



BOARD OF COMMISSIONERS MEETING

May 18, 2009
5:45 p.m.

Edgewood Homes
Conference Room

AGENDA

1. Call of Roll.
2. Approve Minutes of April, 2009 Board of Commissioners Meeting.
3. Receive Comments from Tenants and Public.

NOTE: The Chairman will take tenant and public comment on each agenda item following the staff report on the item. Tenants and public wishing to comment on a topic not included on the agenda may do so at this time.

4. Financial Reports
 - A. Receive April 2009 Public Housing Financial Reports.
 - B. Receive April 2009 Clinton Place Financial Reports.

NOTE: All matters listed below on the Consent Agenda are considered under one motion and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately

5. CONSENT AGENDA
 - A. Receive Executive Director's Report.
 - Update on RFP for Energy Performance Contracting
 - Update on Stimulus Funds (ARRA)
 - Update on e-Housing Connection
6. REGULAR AGENDA
 - A. Discuss Preliminary Objectives for the 2010 MTW Annual Plan and the Use of MTW Funds
 - B. Suggest Recommendations to Fill Vacancy Created by the Expiration of Commissioner Johnson's term.
7. Calendar and Announcements.
8. Adjournment.



LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
May 18, 2009

AGENDA ITEM 4A: Receive April 2009 Public Housing Financial Reports.

CURRENT ISSUE:

Due to the early date of the May meeting, the Public Housing financials will not be completed in time for the meeting. They will be reported on at the June meeting.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
May 18, 2009

AGENDA ITEM 4B: Receive April 2009 Clinton Place Financial Reports.

CURRENT ISSUE:

Due to the early date of the May meeting, the Clinton Place financials will not be completed in time for the meeting. They will be reported on at the June meeting.



Executive Director Report May 18, 2009 Board Meeting

Update on RFP for Energy Performance Contracting

As previously reported HUD has approved the RFP for Energy Performance contracting. The following timeframe has been submitted to HUD for approval.

RFP proposed timeline:

May 15: Post RFP on our web-site and send to ESCO providers

June 8: Site visit for interested firms

July 10: ESCO qualifications due

Aug 14: ESCO qualifications reviewed and evaluated (ESCO short list)

Aug 31-Sept 4: ESCO interviews

Sept 7-11: PHA selects ESCO

Sept 14-18: HUD approves ESCO for energy audit contract

Sept 18-Dec 18: energy audit, project analysis, contract negotiations for EPC

Dec 21-31: HUD approves EPC award

Update on Stimulus Funds (ARRA)

The \$747,109 Capital Fund Stimulus money that the agency received is being spent on four main projects- Elevator upgrades at Babcock Place, Roof Replacements at Scattered Sites, Siding repair, replacements and painting at Edgewood Homes, Electrical meter replacements at Edgewood Homes. Contracts have been signed for the elevator project, qualifications on the low bidders on the roof project are being evaluated, specifications on the siding project at Edgewood Homes are under development and should be published in the next week.

HUD has issued its funding notification for the competitive grant portion of the Capital Fund Stimulus money. Staff is still reviewing the notice.

The City received \$216,000 in stimulus funds under the Community Development Block Grant. The money is to be spent primarily on infrastructure improvements that benefit low and moderate income households. Staff will submit an application for \$54,983 for improvements and upgrades to the elevator at Clinton Place.

Update on e-Housing Connection

Number of homeless referrals-15

Number of families housed-3

Number of families referred to e-Housing but housed through other means-2

Number of families on referral list-8

Number of families using the \$500 security deposit-2

Number of Landlords-17

Number of properties referred-9

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
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AGENDA ITEM 6A. Discuss Preliminary Objectives for the 2010 Annual Plan.

BACKGROUND:

Every year the agency is required to submit an annual plan to HUD detailing the activities it will carry out in the next fiscal year along with the planned uses for funds. Although the plan is not due until October 15 for implementation the next January, the planning process begins months in advance and involves resident participation.

2009 was the first year that our agency was governed by the new annual plan requirements under the 10 year MTW Agreement. Under the 2009 Annual Plan, approved by the Board in September 2008 and HUD in December 2008, the following new initiatives were approved and are being implemented:

- Creation of a single fund budget with full flexibility to use all agency funds for any MTW approved activity including acquisition, new construction, substantial rehabilitation, additional housing assistance, energy auditing, energy efficiency systems, etc.
- Expansion of Resident Services to provide mandatory orientation for all new incoming residents
- Hiring two case managers in order to expand resident services' capacity to provide individual case management to families at or below 40% area median income to reduce barriers to employment and underemployment in order to maximize the household's potential for securing long term employment.
- Conduct annual recertifications every second year for MTW households at maximum rent or 50% area median income.
- Revise the Homeownership program to provide a matching grant up to \$3000 for families that purchase a home.
- Allocate \$58,000 to fund the e-Housing Connection.
- Allocate funds to provide five units of assistance to be used in partnership with the Douglas County Corrections department prisoner re-entry program.

Besides these new initiatives the agency's plan contained the continuation of the agency's existing MTW activities.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
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CURRENT ISSUE:

Staff is reviewing current MTW policies with a view toward expanding the reforms we have already undertaken thereby using the maximum flexibility the demonstration provides. At the MTW conference that staff attended the week of April 27 HUD stressed that it wants agencies to carry out rent reform initiatives, which we have been doing since the program's start. We would be interested in expanding our rent reform initiatives to seniors and disabled households.

HUD did signal several issues that concerned agencies. There appears to be a HUD initiative to push back on the flexibilities that agencies have been given. HUD staff on more than one occasion stated that MTW agencies were or have engaged in unallowable activities, even though the activities are listed as allowable in the new contract and the activity was approved by HUD in the agency's annual plan. This push back is coming from departments outside the HUD MTW staff.

HUD staff also signaled that they were no longer going to let MTW agencies sit on idle reserves and were drafting rules to govern the reserves including calling back reserves. This prospect affects us as we have approximately \$2.2 million in Section 8 reserves and \$1 million in public housing reserves. The board can use this money to issue additional units of rental assistance now or in the future. It can also use these funds to do the energy improvements instead of taking out a loan under energy performance contracting. We want to make sure that we have a planned use for these funds when HUD issues their notice.

BOARD ACTION:

Discuss possible initiatives for inclusion in the 2010 Annual Plan. Discuss possible plan for spending down reserves that meet the objectives of the MTW program.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
May 18, 2009

AGENDA ITEM 6B: Suggest Recommendations to Fill Vacancy Created by the Expiration of Commissioner Johnson's term.

CURRENT ISSUE:

Sonya Johnson's term will expire June 30. She is a county appointment. The process for appointments to the board has been that board members make recommendations to the appointing authority for a replacement based upon the skills, knowledge, and expertise that is necessary to carry out the mission of the organization through policies formulation, leadership and oversight.

The LDCHA board of commissioner is a governing board not a policy board. The board has broad powers granted to it under its authorizing ordinance. (See attached).

Previous boards have always recommended an individual who possesses background and experience in one of the functional/program areas of the organization so they may bring their expertise to bear on the policies and decisions of the board. These include business and finance, law, maintenance and construction, property management, federal and state programs/public administration, social welfare and fair housing policies and practices. Federal law requires that one member of the board be a resident.

The board should be representative of the gender, racial and ethnic makeup of our resident population. Recommendations need to be free from the appearance or the potential for conflict of interest. This means that members should not recommend friends or business acquaintances.

Typically the board does not meet in July. If this holds for 2009, the appointment will have to be made in time for the new commissioner to be seated in August.

Besides the authorizing ordinance, also attached are the commissioner's job description, the most recent resident demographic report and emails received from Commissioners O'Keefe and Dominguez on recommendations.

BOARD ACTION:

Discuss potential names for Commissioner's Johnson's replacement to be contacted by the executive director.

**Job Description
Housing Commissioner
Lawrence-Douglas County Housing Authority**

The Housing Authority is responsible for developing, operating, managing and maintaining affordable housing for the low income in Douglas County. Its authority includes the power to plan, construct, maintain, operate and manage low rent housing developments in Lawrence and Douglas County; to enter into contracts with local, state and federal governments for funds to construct, acquire, or provide housing and housing assistance for the low income; and to enter into public-private partnerships and joint ventures, including the creation of a not-for-profit organization, in order to secure funds and contracts for affordable housing development.

Presently the agency is responsible for the operations and management of 363 units of public housing built between 1972 and 1995, located in the city of Lawrence, and the administration of 591 Section 8, 65 HOME assisted units, located throughout the county including the city of Lawrence; 58 HUD multi-family units, and 8 units of LDCHA-owned property. Currently the agency provides housing and housing assistance monthly to 1,087 families. The annual operating budget is \$7 million.

The LDCHA is governed by a five-member commission, three appointed by the Mayor of Lawrence and two by the Chairman of the Douglas County Commission. Day-to-day operations are managed by an Executive Director who is responsible for the administration of seven departments: General Housing, Program and Property Management, Senior Housing, Clinton Place Apartments, Maintenance, Capitol Improvements, Resident Services and Administration. The LDCHA currently employs 43 staff.

Board Responsibilities:

- Provide leadership and advocacy for LDCHA programs
- Establish policies governing the operations and programs of the Housing Authority. Set the direction for current and future programs.
- Ensure through independent audits and reviews, that the Housing Authority operates within laws and regulations, taking into account the economy and efficiency of operations
- Hire and evaluate the Executive Director
- Adopt operating budgets
- Establish policies that prevent fraud, abuse, mismanagement, and discrimination

Qualifications:

- Ability to learn and understand federal, state, local laws and agency policies governing the Housing Authority
- Ability to assess and evaluate staff reports and recommendations

- Ability to work cooperatively and objectively to make decisions on various policy matters
- Ability to understand budgets, financial, fiscal and program accounting and reporting systems

Duties:

- Read board packet materials. Prepare for meetings
- Attend monthly meetings
- Participate in discussions
- Make decisions that preserve the mission and solvency of the agency, that insure that the property, programs, and public trust are at all times maintained

The position is a volunteer position that serves without pay.

From: Brenda OKeefe
Sent: Monday, May 11, 2009 11:27 AM
To: Barbara Huppee
Subject: LDCHA Board position

Good Morning, Barbara.

I am going to submit a name to the board for consideration to the county position. I am keeping in mind that I have also voiced an interest, but the decision is left up to the board. I will continue to serve the board as long as I can as a resident, whether it is 6 months or 2 years....

The name I am submitting is Jim Harmon. Jim is my supervisor of the EES Adult Program. Jim lives here in Lawrence. I feel that Jim would be an excellent candidate for the board. Jim would be able to be able serve in the same capacity as I have done with regards to SRS policy.

Contact information for Jim is as follows:

Email: James.Harmon@srs.ks.gov
Work ph: 785-832-3781

Brenda O'Keefe

From: Charlie Dominguez
Sent: Monday, May 11, 2009 2:10 PM
To: 'Joe Caldwell'
Cc: Barbara Huppee; 'David Clark'
Subject: LDCHA

Joe,

I know you already give back to the community while serving on the Code Enforcement Board and the community is better for it. However, we currently have an opening on the Lawrence, Douglas County Housing Authority Board, and I would like to nominate you for this open position. The board meets once a month on the 4th Monday. The meetings normally take an hour to an hour and half. It is the best board position I serve on, due in a large part because our of director, Barbara Huppee; who is fantastic with her organization and managerial skill set. It is set on our May agenda to discuss filling the board position and then our recommendation is taken to either the county or city commission for their review and approval.

Working as a PE, I believe you have the attention to detail and tenacity for data and document review. As well, your MBA training provides you an in-depth ability to comprehend and analyze data, and then capable to provide your synopsis and recommendation. And lastly, as Vice-President of your firm, your advanced background in project management and risk assessment has been demonstrated on every project where we have worked together.

The time commitment is minimal, est. 4 hours time frame which includes material review and attending board meetings. I hope you will consider this contribution of your time to those who deserve the best our community has to offer.

Sincerely,

Charlie Dominguez



**QUARTERLY REPORT ON DEMOGRAPHICS OF LDCHA PROGRAMS
APRIL, 2009**

Total Number of Units Under Lease:	1062
Number of Section 8 Units	594
Number of Section 8 Portable Vouchers Administered	0
Number of Disaster Housing Assistance Program Units	1
Number of Public Housing Units	356
Number of HOME Units	43
Number of Sec. 8 New Construction (Clinton Place)	58
Number of Supported Housing Program Units	6
Number of Affordable Elderly Units (Peterson II not vouchers)	4

Number of MTW households 388

Head of Household Information

Number of Male Heads of Household	336
Number of Female Heads of Household	726
Number of Couples	57

Number of Family Members 2046

Number of Children	749
Average Age of Children	8
Avg Number of Family Members/Household	1.92

Number of Households by Race/Ethnicity

White	814	77%
Black	149	14%
Native American	62	6%
Asian	12	1%
Mixed	25	2%
Hispanic	40	4%
Non Hispanic	1022	96%

Families With Gross Household Income Below 50% of Area Median Income:	980	92%
Families With Gross Household Income Below 80% of Area Median Income:	82	8%