

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING
APRIL 18, 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 12:30 P.M.

COMMISSIONERS PRESENT:

Jeff Cummins	Chairman
Marianne Ratliff	Vice-Chairperson
Rick McKinney	Commissioner
Jan Hunter	Commissioner
Paul Austin	Commissioner

COMMISSIONERS ABSENT:

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:

Maria Urlaub	Urlaub Accounting
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ITEM 2. PLEDGE OF ALLEGIANCE LED BY CHAIRMAN JEFF CUMMINS

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the April 18, 2016, Annual 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 April 18, 2016, Annual Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 4. LOYALTY OATH FOR NEW BOARD MEMBER, PAUL AUSTIN

Paul Austin was sworn in to the position of Commissioner and the Loyalty Oath is signed and notarized.

ACTION REQUESTED: As desired by Board

ACTION TAKEN: None.

ITEM 5. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 3/31/2016

Brenda Stephens was recognized as Employee of the Quarter ending 3/31/2016

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None.

ITEM 6. 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 7 thru 15 be placed on the Consent Docket.

ACTION REQUESTED: A motion to place Items 7 thru 15 on the Consent Docket to be approved by one motion.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to remove item 9 from the Consent Docket for further discussion and to approve items 7 thru 8 and items 10 thru 15 on the Consent Docket for the April 18, 2016, Annual Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 7. APPROVAL OF MINUTES FROM JANUARY 11, 2016, REGULAR BOARD MEETING.

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

ACTION TAKEN: Item approved on the Consent Docket.

ITEM 8. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF MARCH, 2016.

Executive Director Canavan reported to the Board that Section 8 has a total of 1,211 vouchers under lease. Currently there are 323 families on the waiting list.

Executive Director Canavan reported that Rose Rock Villa is 100% occupied. There are 7 approved applicants on the waiting list.

Executive Director Canavan reported that General Occupancy (Scattered Sites) and Redbud Village were both 100% occupied with 10 approved applicants on the waiting list.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM 9. CONSIDERATION OF FINANCIAL STATEMENTS FOR 3/31/2016 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR MARCH, 2016.

The low-rent program had a net operating income of a negative \$38,096.65 for the month of March, 2016 with a year to date of \$85,243.

The Section 8 Program (Admin) had a year to date net operating income of \$64,324.69.

Maintenance overtime for the month of March was \$385.13

Credit Card expense for the month of March was \$660.45.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Hunter to approve the Financial Statements, Routine Claims, and Credit Card Expenses as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 10. RATIFICATION OF RESOLUTION NUMBER NHA 15-16-019, A RESOLUTION TO APPROVE THE NHA ANNUAL PHA PLAN.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item approved on the Consent Docket

ITEM 11. RATIFICATION APPROVING JACKSON MECHANICAL TO COMPLETE TEMPORARY MODIFICATION TO ROSE ROCK VILLA CHILLER SYSTEM

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item approved on the Consent Docket

ITEM 12. RATIFICATION APPROVING IT MONTHLY MAINTENANCE CONTRACT WITH BNB TECHNOLOGY.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item approved on the Consent Docket

ITEM 13. RATIFICATION APPROVING NHA LAWN MOWING CONTRACT WITH NEW SEASON LANDSCAPING.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item approved on the Consent Docket

ITEM 14. RATIFICATION APPROVING NHA LAWN CHEMICAL CONTRACT WITH NEW SEASON LANDSCAPING.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item approved on the Consent Docket

ITEM 15. RATIFICATION APPROVING CHANGE ORDER #1 WITH LEGACY CONSTRUCTION AND DEVELOPMENT.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item approved on the Consent Docket

ITEM 16. SPECIAL PROGRAMS

There are 43 vouchers in the Section 8 FSS Program being utilized as of March 31, 2016. The escrow for the month of March was \$2,712.00 which gives us a total escrow account balance of \$58,104.27.

Notification of funding for the Family Self-Sufficiency Coordinator has come out. Applications are due April 20th. Our application was submitted for \$44,514.95. If awarded, this grant will be used January – December, 2017.

Our Annual Plan was due on April 17th. We received verification it has been received and waiting on notification of approval.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 17. CONSIDERATION OF RESOLUTION NUMBER NHA 15-16-017 REVISING THE FYE 6/30/2016 LOW RENT BUDGET.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Austin to approve resolution number NHA 15-16-017 revising the FYE 6/30/2016 Low Rent Budget as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 18. CONSIDERATION OF RESOLUTION NUMBER NHA 15-16-018 APPROVING THE FYE 6/30/2017 LOW RENT BUDGET.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Vice-Chairperson Ratliff to approve resolution number NHA 15-16-018 approving the FYE 6/30/2017 Low Rent Budget as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 19. CONSIDERATION OF RESOLUTION NUMBER NHA 15-16-016, A RESOLUTION TO AMEND THE NHA ORGANIZATIONAL SALARY RANGES EFFECTIVE 5/01/2016.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Hunter to approve resolution number NHA 15-16-016 amending the NHA Organizational Salary Ranges effective 5/01/2016 as presented. The following vote was recorded:

YEAS: Chairperson Cummins, Vice-Chairperson Ratliff
Commissioner Hunter, Commissioner McKinney

NAYS: Commissioner Austin

Chairman Cummins declared motion carried.

ITEM 20. CONSIDERATION OF RESOLUTION NUMBER NHA 15-16-012 THRU 15-16-015, A RESOLUTION TO DROP FROM ACCOUNTS RECEIVABLE AS A COLLECTION LOSS, AN UNCOLLECTABLE TENANT DEBT.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve resolution number NHA 15-16-012 thru 15-16-015 to drop from accounts receivable as a collection loss, an uncollectable tenant debt as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 21. ACCEPTANCE OF THE FYE 2015 INDEPENDENT AUDIT

The NHA Independent Audit for Fiscal Year Ending 6/30/2015 was completed without findings.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Hunter to accept the FYE 2015 Independent Audit as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 22. TERMINATION OF CONTRACT WITH TOTAL COMPLIANCE.

The NHA currently contracts with Total Compliance for HR services as needed. The Monthly fee is \$400 (\$4,800 annually).

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Vice-Chairperson Ratliff to terminate the retainer contract with Total Compliance and move to an as needed hourly basis. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 23. DISCUSSION OF ROSE ROCK VILLA AIRHANDLER ISSUES (2 WAY VERSUS 3 WAY MOTOR VALVES).

Director Canavan spoke with the Board about the Rose Rock Air Handlers and gave an overview of the conversations and actions that took place between the Architects, Contractors and the Engineers that were hired by Chase Feters Hewitt and Norman Housing Authority.

The Board has requested that Director Canavan review the HUD requirements for hiring an attorney and proceed with obtaining qualifications and bids.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 24. NEW BUSINESS

The Board has agreed that there will be no May NHA Board Meeting.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 25. RECOGNITION OF VISITORS

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 26. 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 27. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the April 18, 2016, Annual Board Meeting.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to adjourn the April 18, 2016, Annual Board Meeting.

The following vote was recorded:

YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 2:30 PM

PASSED AND ADOPTED THIS 11th DAY OF JULY, 2016.

Chairman

Attest By:

SEAL

Executive Director