

MINUTES OF A REGULAR MEETING
OF THE
LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

November 22, 2004
5:30 p.m.

Edgewood Homes
Conference Room

1. Call of Roll.

The meeting was called to order at 5:30 p.m. by Chair, Todd Crenshaw. Upon call of roll the following Commissioners answered present:

Joe Helfert
Shannon Our
Todd Crenshaw

Also present were Charlotte Knoche, Barbara Huppee and Vickie Butler, LDCHA staff members.

Commissioners Amison and Gonzales were absent by prior arrangement.

2. Approve Minutes of November 22, 2004 Board of Commissioners Meeting.

Commissioner Helfert moved to approve the minutes as presented. Commissioner Oury seconded the motion. The motion passed unanimously.

3. Receive Comments from Tenants and Public.

There were no tenants or members of the public present.

4. Receive October 2004 Financial Report.

Ms. Huppee reported that October brings the agency to 83% through the budget year. Total rental income is 3% over budget projections at 86%. Total income from all other sources excluding subsidy is running 4% over budget at 87%. The final authorized subsidy of \$465,732 (98.1% of the eligible amount) will be included in the budget revision which will be brought before the Board in December. Total administrative expenses are under budget projections at 77%. Water, electricity and other utility expenses remain under budget with gas running over at 100%. Total operating expenditures are at 77% through the October reporting period. As of this reporting period, the agency shows a year-to-date surplus of \$157,069. This is \$166,732 more

than the projected deficit of \$9,663. The budget revision which will be presented in December will bring income and expenses in line with actual, presenting a more accurate report.

5. CONSENT AGENDA

- A. Resolution 873: Write-off Tenant Accounts Receivables in the Amount of \$13,433. 00.
- B. Resolution 874: Write-off Uncashed, Unclaimed Checks in the Amount of \$1,455.05.
- C. Resolution 875: Approve 2005 Application for HOME Tenant Based Rent Assistance and Community Development Block Grant Funds.
- D. Resolution 876: Amend Public Housing Admissions and Continued Occupancy Policy (ACOP), Methods of Administration (MOA) and Administrative Plan for Section 8 and HOME TBRA to Provide for Consistency Across Program Policies and Procedures.
- E. Receive Preliminary Report on October 26 MTW On-site Review.
- F. Receive Report on MTW Extension Efforts.
- G. Receive Report on Babcock Place/Peterson Acres Designation Extension Request.
- H. Receive Report on Laundry Services at Babcock Place.

Commissioner Helfert requested that item H be removed for comment. He requested that the Executive Director present the report on laundry services to the Babcock Tenants' Association for their information. Ms. Huppee stated that the report would be forwarded to the Association. Mr. Helfert moved to approve the remaining Consent Agenda as presented. Ms. Oury seconded the motion. The motion passed unanimously.

6. REGULAR AGENDA

- A. Receive Report and Discuss Legal Services Procurement.

The agency's legal services contract with Stevens Brand ends December 31, 2004. Legal services were procured through written solicitation in late 2002 for a two-year contract. Stevens Brand had the most favorable proposal at \$105/hour for attorney services and \$40/hour for legal intern services. The LDCHA's procurement policy has changed. The agency does not have to go out to bid for services under \$10,000. Legal services are running under \$8,000 a year. Staff is very satisfied with the legal representation received from Stevens Brand and that they are a

multi-disciplined firm able to represent a variety of areas and not just landlord tenant matters. They have agreed to again represent the agency at \$110/hour for attorney services and \$40/hour for intern services.

Commissioner Crenshaw and Commissioner Oury, members of the Stevens Brand law firm, abstained from any discussion. Commissioner Helfert had no comments. Chairman Crenshaw moved to table any discussion until a full Board of Commissioners was present. Mr. Helfert seconded the motion. The legal services procurement discussion will be brought back to the Board at its December meeting.

B. Resolution 877: Approve 2004 Performance Awards Under the Employee Performance Incentive Fund if Appropriate.

In 1999 the Board approved a policy to financially reward employees at the end of the year for above-average achievement of goals and performance standards. The distribution of funds at the end of the year is to serve as an incentive for all employees to perform at their highest level throughout the year. All employees share in equal amounts based on the number of regular hours worked. The Board was presented with a public housing budget analysis worksheet derived from the initial budget compared against year-end projections. An analysis of the February budget revision showing income over expenses was also presented. The Board was to decide the pool of funds to approve. The approved amount is matched by the Section 8 program. Staff's recommendation was that the award should not become excessive and recommended that the amount of public housing funds approved for the pool not exceed \$40,000.

After discussion, Mr. Crenshaw moved to cap the Public Housing amount of funds at \$40,000 per staff's recommendation together with a \$40,000 match by Section 8 funds for a total of \$80,000. Mr. Helfert seconded the motion. The motion passed unanimously. Mr. Crenshaw then moved to award the full \$40,000 in Public Housing funds and \$40,000 in Section 8 funds. Ms. Oury seconded the motion. The motion passed unanimously.

7. Calendar and Announcements.

The December Board meeting will be one week early, December 20th at Babcock Place.

The Babcock Place Open House will be December 15 from 3:00 p.m. to 5:00 p.m. Invitations will be mailed.

8. Adjournment.

There being no further items of business, Mr. Crenshaw moved to adjourn. Mr. Helfert seconded the motion. The meeting was adjourned at 5:55 p.m.

Chair

Secretary

Attest