

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
JULY 13, 2020
12:30 p.m.
ZOOM MEETING**

MINUTES

ITEM 1. ROLL CALL

Chairman Jeff Cummins declared a quorum present and called the meeting to order at 12:33 P.M.

COMMISSIONERS PRESENT:

Jeff Cummins	Chairman
Rick McKinney	Commissioner
Paul Austin	Commissioner

COMMISSIONERS ABSENT:

Marianne Ratliff	Vice-Chairperson
Jan Hunter	Commissioner

STAFF PRESENT:

Karen Canavan	Executive Director
Sherrri Hunt	Deputy Executive Director
Barbra Ruth	Executive Assistant
Bobbe Feher-Nist	Director of Public Housing
James Henslee	Maintenance Supervisor
Allison Failing	Section 8 Supervisor

VISITORS PRESENT:

None

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 July 13, 2020, Regular Board Meeting, as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve the Agenda for the July 13, 2020, 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 6/30/2020

Cristina Fuentes was recognized as Employee of the Quarter ending 6/30/2020

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 Commissioner Austin to approve items 6 thru 8 on the Consent Docket for the July 13, 2020, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 6. APPROVAL OF MINUTES FROM MAY 11, 2020, RESCHEDULED ANNUAL BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the May 11, 2020, Rescheduled Annual Board Meeting, as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM 7. CONSIDERATION OF FINANCIAL STATEMENTS MAY, 2020 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR JUNE, 2020.

The low-rent program had a net income of negative \$2,717.53 for the month with a positive income of \$263,971.13 to date.

Maintenance overtime for the month was \$136.80

Credit Card expense for the month was \$1,776.78

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM 8. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF JUNE, 2019.

Section 8 has a total of 1,281 vouchers under lease. Currently there are 562 families on the waiting list.

Rose Rock Villa is 100% occupied. There are 2 approved applicants on the waiting list.

General Occupancy (Scattered Sites) and Redbud Village were both 100% occupied with 6 approved applicants on the waiting list.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Approved on the Consent Docket.

ITEM 9. CONSIDERATION OF RESOLUTION NUMBER NHA 20-21-001 AMENDING THE SECTION 8 ADMIN PLAN.

Section 8 Housing Choice Voucher program is required by HUD to keep an updated Administrative Plan to include HUD regulations and local policies. Staff has recently reviewed a chapter and found the following item needs changed to bring our policies current with our day to day activities.

15-V Mainstream Vouchers:

15-V.C Selection Preference

NHA shall use the following preferences when leasing from its Housing Choice Voucher waiting list. However, when the maximum allotted number of vouchers (Mainstream Vouchers) are under lease, any voucher being issued to the next person on the waiting list without consideration of preference i.e., first come, first serve.

Would request to change the wording to add...i.e., first come, first serve. Should Mainstream Vouchers still be available, and those applicants with a preference have been awarded their opportunity to complete an update and/or voucher spot and do not utilize, they will still remain targeted to potentially be selected again until all Mainstream Vouchers are under lease.

Staff respectfully requests approval of Resolution Number NHA 20-21-001 to make changes to our plan as presented.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve Resolution Number NHA 20-21-001 amending the Section 8 Admin Plan. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 10. NEW BUSINESS

Executive Director Canavan discussed the window bid that was received from Federal Protection (Est \$30,000) for Rose Rock Villa and the Administrative Building reception areas. These windows will act as a barrier but will still allow clients to conduct business face to face when entering the buildings. They will be bullet proof and also include a slide out drawer for use when transferring paperwork to and from. The windows will require a maintenance contract in the amount of \$1,950 a year for each location. This contract will cover all repairs and maintenance.

Chairman Cummins has experience with this type of system and recommends going with a maintenance contract for at least a year to make sure there are no issues with the windows. Commissioner McKinney asked Chairman Cummins if he had any problems with this type of window system and he replied that he had not.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner McKinney to execute a contract beyond the CARES Act funding in the amount of \$1,950.

The following vote was recorded:

YEAS: 1

NAYS: None

Chairman Cummins declared that the motion died for lack of second.

The Board did not object but felt that it was described as part of the Executive Director's authority and did not need to be voted on by the Board.

ITEM 11. RECOGNITION OF VISITORS

None

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 12. COMMISSIONER'S COMMENTS

Commissioner Austin commented that he really appreciates seeing the Household Composition Report in the Board Packet. He also stated that statistically, the NHA is doing very well and fitting Normans statistics for minorities.

Commissioner McKinney asked for an update on the website. Executive Assistant Barbra Ruth shared with the Board that the web designer is on track with building the pages and making sure they are all coded for ADA capability. We are hoping to have it completed by the end of August.

Executive Director Canavan showed the Board the new NHA logo design with the new color scheme. These new colors were used to help provide a fresh look to the website design.

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 13. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the July 13, 2020, Regular Board Meeting.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to adjourn the July 13, 2020, Regular Board Meeting.

The following vote was recorded:

YEAS: All

NAYS: None

Chairman Jeff Cummins declared motion carried.

ADJOURNED AT 12:58 PM

PASSED AND ADOPTED THIS 14th DAY OF SEPTEMBER 2020.

Chairman

SEAL

Attest By:

Executive Director