

LOUISVILLE METRO HOUSING AUTHORITY  
MINUTES OF REGULAR MEETING  
AUGUST 18, 2020

Roll Call:

The meeting of the Board of Commissioners was called to order by Mr. Manfred Reid Sr., at 3:32 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, Ms. Gena Harris, Mr. Cary Hearn, Ms. Mary Elizabeth Miles, Ms. Lisa Nicolson and Ms. Mary Ellen Wiederwohl.

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; LMHA Staff; Laura Kinsell-Baer, MBS, Mr. Rob Farmer, Mr. Herb Hardwick and Mr. Butch Mosby with Sponsor 4 Success; and individuals 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:

Ms. Osanka announced that HUD approved the MTW Plan for FY21 and included as part of it a new activity that LMHA is the first and only Housing Authority in the nation to try and it is an investment without displacement activity. The Mayor held a press conference a week ago and is really excited about the possibility of this program.

Ms. Osanka also announced that Ms. Sarah Galloway was hired as Special Assistant to the Executive Director and would be starting her employment on August 27<sup>th</sup>, 2020.

Committee Reports:

Mr. Gilbert updated the Board on Strategic Planning. He mentioned that Mr. Quy, working with the restraints of COVID-19, will be hosting the first of a few Board Member Retreats that will start on September 12, 2020.

Approval of Minutes:

Rev. Ellis made a motion to approve the minutes of LMHA's regular meeting held on July 21, 2020. Ms. Nicholson seconded. Motion carried by unanimous vote.

Resolutions:

Mr. Gilbert made a motion to adopt Resolution 5a “Approval of Updated Family Self-Sufficiency Program Action Plan”. Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 64-2020 (8/18/20)

WHEREAS, Section 554 of the National Affordable Housing Act mandated public housing authorities implement a Family Self-Sufficiency (FSS) Program beginning with fiscal year 1993; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) required each PHA to operationalize its FSS Program via an Action Plan that was submitted to HUD for approval; and

WHEREAS, the Louisville Metro Housing Authority has recently sought and received approval under its Moving-To-Work authority to make substantial changes to its FSS program; and

WHEREAS, the current HUD-approved Louisville Metro Housing Authority FSS Action Plan was recently updated with changes including those awaiting approval under Moving-To-Work; and

WHEREAS, the Louisville Metro Housing Authority’s Board of Commissioners must approve the updated FSS Action Plan prior to the Plan’s submission to HUD.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the updated Family Self-Sufficiency Action Plan is approved.

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Rev. Ellis made a motion to adopt Resolution 5b “Approval of Resident Legal Services Contract”. Mr. Cole seconded. Ms. Nicholson abstained. Motion carried by unanimous vote.

RESOLUTION NO. 65-2020 (8/18/20)

WHEREAS, Louisville Metro Housing Authority (LMHA) desires to assist residents maintain stable affordable housing and achieve financial independence; and

WHEREAS, LMHA staff prepared a Request for Proposals to acquire the needed resident legal services and advertised the project in The Courier-Journal and The Louisville Defender and on June 30, 2020 one proposal for providing the requisite services was received and evaluated; and

WHEREAS, a panel of three staff members reviewed the proposal and determined that the Legal Aid Society was responsive to the criteria outlined in the request; and

WHEREAS, Housing and Urban Development (HUD) has approved LMHA's request to proceed with a single-source procurement with the Legal Aid Society for resident legal services; and

WHEREAS, staff is requesting approval of a one-year contract in the amount not to exceed \$24,000 for resident legal services with four one-year renewal options.

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 Legal Aid Society in the amount of \$24,000.00 for up to one year.

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Mr. Gilbert made a motion to adopt Resolution 5c "Authorization to Contribute Funds to the Eviction Prevention Program for Program Administrative Costs". Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 66-2020 (8/18/20)

WHEREAS, during the past 27 years, the Louisville Metro Housing Authority and the Eviction Prevention Task Force have been involved in efforts to reduce the number of residents that are evicted from the LMHA properties; and

WHEREAS, the Authority has allocated funds from its 2021 operating budget for Eviction Prevention Services; and

WHEREAS, a scope of work was developed and advertised on May 6, 2020 in The Courier Journal and The Louisville Defender; and

WHEREAS, no bids were submitted, in which the Authority released a pre-bid advertised on June 10, 2020 in The Courier Journal, The Louisville Defender and utilizing The Marketplace E-Procurement; and

WHEREAS, bids were received and opened on June 30, 2020 for Eviction Prevention Services; and

WHEREAS, staff reviewed the bid received and determined Volunteers of America (VOA) to be a reasonable and responsive bid; and

WHEREAS, Housing and Urban Development (HUD) also reviewed and approved the Authority's request to proceed with a single-source procurement with VOA for Eviction Prevention Services; and

WHEREAS, Management recommends award of this contract to VOA for one year, with four one-year renewal options.

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 award an Eviction Prevention Program service contract to VOA in an amount not to exceed \$128,059.67 for the contract term of September 1, 2020 to August 31, 2021.

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Mr. Cole made a motion to adopt Resolution 5d "Approval of Rate Increase for Security Contract Consisting of Uniformed Security Services and Uniformed Armed Security Services at Dosker Manor, Avenue Plaza, St. Catherine Court, Will E. Seay Plaza, Lourdes Hall and United Building". Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 67-2020 (8/18/20)

WHEREAS, for the past several years and this year, funding has been made available in the Capital Budget to provide security services at Dosker Manor, Avenue Plaza, St. Catherine Court, Will E. Seay Plaza, Lourdes Hall, United Building and at other locations on an as needed basis; and

WHEREAS, there continues to be concern by LMHA staff, city officials, and residents regarding the security at these locations, making it necessary that security guards are needed to provide ongoing monitoring and security coverage; and

WHEREAS, Morgan Security Services was awarded the Commonwealth of Kentucky State contract (MA-758-1800000563), at the rate of \$15.23 (ARMED Officer), \$15.75 (ARMED Supervisor) per hour and \$21.00 (ARMED Officer or ARMED Supervisor) for Overtime and Holiday rates. At the rate of \$12.86 (Un-Armed Officer) \$13.39 (Un-Armed Supervisor) per hour, \$17.85 (Un-Armed Officer or Supervisor) per hour for Overtime and Holiday rates; and

WHEREAS, on February 7, 2020 Morgan Security Services requested a rate increase and was approved through the state contract; and

WHEREAS, on June 29, 2020 Morgan Security Services notified LMHA that the state had approved their requested rate increase, after Competitive Sealed Bidding for Armed and Unarmed Security Guard Services on March 15, 2018 and expires on April

14, 2021. At the rate of \$16.14 (ARMED Officer), \$16.69 (ARMED Supervisor) per hour and \$21.42 (ARMED Officer or ARMED Supervisor) for Overtime and Holiday rates. At the rate of \$13.63 (Un-Armed Officer) \$14.19 (Un-Armed Supervisor) per hour, \$18.56 (Un-Armed Officer or Supervisor) per hour for Overtime and Holiday rates; and

WHEREAS, the board approved a one-year renewal of the Morgan Security contract on June 16, 2020 for an amount not to exceed \$975,000 prior to notification of rate increase.

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 one-year contract with Morgan Security Services during the month of July 2020 through the month of June 2021 for uniformed security services and uniformed armed security services at Dosker Manor, Avenue Plaza, St. Catherine Court, Will E. Seay Plaza, Lourdes Hall, and United Building, and at other locations on an as needed basis not to exceed \$1,144,304.08.

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Ms. Miles made a motion to adopt Resolution 5e “Authorization to Renew Contract for Siding and Gutter Repair/Replacement”. Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 68-2020 (8/18/20)

WHEREAS, the Louisville Metro Housing Authority is required by HUD to maintain the gutters and siding on all the properties that we manage at various sites throughout the agency; and

WHEREAS, the Authority has allocated funds from its 2021 operating budget for Siding & Gutter Repair/ Replacement; and

WHEREAS, specifications were developed and advertised June 20th, 2018 in The Courier Journal and The Louisville Defender; and

WHEREAS, bids were received and opened on July 10<sup>th</sup>, 2018 for Siding & Gutter Repair/Replacement; and

WHEREAS, staff reviewed the bids received and determined L. H. Barrett Co. LLC to be the most responsive and responsible bid received; and

WHEREAS, Management recommends award of this contract to L. H. Barrett Co. LLC for one year, with four one-year renewal options; and

WHEREAS, L.H. Barrett Co. has exercised the initial one-year contract and first one-year renewal option; and

WHEREAS, LMHA and L.H. Barret Co. would 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 one-year contract with L. H. Barrett Co. LLC, with two one-year renewal options, for Gutter & Siding Repair/Replacement for the period beginning September 1, 2020 through August 31, 2021 in the amount of not to exceed \$80,000.00.

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Mr. Gilbert made a motion to adopt Resolution 5f “Authorization for the Procurement for Elevator Maintenance Service Contract”. Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 69-2020 (8/18/20)

WHEREAS, the Louisville Metro Housing Authority is required to provide maintenance service on all elevator equipment at Dosker Manor, Building “A”, “B”, and “C”, St. Catherine Court, Avenue Plaza, Lourdes Hall, Will E. Seay Plaza, and the United Building for passenger and freight elevators; and

WHEREAS, Abell Elevator International who currently holds the state contract (MA758180000669) for this type of work, presented a quote of \$123,000 annually for maintenance service, \$203.00/regular hour and \$304.50/overtime hour for non-contract service with a \$.80 per mile from portal to portal.

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 award the elevator maintenance service contract to Abell Elevator International for a period beginning September 1, 2020 through August 31, 2021 for a total amount not to exceed \$300,000 annually.

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Mr. Gilbert made a motion to adopt Resolution 5g “Second Amended and Restated Development Agreement Extension for Liberty Green”. Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 70-2020 (8/18/20)

WHEREAS, the Louisville Metro Housing Authority and Downtown Edge, LLC entered into the Second Amended and Restated Development Agreement on August 19, 2015; and

WHEREAS, the Second Amended and Restated Development Agreement is set to expire on August 20, 2020; and

WHEREAS, it is advantageous to extend the agreement to allow the Authority sufficient time to evaluate the Developer's current plans for the completion of all approved projects currently in process and to review plans and projections for future development phases to be developed.

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 extension of the Second Amended and Restated Development Agreement with Downtown Edge, LLC through September 19, 2020.

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Rev. Ellis made a motion to adopt Resolution 5h "Authorization of COVID-19 September 2020 Rent Relief for LMHA/LIHTC Public Housing Residents". Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 71-2020 (8/18/20)

WHEREAS, COVID-19 pandemic has caused worldwide disruption and economic loss for families served by LMHA / LIHTC; and

WHEREAS, some of the relief programs offered by local, state and federal government have been insufficient to the needs of low-income families; and

WHEREAS, many of the relief efforts have given some level of support, LMHA / LIHTC families continue to face mounting bills and inadequate resources; and

WHEREAS, the estimated monthly rent charge for September 2020 rent for LMHA / LIHTC is nearly \$190,000 for approximately 670 Public Housing residents; and

WHEREAS, LMHA has identified non-federal funds to be used to offset LIHTC Public Housing rental payments for the month of September 2020. The identified funds to be used for the September Rent Relief program are in addition to the funds utilized for the August 2020 Rent Relief program applied to LMHA owned / managed Public Housing properties.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Board authorizes Lisa Osanka, the Executive Director, to take such actions and execute any documents as needed to implement the COVID-19 September Rent Relief in the amount of approximately \$190,000.

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Mr. Cole made a motion to adopt Resolution 5i “Approval of Contract Amendment for Annual Environmental Abatement Contractor”. Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 72-2020 (8/18/20)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for the abatement of hazardous materials at Louisville Metro Housing Authority (LMHA) properties; and

WHEREAS, on January 9, 2018, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract in the amount of \$500,000 to Abatement Solutions Technologies (AST) to provide the requisite services for an initial period of one year; and

WHEREAS, the contract awarded to AST included an option provision whereby LMHA may extend the contract for up to four additional years; and

WHEREAS, based on the contract utilization during the initial period and first renewal option of the contract, the second renewal option of the contract was implemented in January 9, 2020 in the amount of \$200,000 and it now requires an amendment for additional funding to accommodate specialized cleaning associated with the COVID-19 Pandemic, mold remediation and abatement of hazardous materials services; and

WHEREAS, AST and the LMHA agreed on a not to exceed amount of \$200,000 to perform the additional work.

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 approve an amendment to the contract with AST in a not to exceed amount of \$200,000 for additional funding required to complete additional services as needed.

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Mr. Gilbert made a motion to adopt Resolution 5j “Approval of Income and Employment Verification Contract”. Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 73-2020 (8/18/20)

WHEREAS, U.S. Department of Housing and Urban Development (HUD) requires all Public Housing & Housing Choice Voucher providers to obtain income and employment verifications for all Public Housing & Housing Choice Voucher eligible participants; and

WHEREAS, LMHA prepared a Request for Proposal (RFP) for a service provider to provide income and employment verifications for all Public Housing & Housing Choice Voucher eligible participants, and

WHEREAS, the proposals received was thoroughly reviewed and analyzed by LMHA Management Staff; and

WHEREAS, the proposal submitted by TALX Corporation (d/b/a Equifax Workforce Solutions), has been determined to be a responsive and responsible proposal; and

WHEREAS, TALX (d/b/a Equifax Workforce Solutions) is currently LMHA’s service provider for employment verification for all Public Housing & Housing Choice Voucher eligible participants.

WHEREAS, LMHA would like to enter into a one-year contract with TALX (d/b/a Equifax Workforce Solutions), in the amount of \$263,350 with the option for four (4) additional one-year renewals.

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 one-year contract with TALX Corporation (d/b/a Equifax Workforce Solutions) in the amount of \$263,350 with the option for four (4) additional one-year renewals.

Discussions:

- a) Ms. Osanka explained the Adoption of Additional Temporary HUD Waivers to the Board.
- b) Ms. Laura Kinsell-Baer with MBS introduced Mr. Rob Farmer, Mr. Herb Hardwick and Mr. Butch Mosby of Sponsor 4 Success. They gave an Introduction of being a Possible Partner in Commercial Development at Beecher Terrace.

Executive Session:

Mr. Gilbert motioned to go into Executive Session, seconded by Ms. Harris. Motion carried by unanimous vote. The Board retired to Executive Session at 4:54 p.m.

The Board returned to Open Session at 5:20 p.m.

Other Business:

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

The Board adjourned at 5:20 p.m.

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Vickie J. Fields, Executive Secretary

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Manfred Reid, Sr., Chairman