

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

April 23, 2018  
6:10 p.m.

Edgewood Homes  
Conference Room

1. Call of Roll

Chair Powers called the meeting to order at 6:02 pm. Upon call of roll, the following Commissioners responded present:

Jamie Davison  
Ellen Paulsen  
Josh Powers

Commissioner Star and Vice Chair Duran were absent by prior arrangement. Also present were Pat Benabe, and LDCHA staff members Beverly Hyatt, Ruth Lichtwardt, and Shannon Oury.

2. Approve Minutes of March 26, 2018 Board of Commissioners Meeting

Commissioner Paulsen moved to approve the minutes as presented. Commissioner Davison seconded. The motion passed unanimously.

3. Receive Comments from Tenants and Public

Ms. Benabe asked if tenants could bring over items to be taken to the free electronic recycling event. Staff member Ruth Lichtwardt answered that agency employees have also asked that question, but that since LDCHA staff is being paid to take the items to the recycling location and LDCHA vehicles are being used, the policy is that only LDCHA inventory can be included.

4. CONSENT AGENDA

- A. Receive March 2018 Public Housing Financial Reports
- B. Receive March 2018 Clinton Place Financial Reports
- C. Receive March 2018 Section 8 Financial Reports
- D. Receive Thirteenth Year Progress Report on the HOPE Building Program and Approve Letter of Intent
- E. Resolution 2018-10: Approve 2018 Income Guidelines
- F. Receive LDCHA Quarterly Demographics Report
- G. Resolution 2018-11: Approve Disposition of Obsolete & Unusable Electronics and Office Equipment
- H. Approve Changes in Board Meeting Schedule for July and August if Appropriate

Commissioner Paulsen moved to approve the Consent Agenda as presented. Commissioner Davison seconded. The motion passed unanimously

## 5. REGULAR AGENDA

### A. Executive Director's Report

Executive Director Oury reported that the annual automatic rent increase documentation for Clinton Place has been completed and submitted back to the Kansas Housing Resources Corporation. The LDCHA expects to receive confirmation of the contractual rent increase in the summer. The agency submits information on utility costs with the documentation. The automatic rent increase does not impact what the tenants pay, they still pay one third of their income in rent.

Ms. Oury said that notice was just received today that Clinton Place will be undergoing a Management and Occupancy Review, or MOR, on May 21<sup>st</sup>, so it will occur before the next Board meeting. The report on that will be brought to the next Board meeting. The MOR is a routine review which all the programs periodically undergo. For Clinton Place, it consists of a review of management documents for the property by the Kansas Housing Resources Corporation, and a list of the documents which must be available for the review has been received along with the notice.

Ms. Oury gave an update on the meetings she has been participating in regarding the Behavioral Health Campus, formerly referred to as the Crisis Center, including several public information sessions on what the LDCHA's piece of the proposal is and providing facts on the 8 to 10 living units that the agency plans to build. The LDCHA has also been mentioned in the context of the project by the Chamber and in a public information ad which ran in the Journal World. She called the Board's attention to the flyer included in their packet for a large community forum which is discussing only the Behavioral Health Center portion of Proposition 1, and in which she will be participating.

The Save the Date postcards have been sent out for the July 12<sup>th</sup> 50<sup>th</sup> Anniversary event at Babcock Place and event planning is proceeding. An ad has been running on Lawrence-Hits.com, an ad will run in Kaw Valley Senior Monthly soon, ads will also be run in other local media. Jay Wachs is helping with the media planning. The Annual Report has multiple purposes this year. One is to report on what happened in 2017 and the other is to cover the 50-year history of the LDCHA. While researching the history, it was discovered that people connected with CEK Insurance had been involved in the formation of the Lawrence Housing Authority, so invitations will be extended to their staff. The original report by the League of Women Voters which led to the creation of the LHA by the City is located at Spencer Research Library, so that will be retrieved. More information is also being gathered.

Ms. Oury reported the Health Department began a survey about a year ago. She had felt that LDCHA participants did not get much of a chance to take part in the last survey, and so the agency has made a concerted effort to make this survey available to low income households and to get the word out about it. She reported that the rate of survey return by low income households was significantly higher this time. This was probably not entirely due to LDCHA efforts but she believes the agency did make a contribution to that higher rate of return. One of the four focus areas which were developed as a result of the survey was safe and affordable housing. Ms. Oury has been asked to chair that work group, and she is beginning the process of recruiting people to serve on that work group. She is reaching out to Lecompton, Baldwin City, and Eudora for greater Douglas County participation,

as well as local agencies which focus on special needs. The other three focus areas are access to healthy foods and physical activity, behavioral health, and poverty and the lack of good-paying jobs. In addition, the Rev. Verdell Taylor will be doing an over-arching piece about equity and discrimination.

Ms. Oury mentioned the Senior Monthly article, which was included in the Board packet, on the Scrabble player group which has been meeting at Clinton Place while the Senior Center is undergoing renovation. Clinton Place invited them to meet there as it is a good use of the public space, and is of benefit to the residents. In response to positive Board comment on the public space, she also mentioned some community groups which meet regularly at the Huppee building.

**B. Receive Final 2017 Financial and Compliance Audit Report**

Executive Director Oury reported that the 2017 audit went better than last year. There was only one finding, caused by the fee accountant double-adding inflows and outflows to KPERS. The number was incorrect because KPERS had already done that. There was also an issue because the Capital Fund coordinator had authorized the check for the Babcock Place boiler project to be cut at the end of the fiscal year, but the check had then been held until March because several items on the punchlist were not completed until then. If this situation ever arises again, the agency will void the check and issue a new one rather than holding the check, which becomes a financial liability. There were no weaknesses or deficiencies found in the internal controls and all funds were completely accounted for, so the agency is pleased with that result. However, the ongoing issues with the fee accountant are very concerning. Staff has discussed this several times with the fee accountant provider and looked into the education component of the company. She called the Board's attention to several items of note in the audit report and gave more details. Some of what appears to be abnormal increases in HAP expenses actually are attributed to the MTW special vouchers being fully utilized, which is very positive.

Chair Powers mentioned that, as someone who had undergone audits by the federal government several times, even having only seven findings last year was good, and to get the number of findings down to two was remarkable, especially since one of those findings was not directly caused by the agency. He asked if some leverage could be used with the fee accountant to improve their performance since most of the findings last year had also been caused by them. Ms. Oury said that she is exploring other options, but one of the issues is that since the housing and accounting software are all provided by the same company and are so intertwined, to remove the accounting part alone would be exceedingly difficult. She will be at the MTW conference next week and will use the opportunity to ask other agencies about their experiences and options.

Ms. Oury also mentioned that notice has been released that there is some additional funding available for permanent supportive housing, and the LDCHA will be making an application. In answer to questions from the Board, she explained that it would provide an ongoing subsidy for the units which the agency will be building for the Behavioral Health Center, and how it would be used. Some of what happens with that will depend on the upcoming vote on Proposition 1. There was further discussion on the possibilities for both the units and the other aspects of the Behavioral Health Center following the vote. Nothing has been

formally discussed with Bert Nash since all are awaiting the outcome of the vote, and the final decision on whether to move forward or not will rest with the Board.

There was also brief discussion on the possible subsidy funding from HUD for the year, which has still not been announced yet.

6. EXECUTIVE SESSION

Commissioner Paulsen moved to enter into executive session for from 6:30 pm to 6:50 pm to discuss the Executive Director's evaluation. Commissioner Davison seconded. The Board entered into executive session at 6:30 pm and exited at 6:57 pm.

7. Calendar and Announcements

Executive Director Oury will be out of the office attending the MTW conference in Washington, D.C. May 1 – 3.

8. Adjournment

There being no further items of business, Commissioner Paulsen moved to adjourn. Commissioner Davison seconded. The meeting adjourned at 6:58 pm.

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Chair

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Secretary

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Attest