

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
JANUARY 11, 2016
12:30 p.m.**

(Board Member Lunch 12:00pm-12:30pm in Executive Office)

**Administration/Resident Initiatives Building
(Handicap Accessible)
700 North Berry Road
Norman, Oklahoma 73069**

MINUTES

ITEM 1. ROLL CALL

Chairman Jeff Cummins declared a quorum present and called the meeting to order at 12:43 P.M.

COMMISSIONERS PRESENT:

Jeff Cummins	Chairman
Marianne Ratliff	Vice-Chairperson
Rick McKinney	Commissioner

COMMISSIONERS ABSENT:

Mike McDanel	Commissioner
Jan Hunter	Commissioner

STAFF PRESENT:

Karen Canavan	Executive Director
Sherri Hunt	Deputy Executive Director
Bobbe Feher-Nist	Director of Public Housing
Barbra Ruth	Executive Assistant
James Henslee	Maintenance Supervisor

VISITORS PRESENT:

ITEM 2. PLEDGE OF ALLEGIANCE LED BY KAREN CANAVAN

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the January 11, 2016, Regular Board Meeting, as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve the Agenda for the January 11, 2016, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 4. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 012/31/2015

Christopher Cole was recognized as Employee of the Quarter ending 12/31/2015

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None.

ITEM 5. CONSENT DOCKET

INFORMATION:

This Item is placed on the Agenda so that the Board, by unanimous consent, can designate those routine Agenda Items that they wish to be approved or acknowledged by one motion. If any Item proposed does not meet with approval of all Board Members, that Item will be heard in regular order. Staff recommends that Items 6 thru 8 be placed on the Consent Docket.

ACTION REQUESTED: A motion to place Items 6 thru 8 on the Consent Docket to be approved by one motion.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to approve by Consent Docket for the January 11, 2016, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 6. APPROVAL OF MINUTES FROM NOVEMBER 16, 2015, REGULAR BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the November 16, 2015, Regular Board Meeting, as presented.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM 7. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF DECEMBER, 2015.

Executive Director Canavan reported to the Board that Section 8 has a total of 1,187 vouchers under lease. Families housed since 10/01/1976 is 7,668. Currently there are 277 families on the waiting list.

Executive Director Canavan reported that Rose Rock Villa is 100% occupied. There are 6 approved applicants on the waiting list and 3 applications pending verification.

Executive Director Canavan reported that General Occupancy (Scattered Sites) and Redbud Village were both 100% occupied with 24 approved applicants on the waiting list.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM 8. CONSIDERATION OF FINANCIAL STATEMENTS FOR 10/31/2015 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR DECEMBER, 2015.

The low-rent program had a net operating income of \$3,430.69 for the month of October, 2015 with a year to date of \$37,915.19.

Maintenance over time for the month of December was \$214.71

Credit Card expense for the month of December was \$377.36.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item approved on the Consent Docket.

- ITEM 9. RATIFICATION OF CHANGE ORDER TO INCLUDE REPLACEMENT OF A/C CONDENSERS WITHIN THE STORM REPAIR CONTRACT AWARDED TO CCRS.**
- ACTION REQUESTED:** Approve as presented.
- ACTION TAKEN:** A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve the ratification of change order to include replacement of A/C condensers within the storm repair contract awarded to CCRS. The following vote was recorded:
- YEAS:** All
- NAYS:** None
- Chairman Cummins declared motion carried.
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- ITEM 10. RATIFICATION OF CONTRACT AWARDED TO BNB TECHNOLOGY FOR COMPUTER AND NETWORKING UPGRADE.**
- ACTION REQUESTED:** Approve as presented.
- ACTION TAKEN:** A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve the ratification of contract awarded to BNB Technology for computer and networking upgrade. The following vote was recorded:
- YEAS:** All
- NAYS:** None
- Chairman Cummins declared motion carried.
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- ITEM 11. CONSIDERATION OF RESOLUTION NUMBER 15-16-011, A RESOLUTION TO AMEND THE PREVIOUSLY ADOPTED STATEMENT OF POLICIES GOVERNING THE ADMISSION TO AND CONTINUED OCCUPANCY OF THE HUD-AIDED, SECTION 8 HOUSING CHOICE VOUCHER PROGRAM, OPERATED BY THE HOUSING AUTHORITY OF THE CITY OF NORMAN.**
- ACTION REQUESTED:** Approve as presented.
- ACTION TAKEN:** A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve Resolution Number 15-16-011. The following vote was recorded:
- YEAS:** All
- NAYS:** None
- Chairman Cummins declared motion carried.

ITEM 12. SPECIAL PROGRAMS

There are 32 vouchers in the Section 8 FSS Program being utilized as of December 31, 2015. The escrow for the month of December was \$2,114.00 which gives us a total escrow account balance of \$50,181.93.

The Section 8 program had an FSS participant graduate last month. The participant completed her FSS Contract with an escrow balance of \$15,169.58. Her goals were to complete Dental Lab School, along with training in that field and to work at least 30 hours a week to obtain health benefits. She has been working 30 hours a week, with health insurance, for over two years. She will be using some of her money to purchase a new vehicle.

Norman Housing Authority was awarded under the 2015 Family Self-Sufficiency (FSS) Coordinator Program. Our approved funding is \$49,212.00, effective January, 2016 through December, 2016. Attached is the breakdown of funding received in our state.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 13. NEW BUSINESS

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 14. RECOGNITION OF VISITORS

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 15. COMMISSIONER'S COMMENTS

INFORMATION: This item appears on the Authority's Agenda for the Board to make comments and to afford an opportunity for citizens to address the Board.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 16. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the January 11, 2016, Regular Board Meeting.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to adjourn the January 11, 2016, Regular Board Meeting.

The following vote was recorded:

YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 1:15 PM

PASSED AND ADOPTED THIS 18th DAY OF APRIL, 2016.

Chairman

SEAL

Attest By:

Executive Director