRECTOR—Judith Carlin**

Ms. Carlin introduced the Zone 9 team featured on the front of the OHA Board Packet and thanked them for their work, as they are the face of the agency on a daily basis. Mr. Spencer explained the zone is unique because it contains historic buildings and the tax credit properties. Maintaining these properties takes a special attention.

Ms. Carlin stated she met with Habitat for Humanity to touch base on their development master plan and would have Habitat present at a Development meeting. Habitat plans to work with Salvation Army to bring services to residents at reduced cost and to explore how to engage residents to best utilize these services. The pilot program will not have a cost to OHA but will require coordination and cooperation. Commissioner Achola noted from a prior meeting that Habitat is ready to move with the program. Ms. Carlin responded that Habitat is fully aware HUD must approve the five year PHA plan and the pilot program must be financially sound before OHA moves forward.

Ms. Carlin continued that the meeting with Siena Francis House to address the issue of the homeless sleeping in the stairwells at various properties in the colder months was productive. Having a response team in place to refer a person to social services would protect the safety of the neighborhood and needs of the homeless. Commissioner Taylor noted this ongoing conversation will lend insight to the city's discussion regarding daytime shelters. There will be an MOU presented to the Board before any further actions are taken.

Commissioner Berglund asked whether OHA allocated any Section 8 Vouchers for rapid rehousing. Ms. Carlin replied she was in conversation with HUD regarding the issue. Problems with rapid rehousing arise because often people are not prepared to cope with housing responsibilities. OHA is investigating a veteran housing option and working towards having all community partners involved in the discussion to explore long term options.

Ms. Carlin also noted there will be focus on improving the Spencer Homes community areas and the Step Up program. There is an upcoming Civil Rights Conference in Lincoln some staff will attend.

**A. APPROVAL OF CONSENT AGENDA**  
**CONSENT AGENDA:**

Commissioner Watson asked that item #6 be removed from the consent agenda, pending discussion of some language within the document.

**MOTION** by Commissioner Levy, seconded by Commissioner Berglund, to remove item #6 from the agenda, and approve items #1, #2, #3, #4, #5, #7, and #8. Motion passed unanimously.

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

**B. ACTION ITEMS:**

**1. Resolution 2016-30 – PPA Restatement**

Commissioner Watson asked whether the language of the restatement containing “CEO” or “Chief Executive Officer” would be prohibitive language for the renewal. Ms. Sayers-Proby responded the language was changed to accommodate the bylaws and would be legally sound in the absence of a Chief Executive Officer.

**MOTION** by Commissioner Achola, seconded by Commissioner Levy, to approve item #6, PPZ Restatement. Motion passed unanimously.

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

## **REPORTS AND DISCUSSION ITEMS**

### **C. BUDGETS AND FINANCE**

#### **1. OHA Financials**

Mr. Knudtson reviewed the financials for the major programs, noting the financials were revised from those contained in the original packet due to a computer error. He noted Public Housing saw a loss. Section 8 Operating saw a net income, as did the Central Office. Section 8 Admin saw a loss.

#### **2. HIO Financials**

HIO saw a net loss.

#### **3. AMP Financials**

Mr. Knudtson stated OHA was beginning to include AMP financials to reflect the agency's efforts toward asset management. He opened the discussion for questions.

#### **4. Accounts Payable**

Mr. Knudtson noted the payables were also revised, as they formerly contained a check that was reissued and were corrected.

### **D. ASSET MANAGEMENT**

#### **1. Omaha Housing Authority/Housing in Omaha**

Mr. Jackson presented the occupancy report, noting OHA was operating with occupancy at about 97%. Fourteen properties were at 98% capacity. There was a high leasing volume of seventy-seven units in April that would likely be reflected in the coming month's report. This leasing rate was about twice the usual rate. Zone Managers will be directed to concentrate on the high past due balances. There will also be training on the new report format so both Zone and Asset Managers know what is expected for occupancy and rent collection.

Mr. Jackson explained each column of the Asset Management Report. Commissioner Levy asked for an explanation of the percent of rent collected and rent collected per unit. Mr. Jackson responded both figures are measured in a thirty day time frame and reflect each other directly. Zero balance is based on total rents paid within no specified time frame. Ms. Gilroy added the figures for the scattered sites would be somewhat different because of utility costs factored into the final numbers. Commissioner Watson inquired how staff plans to use the report. Ms. Carlin responded the reports will be used to budget and as a point of numeric comparison. The managers will see historic financials to compare current and past numbers. They will then be given budget sheets to submit for conversation. The Asset Management report format allows for interaction between site maintenance and financials. Staff will also be able to develop a merit system for managers as numbers can be directly compared.

Commissioner Achola stated it was concerning to see the accounts receivable numbers upwards of ninety days. Ms. Gilroy replied there were numerous double payments in April that will show a change in these numbers and the Sector Property Managers will support the Zone Staff as necessary to collect back rents. The reports will help give managers necessary perspective. Commissioner Levy commented it would be helpful to add a column at the far right of the report for the figures for the year cumulatively.

## **E. HOUSING CHOICE VOUCHER PROGRAM**

In the absence of Ms. Anderson, Ms. Carlin opened the discussion for questions and noted the report in the Board Packet.

## **F. HOUSING IN OMAHA, INC.**

Commissioner Taylor asked whether it would be necessary to have a meeting in May. Mr. Hansen stated there were no action items for May. Mr. Levy noted there was progress made on the HIO Property Tax, which would need to be filed in June, so it would be beneficial to have a conference call in mid-May to review details.

## **G. SUPPORT DEPARTMENT REPORTS**

### **1. Capital Development and Construction**

Ms. Carlin stated OHA is continuing work on notice of violations. Francis Street is complete and two others are in process, along with the demolition/disposition application. The master co-developer selection is moving forward and staff hopes to have one or more of the candidates present at the May development meeting.

Habitat for Humanity continues to work on its area of involvement the homeownership program.

The 2014 Capital grant is fully obligated.

### **2. Procurement/Contracting**

Mr. Schrader stated the projects selected obligate the 2014 grant are all wise investments for OHA. Almost the exact amount was budgeted on valid, necessary projects. There are several projects for future consideration, such as waterproofing the towers and window replacement at Underwood Tower.

### **3. Human Resources**

Ms. Sayers-Proby stated OHA will have its next all staff meeting in the upcoming week. The agency is still focusing on fitness and will continue to promote Get Fit Fridays. In an effort to encourage staff to be healthy and improve insurance rates, OHA is looking into free on-site blood pressure and cholesterol screening. The cleanup at Spencer Homes in June will involve all staff.

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

Mr. Issaka stated OHA submitted grant applications for FSS and Underwood Tower mural project were submitted the week prior. Staffing Solutions was looking for sixty employees for Berkshire Hathaway and Olympic Swimming events and contacted OHA about the opportunity. There will also be follow up with Coca Cola regarding jobs for OHA residents.

Fifteen high school students applied for Buffet Scholarships. Another fifteen applied and were accepted to four year colleges. The importance of breaking the cycle of poverty is extremely important with high school-aged kids.

The REACH grant will be modified to include renovations at Spencer Homes to encourage a family-friendly environment. There are plans for painting, a walking path, and benches to be put in to create a positive environment.

Mr. Achola asked

**5. Public Safety**

Ms. Peters noted the criminal reports were separated from the general reports, as requested. The reports were broken down further by type of incident and who was involved.

**6. Legal**

Mr. Hansen stated he spent time on ensuring the new HUD requirements for background checks and grievance hearings were adopted and put into the correct procedural guidelines. He added there were matters for Executive Session.

**NEW INFORMATION**

**1. MOU for Heartland Workforce Services**

Ms. Carlin stated she was aware the Board had not ever seen the document before, although the agreement has been signed annually for several years. The director was not required to notify the Board of MOUs; however, Ms. Carlin noted it she would bring similar matters before the Board in the future.

**MOTION** by Commissioner Levy to approve the Heartland Workforce Solutions MOU, seconded by Commissioner Berglund. Motion passed unanimously.

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

**MOTION** by Commissioner Levy to move into Executive Session for legal and personnel matters at 9:35 a.m., seconded by Commissioner Watson. Motion passed unanimously.

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

*The Board moved to Executive Session at 9:38 a.m.*

### **EXECUTIVE SESSION**

**MOTION** by Commissioner Berglund, seconded by Commissioner Levy, to come out of Executive Session at 10:13 a.m. Motion passed unanimously.

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

**MOTION** by Commissioner Berglund, seconded by Commissioner Levy, to adjourn the meeting at 10:14 a.m. Motion passed unanimously.

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

*The meeting was adjourned at 10:14 a.m.*