

LOUISVILLE METRO HOUSING AUTHORITY
MINUTES OF REGULAR MEETING
FEBRUARY 16, 2021

Roll Call:

The meeting of the Board of Commissioners was called to order by Mr. Manfred Reid Sr., at 3:35 p.m. Due to the COVID-19 Outbreak, participants 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; Heather Hairgrove; Jeff O'Brien; Stan Quy 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:

Ms. Osanka informed the Board that UL Health held a COVID-19 vaccination event at Dosker Manor for residents 65 years of age and older. Two-hundred (200) residents qualified and LMHA had a 40% response rate which is great. As not to waste any vaccines, at the end of the program 40 employees were also allowed to receive vaccines. As an added incentive, Ms. Osanka explained that LMHA has several \$10 Kroger gift cards to pass along to residents that receive their second dose of the COVID-19 vaccine.

A COVID-19 vaccine event for Avenue Plaza is scheduled for next week and St. Catherine Court the week after. LMHA invited all public housing residents in its portfolio that are 65 years of age and older with LMHA essential workers being eligible to receive a vaccination at the end of those events.

Committee Reports:

Mr. Gilbert made the Board aware that an Audit/Finance Committee meeting will be scheduled in the next few weeks and he would give a report during the March Board Meeting.

Rev. Ellis asked Mr. Swain to give a report to the Board on the Safety Committee. Mr. Swain stated that a new HALO Officer was recently hired in the program; she was born/raised in Chicago's Public Housing and is very eager to engage

the community. Mr. Swain is looking forward to a new and improved relationship with the LMPD, showcasing actions of the HALO Officers. Mr. Swain hopes to meet up with the new Chief of Police or her second in command to highlight the HALO Officers and LMHA's efforts. Ms. Nicholson wanted to go on record as asking if the HALO contract had been accepted. Ms. Osanka replied yes that the contract was accepted at the new increased 6-month rate and that Staff would be bringing a renewal resolution to the Board in 6 more months.

Approval of Minutes:

Rev. Ellis made a motion to approve the minutes of LMHA's regular meeting held on January 19, 2021. Ms. Harris seconded. Motion carried by unanimous vote.

Resolutions:

Mr. Gilbert made a motion to adopt Resolution 5a "Approval of Strategic Plan". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 12-2021 (2/16/21)

WHEREAS, Louisville Metro Housing Authority (LMHA) and its Board of Commissioners have committed to developing a new comprehensive strategic plan for the agency; and

WHEREAS, LMHA engaged strategic planning consulting services from The Organizational Leadership Edge (TOLE) in March 2020; and

WHEREAS, TOLE and the Strategic Planning Committee conducted an extensive strategic planning process that resulted in a strategic plan including mission and vision statements.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the LMHA Strategic Plan be adopted and executed by Executive Director, Lisa Osanka and the LMHA team.

Mr. Hearn made a motion to adopt Resolution 5b "Approval of Revisions to the Housing Choice Voucher Program Administrative Plan". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 13-2021 (2/16/21)

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: "Inspection Policies, Housing Quality Standards, and Damage Claims" (Chapter 13.B.), "Project-Based Assistance" (Chapter 17.D.), and "Utility Allowance Schedules" (Appendix 2); and

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

WHEREAS, these proposed revisions were effective February 3, 2021 utilizing Waiver HCV-1 of HUD Notice PIH 2020-33 (HA) and require a public comment period and formal board approval by June 30, 2021.

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.

Mr. Gilbert made a motion to adopt Resolution 5c "Authorization for Purchase of Replacement Vehicle". Ms. Nicholson seconded. Motion carried by unanimous vote.

RESOLUTION NO. 14-2021 (2/16/21)

WHEREAS, funds have been allocated in the Louisville Metro Housing Authority's 2021 Capital Budget for the purchase of one (1) 2021 F-650 Diesel Regular Cab Flat Bed Dump with lift gate; and

WHEREAS, the purchase of one (1) 2021 F-650 Diesel Regular Cab Flat Bed Dump with lift gate will facilitate the efficient and cost-effective operation of LMHA's maintenance crews; and

WHEREAS, this vehicle will be purchased by utilizing the three-bid process with All State Ford \$85,872.00, Fuller Ford \$93,819.00, and Andy Mohr Truck Center \$128,172.54.

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 issue a purchase order to

All State Ford in the amount of \$85,872.00 for the purchase of one (1) 2021 F-650 Diesel Regular Cab Flat Bed Dump with lift gate.

Ms. Nicholson made a motion to adopt Resolution 5d “Approval of Purchase of Yardi Software System”. Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 15-2021 (2/16/21)

WHEREAS, Louisville Metro Housing Authority (LMHA) requires an integrated computer software solution to serve the needs and requirements of our staff, residents, landlords, and governing agencies; and

WHEREAS, the current software package has been in place for over 30 years and has reached the end of its useful life; and

WHEREAS, LMHA staff prepared a Request for Proposals to provide a Housing Authority Software solution and posted the proposal on the Housing Agency Marketplace on November 3, 2020 with advertisements in the Courier-Journal and Louisville Defender the same week. Three responses were received; and

WHEREAS, a panel of staff reviewed the three proposals and determined that Yardi Systems, Inc was the most responsive to the criteria outlined in the request and the review panel recommends award contracts to Yardi Systems, Inc in the amount of \$616,400 for the initial year and an annual cost of \$389,000 for subscription and licensing in future years for Housing Authority Software.

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 contracts with Yardi Systems Inc, in the amount of \$616,400 for one year with four \$389,000 one-year renewals.

Rev. Ellis made a motion to adopt Resolution 5e “Modification of Project Based Voucher Award to West Broadway Senior Apartments, LLLP”. Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 16-2021 (2/16/21)

WHEREAS, in November 2019 the Louisville Metro Housing Authority Board of Commissioners approved a request from The Housing Partnership, Inc. (HPI) for a Project-Based Voucher (PBV) award of 38 one-bedroom PBVs for the 77-unit proposed West Broadway Senior Apartments, LLLP, in conjunction with the Russell Choice Neighborhoods Initiative Program; and

WHEREAS, in March 2020 the Louisville Metro Housing Authority Board of Commissioners approved a request from HPI for an increase to the previously awarded PBV award for 100% of the 77-unit proposed development; and

WHEREAS, HPI has requested a second modification to the PBV award to add an additional 47 PBV units consisting of 39 one-bedroom units and 8 two-bedroom units; and

WHEREAS, the property is a 124-unit adaptive reuse multifamily development located at 1405 West Broadway, Louisville, KY 40203; and

WHEREAS, the scattered site property will provide up to 124 units of PBV off-site replacement housing for seniors in conjunction with the Russell Choice Neighborhoods Initiative Program; and

WHEREAS, LMHA will not enter into an Agreement to Enter into a Housing Assistance Payment Contract until Louisville Metro Government or HUD has completed a satisfactory Part 58 or Part 50 environmental review; and

WHEREAS, LMHA will not enter into an Agreement to Enter into a Housing Assistance Payment Contract until Kentucky Housing Corporation has completed a satisfactory subsidy layering review; and

WHEREAS, LMHA will not enter into an Agreement to Enter into a Housing Assistance Payment Contract if construction has commenced after proposal submission.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer of LMHA is hereby authorized, empowered and directed to take any and all such related or ancillary actions necessary and appropriate to achieve the foregoing purpose as may be reasonably determined by the Executive Director including but not limited to issuing a modified Preliminary Award Letter stating the applicable conditions and timeframes to enter into an Agreement to Enter Into a Housing Assistance Payment Contract.

Ms. Miles made a motion to adopt Resolution 5f "Approval of Contract Amendment for Annual Architectural Contract with Sherman-Carter-Barnhart". Mr. Hearn seconded. Motion carried by unanimous vote.

RESOLUTION NO. 17-2021 (2/16/21)

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

WHEREAS, the contract awarded to Sherman-Carter-Barnhart Architects, PSC included an option provision whereby LMHA may extend the contract for up to four additional years; and

WHEREAS, the first option of the contract was implemented on May 1, 2020 in the amount of \$300,000 and it requires an amendment for additional funding to accommodate work associated with the archeological explorations at Beecher Terrace, the demolition of the Porter Paint property, numerous capital improvement projects already started, and the emergency electrical project in Building B at Dosker Manor; and

WHEREAS, Sherman-Carter-Barnhart Architects PSC and the Louisville Metro Housing Authority 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 Sherman-Carter-Barnhart Architect PSC in a not to exceed amount of \$200,000 for additional funding required to complete additional work at various sites.

Discussions:

None.

Executive Session:

Mr. Gilbert motioned to go into Executive Session, seconded by Ms. Nicholson. Motion carried by unanimous vote. The Board retired to Executive Session at 4:39 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, Mr. Gilbert motioned to adjourn, seconded by Ms. Harris. Motion carried by unanimous vote.

The Board adjourned at 5:21 p.m.

Vickie J. Fields, Executive Secretary

Manfred Reid, Sr., Chairman