

# AGENDA

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Conference Room  
469 S. 5<sup>th</sup> Street – Salina, KS 67401  
Tuesday, March 26, 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 February 26, 2019
  - b. Approve the Secretary & Operations Reports from February 2019
  - c. Approve the Director's Report
- V. OLD BUSINESS
  - a. BGC Development Update
- VI. NEW BUSINESS
  - a. Resolution No. 2019-1025 approving disposal of assets
  - b. Discussion of Bylaws
- 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 Director's Report

**SALINA HOUSING AUTHORITY BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
469 S. 5<sup>th</sup> St., Salina, Kansas  
Tuesday, February 26, 2019  
4:30 PM

**MEMBERS PRESENT:** Eric Brown  
Kimberly Trigg  
Gary Hobbie  
Susan Weis

**MEMBERS ABSENT:** Shayla Betts

**CITY COMMISSION LIAISON:** Karl Ryan

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

**GUEST PRESENT:** Taya Smith

**I. CALL TO ORDER**

The regular meeting of the Board of Commissioners of the Housing Authority was called to order at 4:31 PM by Commission Chair Brown.

**II. APPROVAL OF AGENDA**

Ms. Trigg moved to approve the agenda. Mr. Hobbie seconded the motion. The motion carried 4-0.

**III. OPEN FORUM**

Ms. Trigg introduced guest Taya Smith.

**IV. CONSENT AGENDA ITEMS**

Ms. Deal announced the closing of the 2017 CFP grant and highlighted the CD that matured and renewed in January. Ms. Bartlett discussed CHDO discussions regarding the Seneca property and confirmed that insurance has been secured for this asset. She also provided updates on federal funding and the operating reserves litigation. Ms. Weis moved to approve the Consent Agenda Items a. through d., consisting of the minutes of the January 29, 2019 regular meeting, January 2019 Secretary and Operations reports, January 2019 financials, and the Director's report. Mr. Hobbie seconded the motion. There being no further questions or comments, the motion carried 4-0.

**V. OLD BUSINESS**

a. Update on Development - Ms. Bartlett gave an update on conference calls with Dennis Morgan regarding updated admin and relocation plans and with BGC Advantage. She shared a current summarized conversion plan and the Articles of Incorporation for Salina Housing Services Corp.

**VI. NEW BUSINESS**

a. HCV Utility Allowance – Ms. Bartlett presented the results of the December 2018 HCV utility allowance review. After a brief discussion, Mr. Hobbie moved to approve the HCV utility allowance as is with no change. Ms. Trigg seconded the motion. The motion carried 4-0.

b. April board meeting date - Ms. Bartlett will be unavailable for the regularly scheduled meeting April 23, 2019. The April meeting will be moved to Tuesday, April 30, 2019 at 4:30 PM.

**VII. COMMISSIONERS' COMMENTS**

Mr. Hobbie shared information regarding CHDO and the Dane G. Hansen Foundation.

**VIII. EXECUTIVE SESSION**


Mr. Hobbie moved to go into Executive Session at 5:00 PM for 20 minutes to discuss personnel matters. Ms. Weis seconded the motion. Motion passed 4-0. At 5:20 PM, Ms. Weis moved to extend Executive Session for 5 minutes. Mr. Hobbie seconded. Motion passed 4-0. Executive Session ended at 5:25 PM.

**IX. ADJOURNMENT**

It was moved by Ms. Trigg and seconded by Ms. Weis to adjourn the meeting at 5:25 PM. Motion carried 4-0.

**Next regular meeting will be Tuesday, March 26, 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

3/26/2019

  
\_\_\_\_\_  
Eric Brown, Board Chair

3/26/2019

# SECRETARIAL REPORT

February 2019

## Administration

- Nichole attended the Mainstream webinar on February 6
- KaySue met with circles recruitment team on February 12.
- KaySue participated in mock interviews with Partners 4 Success on February 12.
- KaySue attended presentation of the YW Legacy grant award at SATC on February 14.
- Suzanne attended Nelrod training webinars on February 7, February 14 and February 28.

## Tenant reports and activity

- Public Housing had 17 inspections in February (13 annual, 4 move-in, 0 transfer, 0 special and 0 move-outs).
- Public Housing had 2 evictions in February.
- 9-Section 8/VASH annual inspections, 3 re-inspections, 7 HCV Move-in inspections, 2 Mainstream, 1 Shelter Plus Care inspections, 0 Enhanced Tenant Protection inspections, 3 VASH inspection, 0 TBRA inspection, and 0 Special/Complaint inspection.
- 2 HCV orientations, 2 Public Housing orientation, 0 Shelter Plus Care orientations, and 1 VASH orientation were held in February.
- 47 Notices for nonpayment of rent or security deposits were sent February 5<sup>th</sup> and 0 families were terminated for nonpayment.
- 1 Public Housing Grievance Hearing and 0 Panels were held in February. 0 grievances were upheld and 1 was overturned. 1 HCV Grievances Hearings were held of which 1 were overturned and 0 was upheld. 0 Shelter Plus hearings were held of which 0 was overturned and 0 were upheld. 0 VASH Grievance Hearing were held.
- Public Housing Resident Advisory Board Meeting was set for February 11, but no tenants attended so no meeting was held.
- “Wipeout Meeting” was held on February 21. 1 Public Housing tenant, 0 Section 8 tenants, 0 Shelter Plus Care tenants and 1 VASH tenants attended.
- 1 voucher from other Housing Authorities.

## Maintenance and Capital Improvements

- Maintenance received 54 total work orders, 34 routine work orders, 6 emergency work orders, and 15 other work orders. Of the 54 received, 44 had been processed by the end date of this report.
- Number of houses turned over in February was 3.
- The average turnaround time for maintenance in February was 8.66 days. The year to date net turn-over time is 19.43 days with 2.85 days for lease up and 1.10 down time.

## Completed CFP Projects:

- **829 Navaho:** This unit received a new energy star front door.
- **1525 Beverly:** This unit received new bath flooring and vanity.

### **Current CFP projects include:**

- **1102 Crown Ct:** Living room window replacement. Windows in stock and will be installed as weather and schedule permits.
- **933 Beatrice:** This unit is receiving two new energy star doors, kitchen counter and sink, and bath exhaust fan. This project is complete less the installation of the roof mounted hood for the exhaust and installation of an attic vent weather permitting.
- **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. Demolition for this project including some mold removal in a bedroom wall, and the repairs to prevent its re-occurrence are now being completed.
- **1538 Pueblo:** This unit to receive a new roof south side. (north previously repaired)

### **FSS Grants**

- 1 New Participants.
- 0 Graduates from FSS Program. 1 participant skipped.
- Public Housing has 19 participants.
- Housing Choice Voucher has 9 participants.
- 1 home visits and 14 meetings at SHA.
- 13 New move- in reminders.
- 0 move in inspections.
- Updated website.
- **FSS Program awarded \$2500 YW Legacy Grant education scholarship money from GSCF.**



**OPERATIONS REPORT  
2/28/2019**

**PUBLIC HOUSING**

**TURNOVERS:**

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

**RENTS:**

	<u>2/19</u>	<u>2/18</u>	<u>2/17</u>
Highest	\$822	\$775	\$933
Lowest:	(\$191)	(\$191)	(\$150)
Total:	\$32,161	\$23,152	\$27,398
Average:	\$200	\$148	\$175
Utility checks:	39	51	45

**WAITING LIST:**

	<u>2/19</u>	<u>2/18</u>	<u>2/17</u>
1 bedroom:	8	0	0
2 bedroom:	59	63	76
3 bedroom:	23	15	40
4 bedroom:	8	5	8
5 bedroom:	4	0	1
	102	83	125

**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>
LF	3/30/17	2/6/19	\$110	\$750		\$49	Lease Violation
SJ	5/15/18	2/15/19	\$30	\$500	\$851.50		Lease Violation
BM	11/9/17	2/15/19	(\$141)	\$500	\$1,283		Lease Violation
DR	10/31/16	2/4/19	\$1,149	\$650		\$410	Tenant Notice

**SECTION 8, SHELTER PLUS, & VASH**

**VOUCHERS:**

	<u>2/19</u>	<u>2/18</u>	<u>2/17</u>
Section 8 Baseline units	317	317	317
Total under lease effective 2/28/19:	300	273	308
Total issued but not leased:	14	11	18
Total Shelter Plus under lease	15	18	20
Total VASH under lease	25	27	25
Total Mainstream under lease	13	0	0

**Voucher Turnover:**

New Move-ins	Section 8	2	4	5
	Shelter Plus	1	1	0
	VASH	2	1	1
	NED	2	0	0
Move-outs	Section 8	5	4	9
	Shelter Plus	0	1	0

	VASH	2	0	1
	NED	0	0	0
Transfers	Section 8	2	0	2
	Shelter Plus	0	0	1
	VASH	0	0	0
	NED	0	0	0
Waiting list:		300	246	323

Section 8 waiting list was opened on January 2, 2015

# SALINA HOUSING AUTHORITY

March 2019

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

## **Financial:**

The Salina Housing Authority received \$24,023.60 in Operating Subsidy in March for Public Housing. We received a total of \$119,549 for March HAP funding for the Section 8 programs, which includes \$7,013 restricted for Mainstream vouchers. We have approximately \$11,900 remaining Net Restricted Assets for Section 8 vouchers and an additional \$11,900 in unspent Mainstream funding.

The monthly administrative fee funding for Section 8 was \$14,379 for February. 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 February 28 is \$23,000.

Security deposit assistance is currently funded by our 2017 TBRA grant awarded at \$75,000. There is approximately \$62,000 remaining in the 2017 grant, which must be fully committed by November 1, 2019.

The ROSS (FSS) 2017 grant was extended to February 28, 2019 and closed with an unexpended balance of \$6,231. The 2018 ROSS grant of \$60,253 has been awarded, but is not yet available for drawdown in LOCCS as of the date of this report.

## **Program Updates:**

Grant agreements have been signed for the Family Self-Sufficiency grant and the Shelter Plus Care grant that were awarded in February.

## **HUD Regulation/Legislative**

“The Trump administration released its budget proposal today for fiscal year 2020, and like its previous budget requests for 2017, 2018, and 2019, the administration is proposing steep cuts to both the Department of Housing and Urban Development (HUD) and the Department of Transportation (DoT). For HUD, the budget requests \$44.1 billion in discretionary funding, a 16.4 percent decrease from 2019 funding levels. For DoT, the budget requests \$21.4 billion in discretionary spending, a 22 percent decrease from 2019 funding levels. With control of Congress now split between the two parties, Trump’s budget is likely dead on arrival, but the drastic proposed cuts would put advocates for government-funding housing assistance on the

defensive, instead of fighting for increases that some believe are badly needed." *Curbed (March 11, 19)*

HUD has announced changes to the inspection protocol that will impact agencies with public housing units and Project-Based Rental Assistance (PBRA) properties. HUD has been performing a "wholesale reevaluation" of the Real Estate Assessment Center (REAC) since 2017. The biggest change is a switch to a 14-day notification period for PHAs and inspectors to schedule and perform an inspection on public housing and PBRA units. This is a dramatic change to prior inspection scheduling procedures. If a PHA is unable to schedule the inspection within the 14-day notification period, they will receive a preliminary inspection score of zero. The PHA will be able to reschedule the inspection within 7-days after the end of the 14-day notification period. If the PHA is still unable to reschedule their inspection within that 7-day timeframe, the inspection score will remain zero. HUD is also planning piloting a new inspection model and plans to host listening sessions to inform their program.

### **Management**

The Director met with Mike Schrage, City Manager, to discuss Salina Housing Authority operations, the development plans, the Shelter Plus Care program and the Payment in Lieu of Taxes.

Shayla Betts has resigned from the Salina Housing Authority Board.

No new information on the Operating Fund litigation against the Government which includes more than 500 other HAs. The defendants are working on a chart of the damages for the Government to review. It is not possible to know how long this process will take. The Government can still appeal the denial of its motion to dismiss, but it can't do so until there is a final decision. By stipulating to a judgment instead of completing the briefing of the motion for summary judgment and waiting for the Court to issue a decision, the Government can, if that is what it has decided to do, appeal the decision sooner.

### **Training/Education**

The Director passed the Green Belt trainings hosted by Salina Regional Hospital in January and February.

The Director attended the Dane Hansen Strategic Doing training and the Housing Forum on March 4-5.

The Director will attend Project Based Voucher training in Chicago on March 19-21. This class is hosted by Nan McKay and is geared toward the conversion of Public Housing unit to vouchers.

The next SWNAHRO regional conference will be held in Kansas City in June 2019 and the KS NAHRO Spring conference will be held in Manhattan in April 2019.

# **OLD BUSINESS**

- a. BGC Development Update

# **NEW BUSINESS**

- a. Resolution No. 2019-1025 Approving  
Disposal of Assets

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MEMO

March 11, 2019

**From:** Kim Deal, Finance Manager

**Meeting:** March 26, 2019

**Subject:** Adoption Resolution for disposal of property assets

**BACKGROUND**

According to Resolution #440 of the Salina Housing Authority, any personal property belonging to the Housing Authority that is no longer needed for Housing Authority operations shall be declared excess. Any such excess property valued at Five Hundred Dollars (\$500.00) or more, which is not being sold to a public body for a public use or to a non-profit organization for low-income housing related purposes (e.g. a resident organization), shall be sold at a public sale. If the estimated market value of the personal property offered for sale is less than Five Hundred Dollars (\$500.00), the Executive Director may negotiate a sale in the open market after such informal inquiry as he or she considers necessary to ensure a fair return to the Housing Authority. The sale shall be documented by an appropriate bill of sale. Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Board of Commissioners. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, the Executive Director shall prepare a statement detailing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Board of Commissioners for its approval. A copy of the Board's approval, together with the complete documentation in support of destruction, abandonment, or donation, shall be retained as a part of the permanent records.

**DISCUSSION**

The Salina Housing Authority recently upgraded the majority of its computers. Some of the newer computers were transferred to be used as the application and timeclock computers. The below list of proposed disposals includes computers that were replaced, as well as a clean-up of the fixed asset schedule. All listed assets have been fully depreciated. The computers will be destroyed due to the confidential information that could be stored on them.

Assets to be disposed of:

<u>DESCRIPTION</u>	<u>PURCHASE DATE</u>	<u>PROGRAM</u>	<u>PURCHASE PRICE</u>
Computer	4/8/2004	S8	\$1,900.50
HP4240 Printer	9/10/2007	PH/S8	\$1,228.00
Computer	9/10/2004	PH/S8	\$929.00
Computer	6/10/2008	PH	\$996.38
Computer	6/10/2008	S8	\$996.37
Computer	3/10/2001	PH	\$1,658.75
Computer	6/8/2006	PH	\$1,383.00
Copier	6/2/2006	COCC	\$5,209.00
Computer	1/9/2008	COCC	\$955.50
Computer	11/24/2009	PH	\$798.34
Computer	11/24/2009	PH	\$798.33

### **ALTERNATIVES**

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

1. Approve Resolution No. 2019-1025, authorizing disposal of fixed assets as listed in the resolution.
2. Deny approval of Resolution No. 2019-1025, authorizing disposal of fixed assets as listed in the resolution.
3. Modify the disposal of said assets to meet the needs of the Commission.
4. Table the request.

### **RECOMMENDATION**

Staff recommends Resolution No. 2019-1025 be approved and the property removed from inventory to reflect accurate inventory and remain in compliance with federal regulations that require excess and obsolete equipment be removed from inventory.

### **POSSIBLE MOTION**

Approve Resolution No. 2019-1025, authorizing disposal of fixed assets as listed in the resolution.



RESOLUTION NO. #2019-1025

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SALINA  
DISPOSITION OF PROPERTY

WHEREAS the Housing Authority of the City of Salina desires to dispose of unit inventory; and

WHEREAS the Executive Director has declared the attached inventory of property needs to be disposed of and removed from the Salina Housing Authority inventory.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Salina, Kansas, that the attached listed inventory property had been disposed of according to the Disposition Policy.

<u>DESCRIPTION</u>	<u>PURCHASE DATE</u>	<u>PROGRAM</u>	<u>PURCHASE PRICE</u>
Computer	4/8/2004	S8	\$1,900.50
HP4240 Printer	9/10/2007	PH/S8	\$1,228.00
Computer	9/10/2004	PH/S8	\$929.00
Computer	6/10/2008	PH	\$996.38
Computer	6/10/2008	S8	\$996.37
Computer	3/10/2001	PH	\$1,658.75
Computer	6/8/2006	PH	\$1,383.00
Copier	6/2/2006	COCC	\$5,209.00
Computer	1/9/2008	COCC	\$955.50
Computer	11/24/2009	PH	\$798.34
Computer	11/24/2009	PH	\$798.33

After discussion, Commissioner Trigg moved that said Resolution be finally adopted as read; the motion was seconded by Commissioner Weis. 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 26th Day of March 2019.

ATTEST:

Tina Bartlett  
Tina Bartlett, Secretary

Eric Brown  
Eric Brown, Board Chair

# **NEW BUSINESS**

## b. Discussion of Bylaws