



Agenda

Housing Authority of the City of Kansas City, Kansas

Regular Meeting

Thursday, September 19, 2024
12 noon

Boardroom
1124 N. 9th Street

- I. Roll Call
- II. Approval of the Minutes
Regular Board Meeting August 15, 2024
(Pages 1—8)
- III. Executive Director's Report
(Pages 9—44)
- IV. Public Comments
Contact Jackie Randle at jrandle@kckha.org or (913) 281-3300 in advance of the meeting to be placed on the agenda to speak. Comments will have a time limit determined by the Chairman.
- V. Committee Reports
- VI. New Business Consent Items:
 - Resolution No. 2024-31 Authority to Accept the Bid and Authorize a Contract for Asbestos Abatement and Demolition at K1-18 Rosedale Towers with B & R Insulation, Inc.
(Pages 45—50)
 - Resolution No. 2024-32 Authority to Accept the Bids and Authorize a Contract for Interior Modernization Phase 1 on Floors 10, 11 and 12 at Rosedale Towers with Tailor Made Exteriors
(Pages 51—56)
 - Resolution No. 2024-33 Authority to Reject the Bids received from Tailor Made Exteriors and one Time Electric for Interior Modernization Phase 1 of Floors 10, 11 and 12 at Rosedale Towers
(Pages 57—62)
 - Resolution No. 2024-34 Authorize the New Position of Assistant Director for Public Safety
(Pages 63—64)

Resolution No. 2024-35 Authority to Accept the Bid and Authorize
Contract for a Material and Personnel Hoist
Elevator at K1-18 Rosedale Towers and
Brandsafway Industries, LLC
(Pages 65—68)

VII. New Discussion Items: None

VIII. Executive Session

IX. Adjournment

Lunch will be served at 12 noon for Board members.

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF KANSAS CITY, KANSAS**

Thursday, August 15, 2024
12 noon

Boardroom
1124 N. 9th Street

On the 15th day of August 2024 at 12 noon, the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular session. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman
Dr. Nozella Brown, Commissioner
Raul Escarcega, Commissioner
Dr. Carla Whiteside-Hicks, Commissioner
Paul Jones, Commissioner
Pastor Roderick McConnell, Commissioner
Dr. Chiquita Miller, Commissioner
Linda Warner, Commissioner

ABSENT:

J.D. Rios, Vice-Chairman
Jacques Barber, Commissioner
P. Anne McDonald, Commissioner

ALSO, PRESENT:

Andrea Tapia, Executive Director/CEO
Worku Alem, Director of Finance
Anwar Crockett, Asst. Director of Housing Operations
Stephanie Drake, Human Resources Officer
Cherrie Escobar Sutton, Director of Section 8
Jen Garrison, IT Administrator
Gerald Glavin, Development & Revitalization Coordinator
Alexander Kump, Director of Public Safety
Susan Martin, Director of Contract Administration
Solomon Mckonnen, Assistant Director of Finance
Jacqueline D. Randle, Executive Services Manager
Elaine Stroud, Director of Housing Operations
Connie Worrell, Public Safety Officer

Chairman Watkins called the meeting to order and roll call was taken.

Chairman Watkins called for approval of the minutes for July 18, 2024. Commissioner Brown made the motion to approve the minutes. Commissioner Jones seconded the motion, and the following vote was recorded:

AYES: Brown, Escarcega, Whiteside-Hicks, Jones, McConnell, Miller, Warner
NAYS: None
ABSENT: Barber, McDonald, Rios
ABSTAIN: Watkins

Motion carried.

Executive Director's Report

- Ms. Tapia discussed SEMAP, the Section 8 Management Assessment Program. We received 130 points out of 135 points. We lost five points on lease ups due to our limited housing stock in Wyandotte County. HUD awarded this agency as a high performer. The board and staff recognized Ms. Escobar Sutton and the Housing Choice Voucher (HCV) staff for their hard work in preparing for SEMAP. Ms. Tapia said HCV staff did an outstanding job. She did a quick review of the EOP report provided by HCV staff explaining why some tenants left the program. Ms. Tapia said we have a Landlord Mitigation Program which utilizes incentive funds. The Board approved funds in the amount of \$25,000. So far, we have given away \$1,500 to HCV landlords and are encouraging greater participation. The \$1,500 consisted of \$500 each for three landlords.
- Ms. Tapia discussed HCV portability in which an applicant could use their voucher somewhere outside of the jurisdiction. Applicants could be new on the program and meet the criteria to port somewhere else or individuals on the program who want to move to another jurisdiction, this requires training our staff to understand the process. She explained how policies differ from the initial Housing Authority to the receiving Housing Authority. She said there are a lot of responsibilities and policies which must be learned. Staff received HCV portability training in July from Nelrod. Chairman Watkins asked how many ported vouchers do we have? Ms. Escobar Sutton said we have about 30 ported vouchers. Ms. Tapia advised an agency does not want to have too many ported vouchers as it can become expensive depending on where they port out to if the receiving housing authority does not absorb. She said we are always absorbing because we need those lease-ups.
- There is a resolution for a new job description and to change the name from Booth Monitor to Access Guard in our Safety Department. Ms. Tapia said we hired Mr. Phillip McFarlane and Mr. Mark Griggs as our new Booth Monitors until the Board approves the new title of Access Guard. Mr. McFarlane has over 10 years' experience as a licensed guard and Mr. Griggs has 34 years'

experience and has worked as a security guard for Homeland Intelligence and Protective Services. Mr. Kump added we are going to hire four full-time and four part-time Access Guards at Wyandotte Towers. Mr. Kump said we are in the process of hiring more guards to keep all the shifts covered. Commissioner Escarcega asked about the protocol on the use of cards to enter the building. Mr. Kump explained it will be documented if they are wanting to come into the building with their card and it will be handled through the lease. Ms. Stroud said the lease will be updated to add more specific language to the use of cards. Right now, it falls under, *Breaching the Security of the Site*. She said there will be a verbal, written and 14/30 day and it then go before the Judge. Ms. Stroud said we make sure we are following protocol and will be working on stronger language in the lease. Often residents do not report a lost card, because there is a charge for a new card. She said this charge can be waived depending on the circumstance. Ms. Stroud discussed having residents come down to let their guests up to their units at Wyandotte Towers. Commissioner McConnell advised he has never had a card due to his disability. Ms. Stroud noted this will change in about three weeks and Commissioner McConnell will need to get a card from Dayana, the Property Manager at Wyandotte Towers. The swipe will be at the correct level for someone in a wheelchair to be able to open the door. Chairman Watkins suggested using technology through a phone and Ms. Stroud said absolutely, we will eventually be able to do this with a barcode. She said the technology is not available right now and some residents do not have cellphones. Commissioner McConnell discussed not being able to come down for packages such as Amazon. He said this is difficult for disabled people and elderly. Ms. Stroud said there is a locker with a key which can be accessed. Ms. Tapia said there are still packages being delivered. However, we cannot have people walking all over the building and residents may need to come down. Discussion continued regarding pharmacy deliveries, etc. Chairman Watkins said this should be an initiative from the residents of Wyandotte Towers. Commissioner McConnell questioned how he would go about getting an access card. Ms. Stroud suggested he see Dayana, his Property Manager, to get an access card. Commissioner Whiteside-Hicks asked how a caregiver would access the building. Ms. Stroud said this is a 504 accommodation and she works with Ms. Martin to document these accommodations for HUD. After getting verification from a third-party medical provider, we can give the non-resident a card. Ms. Stroud said they will set a period for when the card can be used. There is no cost to the caregiver for the card, and we can inactivate the card when needed. Ms. Tapia said HUD requires us to track reasonable accommodations and some are approved and some or not, it all depends on if they meet the nexus or how it benefits the tenant. We also reach out to Fair Housing if we need advice on approval of a reasonable accommodation.

- Ms. Tapia said our Safety staff has done a good job with community involvement. We are showing they care about the community as demonstrated with the Back-to-School Bash with KCKPD, FSS and ROSS had a Back-to-

School event last week. They provided school supplies, haircuts, hotdogs, and hamburgers. Ms. Chenaye Sutton's husband cooked and someone donated Jimmy Johns. It was a nice event and there was a good turnout. The event for the agency was held at Douglas Heights. Ms. Sutton said the Biscuits and Gravy breakfast fundraiser with staff raised \$386 and over \$800 in cash was donated. There was good staff participation. A raffle took place, prizes were local honey from Mr. Kump's farm, a rib dinner from Mr. (Ron) Jones, and an auto detail package from another staff member.

- Ms. Tapia said Ms. Garrison presented a Lunch-n-Learn on the use of Outlook. She gave visuals and the staff learned a lot. Ms. Garrison has been working on several projects. Cyber-security has been a focus. Each Thursday staff receives an email on cyber-security. *Ms. Garrison then presented a five-minute video demonstrating a cyber-security email which previously went out to staff. Questions followed the video for the Board and staff to answer.* Ms. Tapia said the video is an example of what staff receive each month and they receive another email if the video is not completed. This information eventually goes to Ms. Garrison if the video is not completed.
- Ms. Tapia said we have been discussing rebranding and the agency's logo. Examples of the new logo(s) were viewed, and the Board was asked to ponder which they thought looked best. Chairman Watkins asked to circulate the logos for comment. Chairman Watkins asked about the timeline. Ms. Tapia said as soon as we decide on a logo.
- Ms. Tapia advised there were 25 interviews scheduled for August. Ms. Drake said there were 14 open positions for the month of July and people showed up for the most part. Six offers were made and five people were hired. Most of the interviews came from Indeed. There were a few employee referrals. Ms. Randle's position was put out with Omni, and they have received 66 applicants, spoke with nine and four will be referred for interviews. We are working with Ann Cripe, and this is how we found Ms. Drake. Ms. Stroud added we have one employee through the training program which she would like to keep when the training period ends. Ms. Tapia said this is the outcome we would like to see. Ms. Stroud said this will be a skilled employee once he completes his training with us and in the classroom. She has two others on the program in the maintenance department and she is hoping they will be successful, too.
- The Safety Committee has been discussing implementing a check-in, checkout system and what to do in case of natural disasters.
- Personnel Policy updates have gone out to Nelrod for review. Ms. Tapia said she is currently reviewing 258 pages of the policy before it is handed over to the Personnel Committee for review and the Board's authorization to implement the new policy. The pages of the Personnel Policy have increased from 58 pages.
- Ms. Tapia said HUD was here to conduct a Monitoring Review on January 2, 2024. They were here for one week to review the financials and other items to ensure we are in compliance with HUD guidelines. This review included Public Housing, Family Self-Sufficiency (FSS), Resident Opportunities and Self-

Sufficiency (ROSS) and Section 8 programs. It was an overall HUD Monitoring Review. Our response from HUD was received June 25, 2024. There were 14 findings and 13 observations. There was one governance which means they did not see 12 board members on our website. There were 10 listed because Dr. Brown and Dr. Miller had not been sworn in, so we contested this finding. There were other findings which we also contested. For example, HUD said FSS staff had not received training. Ms. Sutton then shared her training experience with the board. She has over 100 hours of FSS training. Ms. Tapia submitted almost 200 pages to HUD contesting the findings. Of the 14 findings, we contested eight of them and of the 13 observations, we contested nine of them. She advised we were able to show we corrected some of the actions and implemented what was needed prior to receiving the review back from HUD. Ms. Tapia told the board staff has done an outstanding job.

- Ms. Tapia said the Kansas Housing Resource Conference will take place August 20—23, 2024 in Overland Park, Kansas. Our staff attended last year and the year before. There will be several training sessions where you can learn more about legislation, supportive services, housing compliance, etc. Also, it is a good place to network. Registration for the conference is now closed.
- August 26—28, 2024 we hired Nan McKay to come out and meet with us to learn about Low-Income Housing Tax Credits (LIHTC). This will be onsite training for our staff and one board member.
- Ms. Tapia noted there was an error in one of the columns in the Section 8 report which showed one million in each column, which is not accurate. The correct amounts were handed out.
- This concluded the Executive Director's report.

Public Comments

Chairman Watkins called for public comments and there were none.

Bylaws

The Bylaws Committee did not meet.

Finance

In Commissioner McDonald's absence, Chairman Watkins said the Finance Committee met last month and will probably meet again next month.

Inclusion and Public Information

Commissioner Escarcega said the Inclusion and Public Information Committee met last month. They are working on a vision for this committee to follow over the next six months. He mentioned his committee meetings are on a Wednesday and Ms. Randle added the meeting dates and times are on the Outlook calendar.

Personnel

Commissioner Whiteside-Hicks said the Personnel Committee did not meet.

Development

Commissioner Warner indicated the Development Committee met and she provided a written report. Present at the meeting were Commissioners Rios, Warner, Watkins, and Whiteside-Hicks, and Executive Director Ms. Tapia. Commissioner Warner said the second round of tenant meetings for the RAD process at Chalet Manor was well attended. Our architect is in the process of drawing renderings for the outside of Chalet Manor. These should be completed within the next month. LIHTC training will take place at the end of this month as Ms. Tapia described in her report. Lastly, there was a discussion on the redevelopment of scattered sites. They discussed Plan KC's strategies for building empty lots and how the agency could partner with them. Chairman Watkins said we want to balance how our properties fit with the plan for the City. Commissioner Warner discussed how other agencies are selling their scattered sites after they were offered to residents for purchase. In most cases, developers ended up coming in and buying up the properties. There was a discussion on the concentration of poverty and how to get community partners to provide services to our tenants. Commissioner Warner said the committee is interested in getting feedback from other board members.

Resident Participation

Commissioner McConnell noted the Resident Council met. They are voting on who will be the new President and for some reason they have to re-vote. Ms. Tapia explained there would be another vote at Wyandotte Towers, because there was no third-party present when the votes were counted. The third-party was present for a few hours, but not the full amount of time. Ms. Tapia said she met yesterday with the President and Vice-President of Wyandotte Towers to discuss doing the vote again. The elections will take place September 16, 2024. There will be a third-party present to count the vote and sign off on the election.

The following committees did not meet: Bylaws, Executive, and Personnel.

New Business Consent Items:

Chairman Watkins made a motion to approve the New Business Consent Items. Commissioner Warner made the motion to approve Resolution Nos. 2024-28 to 2024-30. Commissioner Escarcega seconded the motion, and the following vote was recorded:

AYES: Brown, Escarcega, Whiteside-Hicks, Jones, McConnell, Miller, Warner, Watkins

NAYS: None

ABSENT: Barber, McDonald, Rios

ABSTAIN: None

Motion carried.

Resolution No. 2024-28, authorizing the Kansas City, Kansas Housing Authority to apply for the 2024 Resident Opportunities and Self-Sufficiency Program (ROSS) Grant.

This resolution authorizes the Kansas City, Kansas Housing Authority (KCKHA) to apply for the 2024 Resident Opportunities Self-Sufficiency Program (ROSS) grant. This grant will aid residents of KCKHA in making progress toward economic and housing self-sufficiency by removing educational, professional and health barriers. Supportive services will be provided to the elderly and residents with disabilities to enable them to age in place or remain living independently. Staff is recommending approval of this resolution authorizing the KCKHA to apply for the 2024 ROSS grant.

RESOLUTION NO. 2024-28—AUTHORIZING THE KANSAS CITY, KANSAS HOUSING AUTHORITY TO APPLY FOR THE 2024 RESIDENT OPPORTUNITIES AND SELF-SUFFICIENCY PROGRAM (ROSS) GRANT.

Resolution No. 2024-29, approving new job descriptions.

This resolution approves two new job descriptions, Senior Accountant and Access Guard. Job descriptions are periodically updated to assist with efficient operations. The Senior Accountant will analyze financial transactions and information using generally accepted accounting methods and HUD guidelines, The Access Guard will monitor the entry of Wyandotte Towers and answer alarms as some of the

primary duties of the position. Both positions will provide a benefit to the agency in terms of improving overall efficiency for residents, staff and the public. Staff are seeking Board approval of the Senior Accountant and Access Guard positions.

RESOLUTION NO. 2024-29, APPROVING NEW JOB DESCRIPTIONS.

Resolution No. 2024-30, recognizing Chandra Ward for her valuable service to the Housing Authority of the City of Kansas City, Kansas.

This resolution recognizes Commissioner Chandra Ward for her service and dedication to the Housing Authority of Kansas City, Kansas. Commissioner Ward was appointed by the Unified Government Board of Commissioners on December 2, 2022 and served admirably since being sworn in February 17, 2022. She resigned her position in August 2024.

RESOLUTION NO. 2024-30, RECOGNIZING CHANDRA WARD FOR HER VALUABLE SERVICE TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS.

New Business Discussion Items:

None

Chairman Watkins called for adjournment, and it passed unanimously.

Matthew T. Watkins, Chairman

Andrea Tapia, Executive Director/CEO