

LOUISVILLE METRO HOUSING AUTHORITY  
MINUTES OF REGULAR MEETING  
JANUARY 19, 2021

Roll Call:

The meeting of the Board of Commissioners was called to order by Mr. Manfred Reid Sr., at 3:34 p.m. Due to the COVID-19 Outbreak, participants were encouraged to call in by way of Zoom Conference Call. Members present were Rev. Geoffrey Ellis, Mr. Lance Gilbert, Ms. Gena Harris, Mr. Cary Hearn, Ms. Mary Elizabeth Miles, Ms. Lisa Nicholson, 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, Debbie Smith, LeAnn Waters, and other individuals of the public.

On recommendation of LMPHW and the CDC guidelines on social distancing, LMHA is doing its part to prevent the spread of COVID-19 by using 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 informed the Board that he and Matt Swain, LMHA Safety and Investigations Supervisor, had several meetings during the month. A conference call is scheduled for later in the week with the HALO Officers to discuss the future of the HALO team and LMPD's policies and procedures. Mr. Swain stated that a significant number of abandoned vehicles had been recovered in Parkway Place and that tow missions have taken place for weeks. Several security cameras are also in place at the development and LMHA is aggressively acting on tips from the community.

Approval of Minutes:

Ms. Harris made a motion to approve the minutes of LMHA's regular meeting held on December 15, 2020. Mr. Hearn seconded. Motion carried by unanimous vote.

Resolutions:

Ms. Harris made a motion to adopt Resolution 5a “Approval of Membership Dues for the Council of Large Public Housing Authorities. Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 01-2021 (1/19/21)

WHEREAS, the Louisville Metro Housing Authority (LMHA) reinstated its membership with the Council of Large Public Housing Authorities (CLPHA) in FY 2020; and

WHEREAS, the CLPHA organization was established in the mid-1980’s to provide direct support to large Public Housing Authorities in the form of administrative support and direction in addition to a liaison connectivity to the Department of Housing and Urban Development in Washington, DC; and

WHEREAS, the LMHA was a charter member within the CLPHA organization until 1999 when the membership was discontinued due to budgetary constraints; and

WHEREAS, the LMHA has determined the benefits received from the CLPHA organization exceed by far the amount of the annual due’s membership fee; and

WHEREAS, the CLPHA annual dues assessment of \$36,457 is determined by the number of Public Housing units and the number of Housing Choice Vouchers currently in the LMHA portfolio and will be paid from LMHA non-federal funds; and

WHEREAS, the FY 2021 CLPHA membership may be discontinued and not renewed in subsequent calendar years without any financial penalty or consequence.

NOW, THEREFORE BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Authority is authorized to renew its membership within the Council of Large Public Housing Authorities organization with the annual due’s assessment of \$36,457; to be paid from LMHA non-federal funds.

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Mr. Gilbert made a motion to adopt Resolution 5b “Approval of Russell Choice Neighborhood Financial Consultant/Advisory Services Contract”. Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 02-2021 (1/19/21)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Choice Neighborhoods Initiative (CNI) program for the transformation of the Russell neighborhood; and

WHEREAS, LMHA staff prepared a Request for Proposals to acquire the needed financial consultant/advisory services and advertised the project in The Courier-Journal, The Louisville Defender, and the Housing Agency Marketplace and on September 29, 2020 three proposals for providing the requisite services was received and evaluated; and

WHEREAS, a panel of three staff members reviewed the proposal and determined that the Duvernay+Brooks LLC/PBS Consulting was responsive to the criteria outlined in the request; and

WHEREAS, Housing and Urban Development (HUD) has awarded LMHA a Choice Implementation Grant in December 2016, and the need for financial services will continue; and

WHEREAS, staff is requesting approval of a one-year contract in the amount not to exceed \$150,000 for financial consultant/advisory 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 Duvernay+Brooks LLC/PBS Consulting in the amount of not to exceed \$ 150,000 for up to one year.

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Ms. Miles made a motion to adopt Resolution 5c “Award of Construction Contract Scattered Sites Door Upgrades – Avenue Plaza, Dosker Manor, 550 Apartments”. Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 03-2021 (1/19/21)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under Capital Funds Grant for the Scattered Sites Door Upgrades - Avenue Plaza, Dosker Manor, 550 Apartments; and

WHEREAS, Sherman Carter Barnhart Architects and Engineers developed construction documents for this project; and

WHEREAS, the project was advertised for bids in The Courier-Journal on November 25, 2020 and The Louisville Defender on November 26, 2020 and on December 15, 2020 bids were received and tabulated for the contractor to perform the work; and

WHEREAS, staff reviewed the bids received and determined that the bid submitted by Howell & Howell Contractors Inc. in the amount of \$226,883.00 is the

lowest 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 Howell & Howell Contractors Inc. in the amount of \$226,883.00 for Scattered Sites Door Upgrades – Avenue Plaza, Dosker Manor, 550 Apartments.

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Mr. Hearn made a motion to adopt Resolution 5d “Award of Construction Contract H. Temple Spears Roof Replacement – 1515 Cypress Street”. Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 04-2021 (1/19/21)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under Capital Funds Grant for the H. Temple Spears Roof Replacement – 1515 Cypress Street; and

WHEREAS, Lockett & Associates and Engineers developed construction documents for this project; and

WHEREAS, the project was advertised for bids in The Courier-Journal on November 11, 2020 and The Louisville Defender on November 12, 2020 and on December 8, 2020 bids were received and tabulated for the contractor to perform the work; and

WHEREAS, staff reviewed the bids received and determined that the bid submitted by Isaacs Roofing & Sheet Metal in the amount of \$572,000.00 is the lowest 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 Isaacs Roofing & Sheet Metal in the amount of \$572,000.00 for H. Temple Spears Roof Replacement – 1515 Cypress Street.

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Mr. Gilbert made a motion to adopt Resolution 5e “Interagency Governmental Agreement with Jefferson County Public Schools for Beecher Terrace Section 106

Public Education Mitigation Activity”. Ms. Nicholson seconded. Motion carried by unanimous vote.

RESOLUTION NO. 05-2021 (1/19/21)

WHEREAS, The Louisville Metro Government (LMG), the Kentucky State Historic Preservation Office/Kentucky Heritage Council (KY SHPO), and the Advisory Council on Historic Preservation (ACHP) executed a Programmatic Agreement (PA) regarding the Beecher Terrace Redevelopment Project (the Projects) on June 15, 2018; and

WHEREAS, LMG determined that Stage I of the undertaking will have direct adverse effects to the Beecher Terrace Historic District and archaeological site; and

WHEREAS, the resolution of effects associated with Stage I of the undertaking will be accomplished utilizing mitigation activities including the design of an Educational Outreach module to focus on informing the public about the process and outcomes of archaeological data recovery and other mitigation activities at Beecher Terrace; and

WHEREAS, LMHA is in need of certain education research, consulting, development, and project management services to complete the Educational Outreach module; and

WHEREAS, the Jefferson County Public Schools (JCPS) has the expertise and qualifications to oversee performance of said services outlined in a Scope of Work and within the proposed budget; and

WHEREAS, LMHA shall enter into an Interagency Governmental Agreement with JCPS (Attachment 1) and provide funding in amount not to exceed \$45,000 for the services of qualified staff from JCPS, any subcontractors engaged by JCPS, and any eligible reimbursable expenses to complete the Educational Outreach Module; and

WHEREAS, JCPS shall provide staff qualified to perform research and consultant services, and project manage the creation of the Educational Outreach Module, including designing and producing a Kindergarten through 12<sup>th</sup> grade educational curriculum and producing sourcing materials; identifying and engaging other Beecher Terrace mitigation partners, as well as community partners, in the creation of the curriculum and other public education efforts included in the Module; and identifying and engaging any necessary subcontractors to complete the Module.

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 provide funding to Jefferson County Public Schools for the services needed to successfully implement the Public Education Module, Section 106 historic mitigation activity for a total amount not to exceed \$45,000.

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Ms. Nicholson made a motion to adopt Resolution 5f “Approval to Renew Moving to Work Consultant Contract with Edgemere Consulting Corporation”. Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 06-2021 (1/19/21)

WHEREAS, Louisville Metro Housing Authority (LMHA) has the need to engage a Moving to Work (MTW) Consultant to provide technical assistance for the MTW Program, including preparation of the MTW Annual Plan and the MTW Annual Report, as well as various special projects as directed; and

WHEREAS, in Fiscal Year 2018, LMHA, in accordance with LMHA procurement procedures, the Board awarded a contract to Edgemere Consulting Corporation to provide consulting services for MTW technical assistance for a period of one year; and

WHEREAS, the contract awarded to Edgemere Consulting Corporation 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 third option to renew the contract for MTW Consultant with Edgemere Consulting Corporation with an annual fee not to exceed \$119,500.

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

RESOLUTION NO. 07-2021 (1/19/21)

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, LMHA is proposing revisions to the following sections of the LMHA ACOP: “Informal Review” (Section 8.4); “Preferences” (Section 10.1 and 10.9); “Abandonment” (Section 20.4); “Emergency Transfers” (Section 23.3); “Fair Market Rent, Flat Rent Schedule, 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 December 5, 2020 through January 4, 2021 and a public hearing was held on December 17, 2020.

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 revisions are adopted.

Ms. Nicholson made a motion to amend specific language of entering LMHA units, to Resolution 5g, as approved by LMHA Attorneys. Ms. Wiederwohl wanted to go on record as stating that if full recognition of this resolution is not made by our Attorneys or needs to be tweaked, we may see this resolution again next month. Mr. Gilbert seconded. Motion carried by unanimous vote.

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

RESOLUTION NO. 08-2021 (1/19/21)

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, 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: “The Admission Process: Informal Review” (Section 4F); “Leasing a Unit: Briefing” (Section 6B); “Complaints, Informal Review for

Applicants, Informal Hearings for Participants” (Section 16C); “Project-Based Assistance: Admissions Process” (Section 17E); “Glossary”; “Utility Allowance Schedules” (Appendix 2); “Special Referral Programs” (Appendix 9); “Rent Schedule for 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 December 5, 2020 through January 4, 2021 and a public hearing was held on December 17, 2020.

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.

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Rev. Ellis made a motion to adopt Resolution 5i “Approval of Amendment to FY 2021 Moving to Work Annual Plan (Approval of Version 2)”. Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 09-2021 (1/19/21)

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 the authority to investigate and adopt new policies and to flexibly use HUD funding; and

WHEREAS, as required by the Amended and Restated MTW Agreement with HUD, the Fiscal Year 2021 MTW Annual Plan (Version 1) was adopted by the LMHA Board of Commissioners on April 21, 2020 and submitted to HUD on April 23, 2020; and

WHEREAS, as HUD required revisions to the Fiscal Year 2021 MTW Annual Plan (Version 1), the Fiscal Year 2021 MTW Annual Plan (Version 2) was resubmitted to HUD on July 21, 2020 and approved on August 6, 2020; and

WHEREAS, the LMHA now finds it necessary to amend the FY 2021 MTW Annual Plan (Version 2) and submit a new FY 2021 MTW Annual Plan (Version 3) in order to propose new MTW activities and modify previously approved MTW activities that would implement emergency waivers, prevent eviction, and expand the Special Referral Programs; and

WHEREAS, a Board Resolution approving the FY 2021 MTW Annual Plan (Version 3) and required Certifications of Compliance must be included in the submission provided to HUD; and

WHEREAS, the FY 2021 MTW Annual Plan (Version 3) was made available for public comment from December 5, 2020 through January 4, 2021, and a public hearing was held on December 17, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the FY 2021 MTW Annual Plan (Version 3) 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; and

BE IT FURTHER RESOLVED that Board Chairman, Manfred Reid, is hereby authorized to sign the required Certifications of Compliance.

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Ms. Harris made a motion to adopt Resolution 5j “Approval of Intergovernmental Agreement Between the Louisville Metro Housing Authority and the Office of Housing and Community Development for Eviction Diversion Program”. Mr. Hearn seconded. Motion carried by unanimous vote.

RESOLUTION NO. 10-2021 (1/19/21)

WHEREAS, the Louisville Metro Office of Housing and Community Development (OHCD) currently provides an eviction diversion program providing for rental assistance payments previously funded through the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 for residents at risk of eviction from the COVID-19 pandemic; and

WHEREAS, the Louisville Metro Housing Authority (LMHA) has the desire to supplement the continuation of the OHCD eviction diversion payments during the COVID-19 pandemic; and

WHEREAS, the OHCD will maintain existing eviction diversion payments for residents at or below 80% of the Area Median Income; and

WHEREAS, LMHA will create a Moving to Work activity for eviction diversion and obtain approval from HUD.

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 Intergovernmental Agreement with the Louisville Metro Office of Housing and Community Development to provide eviction diversion payments, beginning after

pending HUD approval of the new Moving to Work activity, for an amount not to exceed \$2,000,000. The amount of the agreement will be a one-time occurrence, and the Intergovernmental Agreement will end June 30, 2021.

BE IT FURTHER RESOLVED that the Executive Director is authorized to extend this Intergovernmental Agreement for an extended period of time, as agreed to by both parties and to negotiate all contractual documents with the OCHD on behalf of LMHA.

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Rev. Ellis made a motion to adopt Resolution 5k "Authorization to Renew Security Contract for Certified Security Services for Dosker Manor". Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 11-2021 (1/19/21)

WHEREAS, for the past several years and this year, funding has been made available in the Capital Budget to provide armed security and certified law enforcement officers at Dosker Manor; and

WHEREAS, there continues to be concern by LMHA staff, city officials, and residents regarding the security at this location, making it necessary that 24-hour Certified Law Enforcement Officers are needed to provide ongoing monitoring and security coverage for Dosker Manor; and

WHEREAS, this contract was put out for bid on December 6, 2016 and Independent Police Services, Inc. was the most responsive and responsible bidder at a rate of \$36.00 per hour for certified law enforcement officers for a one-year period with the option for four (4) additional one-year renewals; and

WHEREAS, the initial year and first and second renewals have expired; and

WHEREAS, the third one-year renewal at a rate of pay of \$40.45 per hour has expired and LMHA staff and Independent Police Services, Inc. would like to exercise the fourth one-year renewal option at a rate of pay of \$41.46 per hour.

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 renewal with Independent Police Services, Inc. during the month of January 2021 through the month of December 2021 for certified law enforcement officers at Dosker Manor in an amount not to exceed \$363,200.55.

Discussions:

6a. Mr. Gilbert explained to the Board that the 2020 Finance Audit was

performed and that Ms. Lee Ann Waters and Ms. Debbie Smith with MCM CPA's met previously with the Audit Finance Committee; he then introduced them to the Board.

Mr. Wray added that even during these unprecedented times, the LMHA had a clean audit with no findings and was in excellent financial condition.

Ms. Debbie Smith stated that in the Audit Finance Committee meeting on December 16<sup>th</sup> she gave an in-depth review and page by page summary of the Audit Ms. Smith then gave a brief summary to the Board of what was presented to the Finance Audit Committee stating that LMHA had a highly qualified staff and that their opinion was unmodified with everything being in compliance with no findings and no debt.

6b: Ms. Osanka made the Board aware that Stan Quy had a last-minute family emergency and wouldn't be able to update the Board on the Strategic Planning efforts. Mr. Gilbert advised the Board that a new vision and eight (8) goals have been pretty much finalized and once the Mayor reviews and gives the ok, a resolution will go to the Board in the next month or so. In addition, an operating plan will be established. Since only two Board members were actually on the Strategic Planning Committee, Ms. Weiderwohl volunteered to sit on the Committee along with Mr. Gilbert and Mr. Reid.

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Before going into Executive Session, Rev. Ellis wanted to go on record as giving kudos out to Ms. Sistrunk and Staff for handling a very tricky situation at one of the LMHA sites.

Executive Session:

Mr. Gilbert motioned to go into Executive Session, seconded by Mr. Hearn. Motion carried by unanimous vote. The Board retired to Executive Session at 4:59 p.m.

The Board returned to Open Session at 5:15 p.m.

Other Business:

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

The Board adjourned at 5:16 p.m.

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Vickie J. Fields, Executive Secretary

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Manfred Reid, Sr., Chairman