

LOUISVILLE METRO HOUSING AUTHORITY
MINUTES OF REGULAR MEETING
APRIL 21, 2020

Roll Call:

The meeting of the Board of Commissioners was called to order by Mr. Manfred Reid Sr., at 3:37 p.m. Due to the COVID-19 Outbreak, participants were encouraged to call in by way of Zoom Conference Call. Members present were Mr. Bryan Cole, Rev. Geoffrey Ellis, Mr. Lance Gilbert, Mr. Cary Hearn and Ms. Mary Ellen Wiederwohl. Absent were Ms. Gena Harris, Ms. Mary Elizabeth Miles (excused), and Ms. Lisa Nicholson (excused).

Others present were Ms. Lisa Osanka, Executive Director; Mr. Wavid Wray, Deputy Executive Director; Directors; Mr. Richard Nash, III, Attorney; Ms. Vickie Fields, Executive Secretary; Staff and members of the public.

On recommendation of LMPHW and the CDC guidelines on social distancing, LMHA is doing our part to prevent the spread of COVID-19 by using the available technology to conduct the necessary and vital business of the agency. All public meetings will be held adhering to federal and state standards while maintaining the health and well-being of LMHA staff, residents and partners.

Announcements:

None.

Committee Reports:

Rev. Ellis asked Lisa Osanka to brief the Board regarding Health and Safety. Ms. Osanka stated that the Public Health Department informed the Agency that two employees tested positive for COVID-19. Workspaces and common areas were cleaned and LMHA informed employees of the Health Departments notice. Ms. Osanka was happy to announce that both employees received return to work statements and are back on the job.

Mr. Gilbert stated that the Finance Audit Committee met and are very happy and submitting a very reasonable budget in today's Resolutions.

Mr. Gilbert informed the Board that the Strategic Planning Facilitator, Stan Quy, is diligently working on completing a strategic planning survey and hopes to have a presentation for the May Board Meeting.

Approval of Minutes:

Mr. Gilbert made a motion to approve the minutes of LMHA's regular meeting held on March 17, 2020. Rev. Ellis seconded. Motion carried by unanimous vote.

Resolutions:

Rev. Ellis made a motion to adopt Resolution 5a "Authorization to Renew Contract for the Independent Public Accountant Annual Audit". Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 26-2020 (4/21/20)

WHEREAS, the U.S. Department of Housing and Urban Development requires an annual audit of the Housing Authority records to be conducted by an independent public accountant, and

WHEREAS, Louisville Metro Housing Authority staff submitted requests for proposals to conduct the annual audit; and

WHEREAS, the proposals were received and opened on February 7, 2017; and

WHEREAS, the original contract award in 2017 to MCM CPAs and Advisors included four, one-year renewal options; and

WHEREAS, staff is requesting approval of the third, one-year renewal option.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to execute the third, one-year renewal option of the contract with MCM PCAs & Advisors to conduct the Louisville Metro Housing Authority financial audit for the 12-month period ending June 30, 2020 for a fee of \$42,500.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to negotiate all contractual documents with MCM CPAs & Advisors on behalf of the Louisville Metro Housing Authority including any additional services that may be required.

Mr. Hearn made a motion to adopt Resolution 5b "Adoption of 2020-2021 Consolidated Budget". Mr. Cole seconded. Motion carried by unanimous vote.

RESOLUTION NO. 27-2020 (4/21/20)

WHEREAS, the Louisville Metro Housing Authority's Consolidated Budget for fiscal year 2020 - 2021 has been prepared in accordance with PHA 7475.1 Low-Income Housing Management Handbook; and

WHEREAS, the Consolidated Budget is a component of the annual Moving to Work Plan; and

WHEREAS, all certification requirements have been met.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY'S BOARD OF COMMISSIONERS, that the proposed expenditures in the Consolidated Budget for 2020 - 2021 are necessary for the appropriate delivery of resident services and efficient operation of the Louisville Metro Housing Authority. Additionally, the Executive Director is authorized to execute amendments to the Annual Contributions Contract (ACC) with HUD for the Capital Fund Program (CFP), Operating Fund, and Section 8 Housing Choice Voucher Program as needed.

Rev. Ellis made a motion to adopt Resolution 5c "Approval of Intergovernmental Agreement Between the Louisville Metro Housing Authority (LMHA) and the Department of Codes and Regulations (C&R) for Inspection Services". Mr. Gilbert seconded. Ms. Wiederwohl recused herself. Motion carried by unanimous vote.

RESOLUTION NO. 28-2020 (4/21/20)

WHEREAS, the Louisville Metro Department of Codes and Regulations (C&R) currently provides inspection services for privately owned units participating in the Louisville Metro Housing Authority's (LMHA) Housing Choice Voucher program; and

WHEREAS, the inspection services have been provided under an intergovernmental agreement that was put in place in 2003 as amended; and

WHEREAS, it has become necessary to negotiate a new intergovernmental agreement that more accurately reflects current conditions; and

WHEREAS, it is the desire of the parties to continue their arrangement in which LMHA utilizes certain inspection and administrative functions currently available within C&R.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into an ongoing Intergovernmental Agreement with the Louisville Metro Department of Codes and Regulations (C&R) to provide inspection services, beginning July 1, 2020, for an annual amount of approximately \$1,234,000. The annual amount of the agreement will be

adjusted and supported by a budget each year and will be reflective of estimated costs in providing the inspection services.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to extend this intergovernmental agreement for renewable one-year periods, as agreed to by both parties, and to negotiate all contractual documents with the Louisville Metro Department of Codes and Regulations (C&R) on behalf of the Louisville Metro Housing Authority.

Rev. Ellis made a motion to adopt Resolution 5d “Approval of FY 2021 Moving to Work Annual Plan”. Mr. Cole seconded. Motion carried by unanimous vote.

RESOLUTION NO. 29-2020 (4/21/20)

WHEREAS, the Louisville Metro Housing Authority (LMHA), as the Housing Authority of Louisville, executed a Moving to Work (MTW) Agreement on August 2, 1999 and an Amended and Restated Agreement on April 15, 2008, which provides LMHA with some authority to investigate and adopt new policies and to flexibly use HUD funding; and

WHEREAS, the Louisville Metro Housing Authority (LMHA), as the Housing Authority of Louisville, executed a Moving to Work (MTW) Agreement on August 2, 1999; an Amended and Restated Agreement on April 15, 2008, which provides LMHA with some authority to investigate and adopt new policies and to flexibly use HUD funding and extended participation in the MTW Program until June 30, 2018 and later extended to June 30, 2028; an Amendment to the Amended and Restated Agreement on March 17, 2020, which authorized citations to waive an independent entity inspection; and

WHEREAS, as a part of the Amended and Restated MTW Agreement, an MTW Annual Plan for Fiscal Year (FY) 2021 must be developed and submitted to HUD to formally enable LMHA to fully use the policy and budget flexibility provided to public housing agencies participating in the MTW Program; and

WHEREAS, a Board Resolution approving the proposed FY 2021 MTW Annual Plan and required Certifications must be included in the submission provided to HUD; and

WHEREAS, the proposed FY 2021 MTW Annual Plan was made available for public comment between March 5, 2020 and April 4, 2020 and a public hearing was held on March 19, 2020 to discuss the Proposed FY 2021 MTW Annual Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the FY 2021 MTW Annual Plan is approved, and that the Executive Director and Contracting Officer, Lisa Osanka,

is hereby authorized to execute and submit the Plan to the U.S. Department of Housing and Urban Development.

Mr. Gilbert made a motion to adopt Resolution 5e “Approval of Revisions to the Housing Choice Voucher Program Administrative Plan”. Mr. Hearn seconded. Motion carried by unanimous vote.

RESOLUTION NO. 30-2020 (4/21/20)

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that Housing Choice Voucher (HCV) providers adopt an Administrative Plan to set local policies for the administration of the program in accordance with HUD requirements and local priorities; and

WHEREAS, the HCV Program Administrative Plan and any revisions to said document must be formally adopted by the Louisville Metro Housing Authority (LMHA) Board of Commissioners; and

WHEREAS, the LMHA finds it necessary to revise the existing HCV Program Administrative Plan to administer the program in a more effective and efficient manner and to remain in compliance with HUD rules and regulations; and

WHEREAS, the LMHA is proposing revisions to the following sections of the HCV Program Administrative Plan: “Introduction” (Section 1C); “Providing Equal Access” (Section 2A), “Eligibility for and Denial of Assistance” (Section 3A and 3B), “The Admissions Process” (Section 4B and 4E); “Determining Annual Income” (Section 5C and 5D); “Recertification” (Section 14B); “Project-Based Assistance” (Section 17H); “Standard Medical Deduction” (Appendix 6); “Special Referral Programs” (Appendix 9); and “Rent Schedule for the Project Based Voucher Program” (Appendix 11); and

WHEREAS, the full text of the proposed revisions is given as an attachment to this resolution; and

WHEREAS, these proposed revisions were made available for public comment from March 5, 2020 through April 4, 2020 and a public hearing was held on March 19, 2020; and

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Housing Choice Voucher Program Administrative Plan revisions are adopted.

Rev. Ellis made a motion to adopt Resolution 5f “Approval of Revisions to the Public Housing Admissions and Continued Occupancy Policy”. Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 31-2020 (4/21/20)

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that Public Housing providers adopt an Admissions and Continued Occupancy Policy (ACOP) to set local policies for the administration of the program in accordance with HUD requirements and local priorities; and

WHEREAS, the ACOP and any revisions to said document must be formally adopted by the Louisville Metro Housing Authority (LMHA) Board of Commissioners; and

WHEREAS, LMHA finds it necessary to revise the existing ACOP to administer the program in a more effective and efficient manner and to remain in compliance with HUD rules and regulations; and

WHEREAS, the LMHA is proposing revisions to the following sections of the LMHA ACOP: “Taking Applications” (Section 7.0), “Eligibility for Admission” (Section 8.1); “Tenant Selection and Assignment Plan” (Section 10.1); “Income, Exclusions, and Deductions from Income” (Section 11.2 and 11.3); “Verification” (Section 12.2 and 12.9); “Determination of Total Tenant Payment and Tenant Rent” (Section 13.4); “Recertifications” (Section 15.0, 15.1, 15.6, and 15.7); “Inspections” (Section 17.11), “Fair Market Rent Schedule, Flat Rent Schedules, and Standard Medical Deduction” (Appendix D); and

WHEREAS, the full text of the proposed revisions is given as an attachment to this resolution; and

WHEREAS, these proposed revisions were made available for public comment from March 5, 2020 through April 4, 2020 and a public hearing was held on March 19, 2020; and

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Public Housing Program Admissions and Continued Occupancy Policy for LMHA owned properties are adopted.

Rev. Ellis made a motion to adopt Resolution 5g “Authorization to Submit 2400 W. Chestnut Street to the Housing & Urban Development Special Applications Center (HUD SAC) for Disposition Approval”. Mr. Cole seconded. Motion carried by unanimous vote.

RESOLUTION NO. 32-2020 (4/21/20)

WHEREAS, the Louisville Metro Housing Authority (LMHA) is seeking authorization to submit property located at 2400 W. Chestnut Street to the Housing & Urban Development Special Applications Center (HUD SAC) for disposition approval; and

WHEREAS, the above listed property has undergone mold and lead abatement and some interior renovations; and

WHEREAS, the property is still in need of extensive exterior repairs and brick work due to a fire that occurred next door causing additional damage to the structure; and

WHEREAS, continued renovation to this structure would be higher than the cost to purchase a conventional replacement unit. Further rehabilitation is financially unfeasible for LMHA.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to execute documents necessary to submit to HUD SAC for disposition approval of 2400 W. Chestnut Street.

Mr. Gilbert made a motion to adopt Resolution 5h "Award of Construction Contract PPG (Porter Paint) Demolition 430 South 13th Street)". Mr. Cole seconded. Rev. Ellis opposed. Motion carried by majority vote.

RESOLUTION NO. 33-2020 (4/21/20)

WHEREAS, Program Income funds are available for PPG (Porter Paint) Demolition; and

WHEREAS, demolition documents for this project were developed by the project architect in conjunction with LMHA staff; and

WHEREAS, the project was advertised for bids in *The Courier-Journal*, *The Louisville Defender*, and in the *Housing Agency Marketplace* and on March 10, 2020 bids were received and tabulated for the contractor to perform the work; and

WHEREAS, the term of the construction contract will be for 274 calendar days; and

WHEREAS, staff reviewed the eight bids received and determined that the bid submitted by Cardinal Demolition in the amount of \$970,900.00 is the most responsive and responsible bid received and recommends award of the contract to them.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a contract with Cardinal Demolition in the amount of \$970,900.00 for PPG (Porter Paint) Demolition.

Rev. Ellis made a motion to adopt Resolution 5i “Authorization to Renew Annual Concrete Repair and Replacement Contract”. Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 34-2020 (4/21/20)

WHEREAS, funds for concrete repair and replacement are contained in the 2020 Operating Budget; and

WHEREAS, staff developed a bid proposal for concrete repair and replacement at various LMHA sites; and

WHEREAS, on March 13, 2018, bids were received and tabulated; and

WHEREAS, staff reviewed the bids received and determined Innovative Concrete Design & Construction, Inc. to be the most responsive and responsible bid received; and

WHEREAS, LMHA entered into a one-year contract with Innovative Concrete Design & Construction, Inc., with four one-year renewal options; and

WHEREAS, Innovative Concrete Design & Construction, Inc. has exercised the initial one-year contract and first one-year renewal; and

WHEREAS, LMHA and Innovative Concrete Design & Construction, Inc. would like to exercise the second one-year renewal option.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a contract with Innovative Concrete Design & Construction, Inc. for concrete repair and replacement as needed for various LMHA sites, in an amount not to exceed \$125,000 annually.

Mr. Hearn made a motion to adopt Resolution 5j “Authorization to Renew Annual Tree Trimming and Removal Contract”. Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 35-2020 (4/21/20)

WHEREAS, funds are allocated in the 2020 Capital Fund Budget for tree trimming and removal at all LMHA sites; and

WHEREAS, staff developed a bid proposal for tree trimming and removal at all LMHA sites; and

WHEREAS, bids were received and tabulated on February 27, 2018; and

WHEREAS, staff reviewed the bids received and determined the Sang Corporation to be the most responsive and responsible bid received; and

WHEREAS, LMHA entered into a one-year contract with Sang Corporation with four one-year renewal options; and

WHEREAS, Sang Corporation has exercised the initial one-year contract and first one-year renewal option; and

WHEREAS, LMHA and Sang Corporation would like to exercise the second one-year renewal option.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a contract with the Sang Corporation for tree trimming and removal as needed for all LMHA sites, in an amount not to exceed \$150,000 annually.

Lance Gilbert made a motion to adopt Resolution 5k "Approval to Extend the Annual Architectural Services Contract with Sherman-Carter-Barnhart Architects, PLLC". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 36-2020 (4/21/20)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for architectural services when necessary in the course of agency operation; and

WHEREAS, on May 1, 2019, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract to Sherman-Carter-Barnhart Architects, PLLC to provide the requisite services for an initial period of one year; and

WHEREAS, the contract awarded to Sherman-Carter-Barnhart Architects, PLLC included an option provision whereby LMHA may renew the contract up to four additional years.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to exercise the first option to renew the annual architectural services contract with Sherman-Carter-Barnhart Architects, PLLC one additional year with an annual fee not to exceed \$300,000.

Mr. Hearn made a motion to adopt Resolution 5I "Approval to Extend the Annual Architectural Services Contract with Lockett & Associates". Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 37-2020 (4/21/20)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for architectural services when necessary in the course of agency operation; and

WHEREAS, on May 1, 2019, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract to Lockett & Associates to provide the requisite services for an initial period of one year; and

WHEREAS, the contract awarded to Lockett & Associates included an option provision whereby LMHA may renew the contract up to four additional years.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to exercise the first option to renew the general annual architectural services contract with Lockett & Associates one additional year with an annual fee not to exceed \$300,000.

Discussions:

None.

Executive Session:

Mr. Gilbert motioned to go into Executive Session, seconded by Rev. Ellis. Motion carried by unanimous vote. The Board retired to Executive Session at 4:37 p.m.

The Board returned to Open Session at 4:48 p.m.

Other Business:

There being no further business to come before the Board, Mr. Gilbert motioned to adjourn, seconded by Rev. Ellis. Motion carried by unanimous vote.

The Board adjourned at 4:49 p.m.

Vickie J. Fields, Executive Secretary

Manfred Reid, Sr., Chairman