

AGENDA

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
Conference Room
469 S. 5th Street – Salina, KS 67401
Tuesday, October 22, 2019 – 4:30 PM

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA
- III. OPEN FORUM
 - a. None
- IV. CONSENT AGENDA ITEMS
 - a. Approve the Meeting Minutes of September 24, 2019
 - b. Approve the Secretary & Operations Reports from September 2019
 - c. Approve the Financials for September 2019
 - d. Approve the Director's Report
- V. OLD BUSINESS
 - a. Development Update
- VI. NEW BUSINESS
 - a. Resolution No. 2019-1032 Approving Write-offs
- VII. COMMISSIONER'S COMMENTS
- VIII. ADJOURNMENT

OPEN FORUM

The Open Forum item is an opportunity for members of the public to provide input and feedback regarding programs and services of the Salina Housing Authority. Items of a personal, individual or confidential nature should not be addressed during the Open Forum and should be addressed directly with Salina Housing Authority management.

CONSENT AGENDA

- a. Approval of Minutes
- b. Approval of Secretary Report & Operations Report
- c. Approval of Financials
- d. Approval of Director's Report

SALINA HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
469 S. 5th St., Salina, Kansas
Tuesday, September 24, 2019
4:30 PM

MEMBERS PRESENT: Eric Brown
Kimberly Trigg by phone
Susan Weis
Beth Bosch

MEMBERS ABSENT: None

CITY COMMISSION LIAISON: Karl Ryan

STAFF PRESENT: Tina Bartlett, Executive Director
Kim Deal, Finance Manager

I. CALL TO ORDER

The regular meeting of the Board of Commissioners of the Housing Authority was called to order at 4:30 PM by Commission Chair Brown.

II. APPROVAL OF AGENDA

Ms. Weis moved to approve the agenda as listed. Ms. Trigg seconded the motion. The motion carried 4-0.

III. OPEN FORUM

None.

IV. ELECTION OF OFFICERS

a. Mr. Brown moved to nominate Ms. Trigg as board chair and Ms. Weis as vice-chair. Ms. Bosch seconded the motion. Motion carried 4-0.

V. CONSENT AGENDA ITEMS

Ms. Deal highlighted the Section 8 admin revenue from HUD's 2018 reconciliation and the letter from Lindsey and Company to the board. She discussed the upcoming financial audit and current workers' compensation audit, as well as the possible KPERS reduction in investment return forecast. Ms. Bartlett reviewed new staff hires and the current position opening, upcoming funding applications, and the Mainstream voucher shortfall call with HUD. Ms. Weis moved to approve the Consent Agenda Items a. through d. as listed, consisting of the minutes of the August 27, 2019 regular meeting, August 2019 Secretary and Operations reports, July 2019 and August 2019 financials, and the Director's report. Ms. Bosch seconded the motion. There being no further questions or comments, the motion carried 4-0.

VI. OLD BUSINESS

a. Update on development - Ms. Bartlett discussed the progress of appraisals, physical needs assessments, and environmental reviews. She disclosed the request for a 1-month extension on the purchase of property. There was a discussion concerning the mayor's letter of support.

VII. NEW BUSINESS

a. Approval of FY2020 Payment Standards – Ms. Bartlett reviewed the examination of the proposed Payment Standards, highlighting the change from FY2019. After a brief discussion concerning HUD's methodology in calculating fair market rents, Ms. Weis moved to approve Resolution 2019-1031, approving the FY2020 Payment Standards. Ms. Bosch seconded the motion. Motion carried 4-0.

b. FY2019 Public Housing Assessment System - Ms. Bartlett shared the FY2019 score and briefly explained the HUD scoring process.

VIII. COMMISSIONERS' COMMENTS

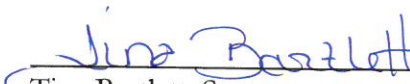
None

IX. ADJOURNMENT

Ms. Trigg moved to adjourn the meeting. Ms. Weis seconded the motion. Motion carried 4-0 and the meeting adjourned at 5:31 PM.

Next regular meeting will be Tuesday, October 22, 2019 at 4:30 PM at the Salina Housing Authority office.

Our Mission: The Salina Housing Authority is dedicated to providing and advocating affordable, safe living environments and opportunities to become self-sufficient for persons of very low to moderate income.



Tina Bartlett, Secretary

10/22/2019



Kimberly Trigg, Board Chair

10/22/2019

SECRETARIAL REPORT

September 2019

Administration

- Salina Police Department SWAT trained in one SHA unit on 9/18/19
- KPH SRT trained in one SHA unit on 09/19/19
- Tina attended KHRC annual conference on September 17-19
- Rachel and Adriana completed Rent Calculation class

Tenant reports and activity

- Public Housing had 15 inspections in September (11 annuals, 4 move-in, 0 transfer, 0 special and 0 move-outs).
- Public Housing had 1 eviction in September.
- 5 HVC/VASH annual inspections, 0 re-inspections, 16 HCV move-in inspections, 6 HCV move-in re-inspections, 0 Mainstream move-in inspections, 5 Shelter Plus Care inspections, 0 Enhanced Tenant Protection inspections, 0 VASH inspection, 0 TBRA inspection, and 2 Special/Complaint inspection.
- 2 HCV orientations, 0 Public Housing orientation, 0 Shelter Plus Care orientations, and 1 VASH orientation were held in September.
- 39 Notices for nonpayment of rent or security deposits were sent September 5th and 0 families was terminated for nonpayment.
- 2 Public Housing Grievance Hearings and 0 Panels were held in September. 0 grievances were upheld and 2 were overturned. 6 HCV Grievances Hearings were held. 3 were upheld and 3 were overturned. 0 Shelter Plus hearings were held. 0 was upheld and 0 were overturned. 0 VASH Grievance Hearing were held. 0 were upheld and 0 were overturned.
- Public Housing Resident Advisory Board Meeting was set for September 10, but no tenants attended so no meeting was held.
- “Wipeout Meeting” was held on September 13. 0 Public Housing tenant, 2 Section 8 tenants, 0 Shelter Plus Care tenant and 1 VASH tenants attended.
- 0 voucher from other Housing Authorities.

Maintenance and Capital Improvements

- Maintenance received 48 total work orders, 30 routine work orders, 0 emergency work orders, and 14 other work orders. Of the 48 received, 40 had been processed by the end date of this report.
- Number of houses turned over in September was 4.
- The average turnaround time for maintenance in September was 20.25 days. The year to date net turnover time is 21 days with 0.62 days for lease up and 1.74 down time.

Completed CFP Projects:

- **Lowes:** 4 new ovens added to inventory
- **668 Steahlin:** water saving toilet
- **800 Choctaw:** water saving toilet
- **1443 Haven:** New water heater

Current CFP projects include:

- **768 Choctaw:** This unit is having the kitchen and bathroom remodeled. Additional work to be completed during the remodel includes 4 new interior doors, 1 new energy star door, 2 windows will be removed, the openings resized and new energy star windows installed. The garage door will be replaced along with the water heater. A living room closet which is an impediment to entry and exit of the unit will also be deleted. Update: Windows have been completed, closet deleted, garage door replaced, sheetrock ceilings throughout the unit have been re anchored, kitchen and bathroom demo complete, electrical layout complete, cabinet installation bracing installed, energy star door installed. Electrical contract is complete. Interior door installation and painting complete. Plumbing contract is complete. The SHA has installed new flooring and is installing the kitchen cabinets and bathroom components. This unit to be completed by 10-31-19
- **663 Viemont;** This unit is receiving new HVAC system including relocation of system and duct work, Kitchen remodel, bathroom remodel, exterior and interior door replacement, partial window replacement, and new flooring throughout the unit. Update: furnace room has been modified for new system, energy star doors have been installed, kitchen and bathroom demo and interior doors installed. HVAC, plumbing and electrical contracts are complete.
- **127 W Beloit:** This front porch roof and 2nd story deck are being deleted due to unsafe conditions and replaced with new railings and handrails. A patio door will be deleted and reframed to fit and energy star window. Shutters and door awning will be added and siding repaired. Electrical will be modified to remove 2nd story deck wiring and lighting no longer needed. This unit is nearly complete (delayed by contractor) expected to be finalized by 11-1-19

FSS Grant

- Rachel has presented FSS to numerous community agencies and amped engagement by actively collaborating with agencies such as Consumer Credit Counseling, Central Kansas Mental Health as well as Ashby House.
 - Consumer Credit Counseling- Working with Rodney Denholm to develop more classes for budgeting for all FSS participants. He is also looking into assisting with Homeownership class for those who are getting ready to graduate.
 - Scheduled to visit with Habitat for Humanity on 10/17/2019 to discuss the program, referrals and collaboration.
 - Working with Central Kansas Mental Health to collaborate more assistance in helping FSS families seamlessly engage in their services.
 - Connecting with Thrive of the Heartland to increase engagement in program with present participants.
 - Rachel has been able to identify several participants who have been struggling with reaching their potential as well as their goals. Reevaluated and reset goals so they are more attainable.
- Total FSS participants: 28 participants.
- Public Housing has 19 participants.
- Housing Choice Voucher has 9 participants.
- 0 Graduates from FSS Program

**OPERATIONS REPORT
9/30/2019**

PUBLIC HOUSING

TURNOVERS:

	<u>In September:</u>			
1 bedroom:	0		Move outs:	2
2 bedroom:	1		Terminations:	2
3 bedroom:	3		Evictions:	1
4 bedroom:	0		Transfers:	2
5 bedroom:	0		Skips:	0
			Lease-ups:	2

RENTS:

	<u>9/19</u>	<u>9/18</u>	<u>9/17</u>
Highest	\$1,140	\$766	\$1,340
Lowest:	(\$187)	(\$203)	(\$244)
Total:	\$27,977	\$23,278	\$23,813
Average:	\$181	\$148	\$160
Utility checks:	49	47	45

WAITING LIST:

	<u>9/19</u>	<u>9/18</u>	<u>9/17</u>
1 bedroom:	2	0	0
2 bedroom:	95	50	89
3 bedroom:	34	31	28
4 bedroom:	10	9	9
5 bedroom:	<u>3</u>	<u>2</u>	<u>3</u>
	144	92	129

MOVE OUTS:

	<u>MI date</u>	<u>MO date</u>	<u>Rent</u>	<u>SD paid</u>	<u>Owe</u>	<u>Refund</u>	<u>Reason</u>
TN	11/5/18	9/6/19	\$828	\$650	\$2,249.69		Lease Violation
ET	12/21/17	9/18/19	\$251	\$500		\$260	Lease Violation

SECTION 8, SHELTER PLUS, & VASH

VOUCHERS:

	<u>9/19</u>	<u>9/18</u>	<u>9/17</u>
Section 8 Baseline units	317	317	317
Total under lease effective 9/30/19	323	305	292
Total issued but not leased:	21	28	0
Total Shelter Plus under lease	14	16	22
Total VASH under lease	27	27	23
Total Mainstream under lease	22	0	0

Voucher Turnover:

		<u>9/19</u>	<u>9/18</u>	<u>9/17</u>
New Move-ins	Section 8	6	6	0
	Shelter Plus	1	0	0
	VASH	1	0	1
	NED	1	NA	NA
Move-outs	Section 8	6	5	3
	Shelter Plus	3	0	3
	VASH	1	1	0
	NED	1	NA	NA
Transfers	Section 8	4	4	1
	Shelter Plus	1	1	0

	VASH	0	0	1
	NED	0	NA	NA
Waiting list:		414	274	383

Section 8 waiting list was opened on January 2, 2015

FINANCIAL SUMMARY

September 2019

COCC

YTD COCC revenue is under budget by \$1,777. Annual management fees from Public Housing of \$19,440 are budgeted monthly, but are drawn down as a lump sum which accounts for a \$4,860 decrease. Interest revenue is over budget \$2,091. Management fee revenue based on PH and S8 occupancy are over budget by \$980.

YTD COCC expenses are under budget by \$3,965. Most of this variance is in staff training and travel and accounting fees.

Public Housing

YTD Public Housing revenue is over budget by \$10,257, primarily consisting of higher than expected rental income of \$7,341 and operating subsidy of \$4,170.

YTD Public Housing expenses are under budget by \$18,551. The administrative asset management fee of \$19,440 is budgeted monthly, but drawn down as a lump sum, accounting for a \$4,860 decrease. Maintenance contracted services are below budget by \$3,936. Net collection loss expenses are under budget by \$7,707.

Section 8

YTD Section 8 administrative revenue is over budget by \$5,591. Retroactive HUD admin fees of \$3,866 for their 2018 calendar year reconciliation were received in July. Fraud recovery receipts are over budget by \$758.

YTD Section 8 administrative expenses are under budget by \$11,167. This variance is due to a position vacancy and staff reallocation.

COCC continues to loan funds to Section 8 to cover the administrative funding shortage. No loan transactions were made in August. The total loan balance was \$10,000 on September 30. This loan is reflected on the balance sheet of both programs.

As of September 30, the Net Restricted Position is \$36,525. This does not include unspent Mainstream funding of \$2,388. These funds are held by the housing authority and restricted in use for future HAP expenses.

Funding and expenses for VASH Extraordinary Fees are being tracked and reported separately. This funding is for direct services to veterans to increase our leasing success rate.

Shelter Plus Care

Shelter Plus Care administrative revenue is right on budget.

Shelter Plus Care administrative expenses are under budget by \$33.

COCC continues to loan funds to Shelter Plus Care to cover the administrative expense shortage. No loan transactions were made in August. The total loan balance is \$5,000 on September 30. This loan is reflected on the balance sheet of both programs.

Investments & Pledged Amounts

September 2019

	Bennington State Bank	First Bank Kansas	Total by Program
LOW RENT:			
Petty Cash	\$ 50.00		
Checking	\$ 269,967.75		
Money Market	\$ 398,535.46		
Checking-Cafeteria Plan	\$ 4,133.32		
CD #100014931	\$ 156,004.64		
CD #6710111		\$ 111,827.19	*
CD #6713580		\$ 105,582.47	
CD # 6710214		\$ 111,840.84	**
CD #6706887		\$ 65,764.59	\$ 1,223,706.26
COCC:			
Checking	\$ 619,698.90		
Money Market FSS Escrow		\$ 45,838.70	\$ 665,537.60
SECTION 8/VASH:			
Checking	\$ 43,049.94		
Checking - VASH EAF	\$ 25,504.14		\$ 68,554.08
HOME:			
Checking	\$ 265,885.75		
CD #6710324		\$ 32,803.98	
CD #101395		\$ 29,847.54	\$ 328,537.27
SHELTER PLUS CARE:			
Checking	\$ 1,817.62		\$ 1,817.62
TBRA:			
Checking	\$ 1,010.57		\$ 1,010.57
SHA Assets:	\$ 1,785,658.09	\$ 503,505.31	\$ 2,289,163.40
Percentage of Total Invest:	78%	22%	100%
			\$ 2,289,163.40
AMOUNTS PLEDGED:	\$ 1,555,000.00	\$ 750,000.00	
PLUS MINIMUM FDIC:	\$ 250,000.00	\$ 250,000.00	
	\$ 1,805,000.00	\$ 1,000,000.00	
Over (Under) Pledged	\$ 19,341.91	\$ 496,494.69	
Date of pledge:	9/30/2019	9/30/2019	

* CD of \$111,827.19 matured 9/21/2019 and was renewed for 12 months at 1.46%
 ** CD of \$111,840.84 matured 9/30/2019 and was renewed for 12 months at 1.46%

COCC - September 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Bookkeeping/Mgmt Fees	\$ 18,137	\$ 19,516	93%	\$ 54,931	\$ 58,548	94%	\$ 234,193
Rental Fees	\$ 2,861	\$ 2,861	100%	\$ 8,582	\$ 8,583	100%	\$ 34,330
Interest	\$ 968	\$ 333	290%	\$ 3,091	\$ 1,000	309%	\$ 4,000
Other Income	\$ 21	\$ 110	20%	\$ 81	\$ 330	24%	\$ 1,320
Totals	\$ 21,988	\$ 22,820	96%	\$ 66,684	\$ 68,461	97%	\$ 273,843
Expenses							
Administrative	\$ 18,460	\$ 20,102	92%	\$ 54,544	\$ 60,306	90%	\$ 241,225
Utilities	\$ 66	\$ 125	53%	\$ 299	\$ 375	80%	\$ 1,500
Maintenance	\$ 339	\$ 225	151%	\$ 649	\$ 675	96%	\$ 2,700
Protective Services	\$ -	\$ 17	0%	\$ 51	\$ 50	102%	\$ 200
General/Insurance	\$ 1,456	\$ 342	426%	\$ 2,923	\$ 1,025	285%	\$ 4,100
Total Expenses	\$ 20,321	\$ 20,810	98%	\$ 58,466	\$ 62,431	94%	\$ 249,725
Profit or (Loss) for Year	1,667	2,010		8,218	6,030		24,118
	Profit	Profit		Profit	Profit		Profit

Public Housing - September 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Rental Income	\$ 26,036	\$ 24,583	106%	\$ 81,091	\$ 73,750	110%	\$ 295,000
Other Income	\$ 11,978	\$ 12,665	95%	\$ 36,538	\$ 37,995	96%	\$ 151,981
Interest	\$ 692	\$ 542	128%	\$ 1,828	\$ 1,625	112%	\$ 6,500
Operating Subsidy	\$ 33,502	\$ 31,625	106%	\$ 99,045	\$ 94,875	104%	\$ 379,500
Totals	\$ 72,208	\$ 69,415	104%	\$ 218,502	\$ 208,245	105%	\$ 832,981
Expenses							
Administrative	\$ 24,891	\$ 27,493	91%	\$ 73,451	\$ 82,479	89%	\$ 329,914
Tenant Services	\$ 1,240	\$ 319	389%	\$ 2,220	\$ 956	232%	\$ 3,825
Utilities	\$ 809	\$ 1,342	60%	\$ 2,524	\$ 4,025	63%	\$ 16,100
Maintenance	\$ 26,991	\$ 25,562	106%	\$ 73,800	\$ 76,687	96%	\$ 306,748
General/Insurance/Coll Loss	\$ 10,234	\$ 13,402	76%	\$ 33,806	\$ 40,205	84%	\$ 160,820
Casualty Loss/Extraordinary	\$ -	\$ -		\$ -	\$ -		\$ -
Total Expenses	\$ 64,165	\$ 68,117	94%	\$ 185,801	\$ 204,352	91%	\$ 817,407
Profit or (Loss) for Year	8,043	1,298		32,701	3,894		15,574
	Profit	Profit		Profit	Profit		Profit

Section 8 - September 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Admin Fees Earned	\$ 14,891	\$ 14,845	100%	\$ 47,557	\$ 44,534	107%	\$ 178,135
Interest	\$ 13	\$ 4		\$ 36	\$ 13		\$ 50
TBRA and Other Fees	\$ -	\$ 98	0%	\$ 83	\$ 295	28%	\$ 1,181
Fraud Recovery	\$ 390	\$ 120	324%	\$ 1,119	\$ 361	310%	\$ 1,444
Totals	15,294	15,068	102%	48,794	45,203	108%	180,810
Expenses							
Administrative	\$ 13,081	\$ 15,233	86%	\$ 34,532	\$ 45,699	76%	\$ 182,795
Total Expenses	13,081	15,233	86%	34,532	45,699	76%	182,795
Profit or (Loss) for Year	2,213	(165)		14,262	(496)		(1,985)
	Profit	Loss		Profit	Loss		Loss

VASH Extraordinary Admin Funding:

Revenue to Date	\$ -	\$ -	0%	\$ 36,000	\$ -	0%	\$ -
Expenses to Date	\$ -	\$ -	0%	\$ 10,496	\$ -	0%	\$ -
Balance	\$ -	\$ -	0%	\$ 25,504	\$ -	0%	\$ -

Shelter Plus Care - September 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Grant Revenue	\$ 454	\$ 454	100%	\$ 1,361	\$ 1,361	100%	\$ 5,445
Admin Fees Earned	\$ -	\$ -		\$ -	\$ -		\$ -
Other Misc Revenue	\$ -	\$ -		\$ -	\$ -		\$ -
Interest	\$ 0	\$ -		\$ 1	\$ -		\$ -
Totals	454	454	100%	1,362	1,361	100%	5,445
Expenses							
Administrative	\$ 662	\$ 620	107%	\$ 1,827	\$ 1,860	98%	\$ 7,441
Total Expenses	662	620	107%	1,827	1,860	98%	7,441
Profit or (Loss) for Year	(208)	(166)		(464)	(499)		(1,996)

**Salina Housing Authority at 9/30/19
Balance Sheet after 3 Months of Fiscal Year**

Assets:	COCC		Low Rent/Grants		Home		TBRA-Security Deposits		Shelter Plus Care		Total
	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	
Checking & other cash	619,699		672,687		68,554		265,886		1,818		1,629,653
Investments	45,839		551,020		-		62,652		1,818		659,510
Total Cash & Invests	665,538		1,223,706		68,554		328,537		1,818		2,289,163
Tenant Acct Rec			6,785								6,785
Tenant Acct Rec-Fraud			2,607								2,607
Tenant Acct Rec-Sec Dep											
Allow for Doubt Acct			(986)								(986)
Acct Rec Other Pgm	16,000		36,327		9,512						61,839
Acct Rec Other			3,624		-						3,624
Prepaid Insurance	38		16,749								16,787
Material Inventory			30,954								30,954
Pension Deferred Outflows	7,341		14,437		2,692						24,470
Subsequent Pension Pmts	13,278		20,327		4,018						37,624
Miscellaneous											
Total Current Assets	702,195		1,354,530		84,777		328,537		1,818		2,472,867
Liabilities:											
Security Deposits											
Payroll Deductions			95,737								95,737
Acct Pay Other Pgm	45,839		(131)		10,000						61,839
Acct Pay Other			2,500		-						2,500
Compensated Absence	11,998		17,737		139						29,882
Accrued Payroll	11,749		20,767		1,276						33,960
Pension Deferred Inflows	834		1,481		92						2,418
Miscellaneous	5,480		10,778		2,009						18,267
P.L.O.T. - Prior Year			4,148		56						4,204
FSS Escrow			6,502								6,502
Total Current Liabilities	0.11		75,900		0.14		195,845		0.27		6,502
											45,839
											301,017

Income Statement after 3 Months of Fiscal Year

	COCC		Low Rent/Grants		Section 8		Home		TBRA-Security Deposits		Shelter Plus Care		Totals	
	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD
Admin Fees Earned	18,137	54,931	-	-	14,891	47,557	-	-	-	-	454	1,361	15,345	48,918
Bookkeeping/Mgmt Fees	2,861	8,582	26,036	81,091	-	-	-	-	-	-	454	1,361	18,137	54,931
Total Rents	968	3,091	692	1,828	13	36	42	1	0	1	0	1	28,897	89,673
Interest	21	81	11,978	36,538	390	1,201	-	-	-	-	0	1	1,747	4,998
Misc	-	-	33,502	99,045	-	-	-	-	-	-	-	-	12,389	37,820
Subsidy	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Gain/Loss on Sale	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	21,988	66,604	72,208	218,502	15,294	48,794	74	42	0	1	454	1,362	110,017	335,385
Expenses														
Administrative	18,460	54,544	30,485	87,623	12,474	32,523	34	102	-	-	634	1,733	62,086	176,524
Tenant Services	66	299	809	2,524	438	925	-	-	-	-	26	76	875	2,823
Maintenance	339	649	28,126	76,244	170	1,084	-	-	-	-	2	18	28,929	77,894
Insurance/General/Bad Debt	1,456	2,973	10,234	33,806	-	-	-	-	-	-	-	-	11,861	37,882
Other Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Casualty Loss/Grant receipt	-	-	(25,900)	(47,478)	-	-	-	-	-	-	-	-	(25,900)	(47,478)
Total Expenses	20,321	58,466	44,993	154,939	13,081	34,532	34	102	0	0	662	1,827	79,091	249,865
Depreciation Expense	1,667	8,218	27,214	63,563	2,213	14,262	40	(60)	0	1	(208)	(465)	30,926	85,520
Profit or (Loss) for Year														
PHA Payments to LL					107,630	329,257					5,926	20,593	113,556	349,850
HUD Payments to PHA					117,394	355,192					5,999	20,706	123,393	375,898
Units Leased					327	990					14	46	341	1,036

CFP Grant Year 2018 - September 2019

Expenses	Actual Month	Actual Grant YTD	Grant Budget	%
Sewers/Exterior Plumbing	-	-	\$ 3,000	0%
Concrete	-	-	\$ 2,000	0%
Roofs	-	2,396	\$ 18,000	13%
Floors	-	451	\$ 25,000	2%
Kitchens	73	4,132	\$ 35,000	12%
Bathrooms	283	5,569	\$ 25,000	22%
HVAC/Electrical	14,462	17,277	\$ 16,870	102%
Foundations	-	380	\$ -	
Interior Plumbing	1,437	8,728	\$ 14,000	62%
Siding	428	428	\$ 1,000	43%
Windows	1,315	2,013	\$ 2,000	101%
Other Attached Exterior/Gutters	-	-	\$ 2,000	0%
Doors	706	7,157	\$ 10,000	72%
Decks	467	2,987	\$ -	
Stoves & Refrigerators	-	15,814	\$ 20,000	79%
Maintenance Labor & Benefits	908	5,160	\$ 14,833	35%
Total Unit Expenses	\$ 20,079	\$ 72,492	\$ 188,703	38%
Sheds	-	-	\$ -	
Maintenance Buildings	-	-	\$ 5,000	0%
Contracting Labor & Benefits	227	2,478	\$ 4,500	55%
COCC Management Fees	2,430	21,870	\$ 29,244	75%
Transferred to Operations	5,000	45,000	\$ 65,000	69%
Total CFP 2018 Expenses	\$ 27,736	\$ 141,840	\$ 292,447	49%

Grant expenditures began January 2019.

SALINA HOUSING AUTHORITY

October 2019

TINA R. BARTLETT, MBA, CS-PHM
EXECUTIVE DIRECTOR

Financial:

The Salina Housing Authority received \$29,955 in Operating Subsidy in October for Public Housing. We received \$116,368 for October HAP funding for the Section 8 programs, which includes \$5,987 restricted for Mainstream vouchers. We have approximately \$46,400 remaining Net Restricted Assets for Section 8 vouchers and an additional \$745 in unspent Mainstream funding.

The monthly administrative fee funding for Section 8 was \$14,397 for October. As discussed and approved in the budget, we will continue to assess full management fees to the Section 8 program but loan funds back to the Section 8 program to cover variances. The total amount of the loan as of September 30 is \$10,000.

Security deposit assistance is currently funded by our 2017 TBRA grant awarded at \$75,000. There is approximately \$35,100 remaining in the 2017 grant. This grant's end date has been extended from November 1, 2019 to June 30, 2020.

Program Updates:

The SHA hired Felisha Jamison to fill the full-time program specialist position. This completes staff opening.

The SHA submitted application for the Tenant Based Rental Assistance (TBRA) program administered by the Kansas Housing Resource Corporation (KHRC). The application deadline was June 28, 2019. The funding is used to operate our Security Deposit Assistance program. We have applied for and received approximately \$75,000 each year. We are awaiting a determination of the request.

The SHA submitted application to the Continuum of Care for the Shelter Plus Care program that we administer. The program addresses individuals who have a disability and are chronically homeless. With the assistance of case management, we house approximately 25 families currently. The SHA is applying for a new program instead of renewing the current in hopes of raising the administrative fee and serving more tenants.

The SHA did submit a request for additional Mainstream vouchers on September 5, 2019. The Mainstream vouchers assist tenants who are non-elderly with a disability who are facing

homelessness. The SHA began administering 22 Mainstream vouchers in November 2018 and are currently 100% utilized.

The SHA is currently working on the application for continued Family Self-Sufficiency grant. The grant covers salary and benefits for the Family Self-Sufficiency coordinator. The deadline for the application is October 28, 2019.

The SHA is required to adjust the Flat Rents for Public Housing every year based on the HUD's published Fair Market Rents. Based on the 2020 Fair Market Rents the SHA has sent out new Flat Rent proposals to all Public Housing tenants for a required 30-day comment period.

HUD Regulation/Legislative

HUD announced a small decrease in the Operating Fund proration for December 2019 at 96.33 percent compared to 97.16 percent in October and November.

Congress and the President signed a continuing resolution in late September that will avoid another government shutdown. The CR will fund agencies at 2019 levels through November 21, buying lawmakers more time to negotiate over several full year appropriations bills.

Management

Fieldwork for the FY2019 independent financial audit has been scheduled for November 4 and 5.

Operating Fund litigation against the Government continues to move forward at a slow pace. The Government's appeal was docketed on August 28. They are appealing "the Court of Federal Claims' wrongful denial of the Government's motion to dismiss" claiming lack of jurisdiction. The Government's first brief is due on October 28 then our brief is due on December 9. And the Government will have a second brief due on December 30. The Government still has not made a final decision on whether to pursue the appeal but has filed in order to preserve its right to pursue an appeal. It is assumed the Government will request an extension of the October 28 deadline which will push all deadlines further if approved.

The SHA has reviewed bids for the Part 58 Environmental Clearance of all units and has signed a contract on Oct 14 with EMG. The contract gives them 30 business days to complete.

Training/Education

The Director did not attend the national NAHRO conference in San Antonio as anticipated.

The Director is scheduled to attend the Executive Management and Leadership Seminar in Salina on November 13-14. The seminar is presented by NAHRO and participants will focus on dealing with change, developing strategic initiatives, and creating a culture of excellent performance and productivity within their own organization.

OLD BUSINESS

a. Development Update

NEW BUSINESS

- a. Resolution No. 2019-1032 Approving
Write-offs

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS

MEMO

October 10, 2019

From: Kim Deal, Finance Manager

Meeting: October 22, 2019

Subject: Write-off of Uncollectible Accounts

BACKGROUND

At least annually, the Salina Housing Authority performs a write-off of accounts determined to be uncollectible to remove them from the accounting records.

Uncollectible accounts result when tenants have vacated Housing Authority property and left a balance due. The account is moved into collection loss and all balances owing over \$25 and supported by documentation are turned over to the Kansas Department of Revenue Setoff Division for collection against any State tax refunds, unclaimed property refunds and KPERS distributions.

The Salina Housing Authority budgeted \$18,000 for the write-off of uncollectible accounts (net of collections) in FY2020. The collection from the Kansas Department of Revenue Setoff Division is offset on this account. We have received \$3,661 to date this fiscal year in Setoff proceeds and \$682 in direct collections for a total of \$4,343 in collections. Collections from Setoff peak during income tax filing season.

DISCUSSION

The Salina Housing Authority has identified one Section 8 account totaling \$3,844.00 and fourteen Public Housing accounts totaling \$10,449.59 as uncollectible because the tenants have left the program with a balance owing.

Although written off accounts are officially removed from the books of the Housing Authority, they remain as due and collectible. The residents whose accounts are being written off will not be allowed to receive any type of assistance from programs administered, managed or funded by the Salina Housing Authority until the balance is paid in full. This balance due may also hinder their ability to receive assistance through other agencies administering low-income housing programs.

When a Public Housing resident vacates owing money to the Housing Authority, a Statement of Security Deposit is sent to the resident's forwarding or last known address, advising of the charges and how the Security Deposit was used. The resident is also advised that payments on the balance will be applied to his account, but will not stop other collection efforts.

The State of Kansas Set Off Program is utilized for collection of delinquent vacated accounts through garnishment of state income tax refunds, state Homestead refunds and unclaimed property. In addition, the Housing Authority utilizes the EIV software through HUD, which locates vacated residents who apply for and/or receive assistance from other Housing Authorities. Staff is continually researching other areas that may assist in collecting delinquent vacated accounts.

Should a former resident who owes money wish to be re-admitted to housing, he or she must first pay the debt, as well as meet other eligibility criteria.

ALTERNATIVES

It appears the Commission has the following alternatives concerning the issue at hand. The Commission may:

1. Approve Resolution No. 2019-1032 to write-off \$14,293.59 in uncollectible accounts.
2. Do not approve Resolution No. 2019-1032 to write-off \$14,293.59 in uncollectible accounts.
3. Modify the items to meet the needs of the Commission.

RECOMMENDATION

Salina Housing Authority staff recommends approval of Resolution No. 2019-1032 to write-off \$14,293.59 in uncollectible accounts.

POSSIBLE MOTION

Adopt Resolution No. 2019-1032, approving the write-off of \$14,293.59 in uncollectible accounts.

Attachments:

1. Schedule of Accounts for Write-Off
2. Resolution No 2019-1032

Salina Housing Authority

A/R Balance Due Report

Program	Tenant	Amount
Section 8	13327	\$ 3,844.00
Total		\$ 3,844.00

Program	Tenant	Amount
Public Housing	12188	\$ 2,180.94
	12190	\$ 618.00
	14387	\$ 2,227.88
	14654	\$ 151.64
	14865	\$ 251.50
	14953	\$ 249.00
	15192	\$ 470.63
	15213	\$ 973.11
	15236	\$ 2,249.69
	15301	\$ 145.00
	15364	\$ 151.00
	15413	\$ 440.00
	97836	\$ 274.00
	99369	\$ 67.20
Total		\$ 10,449.59

Total \$ 14,293.59

Summary of Balances Owed:

Past Due Amounts	\$ 2,765.96
Current Month Rent/Late Fees	\$ 1,365.25
Utility Expense	\$ 191.00
Formal Agreements	\$ 4,289.00
Court Fees	\$ 1,120.50
Maint Charges at Moveout	\$ 13,879.82
Security Deposits Applied	\$ (9,317.94)
Balances Due	<u><u>\$ 14,293.59</u></u>

RESOLUTION 2019-1032

SALINA HOUSING AUTHORITY

APPROVING THE WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

WHEREAS, the Salina Housing Authority has elected to write-off vacated Tenant's Accounts determined uncollectible in the amount of \$14,293.59, representing vacated tenants who are now deceased, declared bankrupt, no longer living in the area, or the balance remains as otherwise uncollectible; and

WHEREAS, it is necessary to remove these balances from the books as a bookkeeping measure to meet accounting requirements; and

WHEREAS, the Salina Housing Authority will submit eligible accounts to the State of Kansas Set-Off program for collection; and

WHEREAS, a listing of said accounts will be kept on file by the Salina Housing Authority to ensure that the resident is not re-admitted to programs administered, managed or funded by the Salina Housing Authority until such time the account is paid in full.

NOW, THEREFORE, BE IT RESOLVED by the Salina Housing Authority Board of Commissioners that \$14,293.59 in vacated tenant's accounts is written off the books of the Salina Housing Authority as an accounting procedure.

After discussion, Commissioner Brown moved that said Resolution be finally adopted as read; Commissioner Bosch seconded the motion. The question being put upon final adoption of said Resolution; the roll was called with the following result:

AYES 4

NAYS 0

The Chair declared such motion carried and the Resolution finally adopted. Adopted this 22nd day of October 2019.

ATTEST:

Tina Bartlett

Tina Bartlett, Secretary

Kimberly Trigg

Kimberly Trigg, Board Chair