



Agenda

Housing Authority of the City of Kansas City, Kansas

Special Meeting

Thursday, October 21, 2021
12:30 p.m.

Held Electronically
via Zoom

I. Roll Call

II. Approval of the Minutes
Special Board Meeting August 19, 2021
(Pages 1—7)

Special Board Meeting September 16, 2021
(Pages 8—16)

III. Executive Director's Report
(Pages 17—36)

IV. Committee Reports

V. New Business Consent Items:

Resolution No. 2021-21

Authority to Accept the Bid and Authorize
a Contract for the Modernization of Elevator
Equipment at K1-56 Bethany Towers located
at 1131 Central Avenue in Kansas City,
Kansas with MEI Total Elevator Solutions
(Pages 37—40)

Resolution No. 2021-22

Collection Loss Write-Offs
(Pages 41—43)

VI. New Business Discussion Items:

Resolution No. 2021-23

Authorize Revisions to the Personnel Policy
to include Recordings in the Workplace
(Pages 44—45)

Resolution No. 2021-24

Authority to Adopt the Section 504
Coordinator Job Description
(Pages 46—47)

VII. Executive Session

VIII. Adjournment

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

Thursday, August 19, 2021
12:30 p.m.

Held Electronically
via Zoom

On the 19th day of August 2021 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special 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
Rev. Jimmie L. Banks, Commissioner
Jacques Barber, Commissioner
Rachel Jefferson, Commissioner
P. Anne McDonald, Commissioner
Timothy J. Rhodes, Commissioner
J.D. Rios, Commissioner
Cardelia Walker, Commissioner
Charles Wilson, Commissioner

ABSENT: Broderick Crawford, Commissioner
Denise Tomasic, Commissioner
Linda Warner, Commissioner

ALSO, PRESENT: Andrea Tapia, Executive Director/CEO
Cherrie Escobar, Director of Section 8
Sharron Davis-Mays, Self-Sufficiency Coordinator
Jacqueline D. Randle, Executive Services Manager
Caroline Rogers, Asst. Director of Finance
Anthony J. Shomin, Director of Contract Administration
Elaine Stroud, Director of Housing Operations
Nebyu Tilahun, Director of Finance
Kendra Tyler, Housing Management Coordinator

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

Chairman Watkins called for approval of the minutes. Commissioner Rios made the motion to approve the minutes of July 15, 2021. Commissioner McDonald seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Jefferson, McDonald, Rhodes, Rios, Walker, Watkins, Wilson

NAYS: None

ABSENT: Crawford, Tomasic, Warner

ABSTAIN: None

Motion carried.

Executive Director's Report

- Ms. Tapia informed the Board that HAI did a review and we responded with corrections as requested. She asked if there were questions. There were no questions from the Board. Ms. Tapia noted that we were able to do a lot of the repairs in-house and any other repairs would require a bid process. Our response has been prepared to let them know where we are on those completions.
- Each year HUD asks that we complete a Capital Funds certification to let them know all data is in the PIC system and that everything is accurate and up to date. The Capital Funds certification has been completed and there was no need for corrections.
- Our Auditors came in July to audit our programs and finances. The Auditors reviewed the Housing Choice Voucher program, Public Housing, Finance, and some Human Resource files. They did a couple of exit interviews with our staff. The Auditors are still requesting additional documentation from Finance concerning our Capital Funds. We are hoping the audit will wrap up this month or in September. The Auditors should be able to provide a report hopefully at the next board meeting. Ms. Tapia asked if there were questions and there were none.
- Ms. Tapia informed the Board that we have a new HUD auditor who is replacing Pete. She was not able to meet Pete who is being replaced by Mr. Carl Landayan, the HUD Field Office Financial Analyst. Ms. Tapia and Mr. Tilahun met with Mr. Landayan and Mr. Austin to discuss our housing programs and financials. The Auditors and KCKHA agreed to meet quarterly to discuss any concerns KCKHA may have.
- The following staff promotions have taken place. Mr. Mark Hatchett was promoted to Assistant Director of Operations, formerly Resident Services Coordinator, he will work side by side with Ms. Stroud, Director of Operations. Mr. Anwar Crockett was promoted to Resident Services Coordinator—Family, formerly Property Manager. Ms. Chenaye Sutton was promoted to Family Self-Sufficiency Specialist, formerly Resident Selection Specialist, we are happy about Ms. Sutton taking over that position as the Board knows it has been sometime since we were able to

hire someone for that position. Ms. Cassie Fenton-Sayles was promoted to Resident Selection Specialist, formerly the Office Support Specialist, she is working for the Housing Choice Voucher Program in an intake position. Ms. Escobar is happy to have someone serving in that role to move the HCV program process along a lot quicker and get Section 8 moving at a faster pace to get individuals pulled from the wait list and get vouchers in the hands of those who need them.

- Vice-Chairman Banks asked how Ms. Tapia would assess current staffing. Ms. Tapia indicated we looked at what skills and qualifications the individual had in their current role and what skills they had in a different role. She said that staffing seems to flow a lot better.
- Ms. Tapia then deferred to Ms. Escobar and Ms. Stroud for further comments. Ms. Escobar spoke about the HCV program. She indicated that prior to Ms. Fenton-Sayles becoming the intake person, the burden of that position fell on her which did not give her time to spend on other matters when she was helping to maintain the wait list. The wait list is a big task which requires someone working it as a Monday—Friday position. We received over 1,800 applications a few years ago and it is a long process to maintain this list. Having someone in this position will help get more applicants through the program quicker. We will be a better resource for participants and applicants in the program. She concluded that she is excited to have Ms. Fenton-Sayles in this role. Ms. Stroud noted she is in Operations. The changes benefit her department greatly. They are re-tooling and trying to assess how we are implementing policies and its effect on our staff in the field. The change has allowed her to bring staff with a lot of experience in the field into decision making roles. We are trying to put administrative staff in the field and give more support to the managers and the residents. We can implement our policies more uniformly and be more supportive to the managers. This translates to better customer service to the residents and better communication. We have not been able to get into the units due to COVID-19, but now we are able to enter the units which brings experience into the position and this is huge for us. Staff are excited and we are working with their strengths.
- Ms. Tapia noted the units in Bonners Springs have been transferred over and we are now the owners of the Bonner Springs Housing Authority. She showed pictures of staff working to bring items up that needed to be changed property-wise. Ms. Tapia indicated that staff came in on a Saturday to clean, paint and maintain the landscape. A lot of work was done on the property. The residents were appreciative of the staff's hard work. It was one of the hottest days of that month when she visited the property and staff were cheerful and happy to be there. They all worked hard to get the job done. Ms. Tapia wanted the Board to know how much staff worked to get the job done.
- Ms. Tapia did some networking and met with Randy George, Executive Director, Village Initiative. They discussed ex-offenders and the recidivism rate of individuals exiting institutions and the importance of having

permanent housing to reduce recidivism. Also discussed was the importance of support services in conjunction with permanent housing. They had a lengthy conversation about housing, eligibility guidelines and other programs within the community that provide housing.

- Ms. Tapia met with Mr. Spark Bookhart, YouthBuild, who dropped by the office. It was a short conversation and there are plans to meet with him again to talk more in depth about the YouthBuild program.
- Earlier this month Ms. Tapia met with Ms. Brien Darby and toured the gardens at Juniper Gardens. She met with farmers to discuss their training and how the area is utilized. Some of the food is native to their countries and some of the food is sold at the food market. They are taught the business side as well.
- Vice-Chairman Banks asked about the issues with security. He asked how that was going and if anything has changed. Ms. Tapia explained that not much changed. The security contract will be bid prior to the end of the contract. They are still short staffed. There has been one incident and they were billed for that. The fine is \$1,000 plus the hourly rate for the individual that covers for them. One of the issues is low pay. Nothing has changed, except we are billing them for infractions.
- Commissioner Rios asked if Ms. Tapia was going to be meeting with Livable Neighborhoods which meets monthly. There are nearly 100 neighborhoods in that network. He suggested this would be a good group to participate with whether it would be Ms. Tapia or someone from her staff. Chairman Watkins noted we have been a part of that group in the past. Ms. Tapia asked that Commissioner Rios send her information on the group. Chairman Watkins suggested that he would introduce Ms. Tapia to Livable Neighborhoods. This concluded Ms. Tapia's written report. She asked was there any questions on her report or the attachments. There were no questions.
- Commissioner Rios complimented Ms. Tapia on her communication to the Board. He noted it was a very thorough report and he especially appreciated the pictures. He thanked Ms. Tapia and encouraged her continued effort at transparency. Chairman Watkins thanked Commissioner Rios for his comments.

Committee Reports

Bylaws

Commissioner Barber noted that the Bylaws Committee has not met, but he thinks it is time to review the current bylaws to see if there are any changes. He asked if anyone had anything, they would want the committee to look at, and if so, they would do so. Chairman Watkins noted that Commissioner Crawford would join the

Bylaws Committee along with Commissioners Barber and Walker. Commissioner Barber indicated he was looking forward to having Commissioner Crawford join the committee.

Finance

Commissioner McDonald provided a written report. The Finance Committee met on July 22, 2021 for a detailed review of the Housing Choice Voucher (HCV) program. The HVC program is only 75 percent utilized and we are losing money due to under utilization of the vouchers. When the vouchers are not used, we are missing out on the administrative fee. During the meeting, Ms. Tapia explained the process of moving from the wait list to receiving a voucher. Chairman Watkins noted that we do not have the housing stock to have more places to rent. Mr. Tilahan and Ms. Tapia also talked about strategies to increase utilization and efficiency. One thing would be to hire an intake coordinator. The second meeting last Friday; August 13, 2021 was to go over the last quarter financials which look good.

The following committees did not meet: Bylaws, Development, Inclusion and Public Information and Resident Participation.

New Business Consent Items:

Chairman Watkins advised there were no items on the Consent Agenda.

New Business Discussion Items:

Resolution No. 2021-15, a resolution authorizing the Kansas City, Kansas Housing Authority to apply for the Resident Opportunity and Self Sufficiency Service Coordinator Program (ROSS) grant, was introduced.

Ms. Tapia explained that this is a grant for a needed position that will provide supportive services to our residents. Ms. Davis-Mays is getting the documentation prepared for this grant and we are asking for Board approval to apply for the grant.

Commissioner Rios made the motion to approve Resolution No. 2021-15. Commissioner Rhodes seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Jefferson, McDonald, Rhodes, Rios, Walker, Watkins, Wilson

NAYS: None
ABSENT: Crawford, Tomasic, Warner
ABSTAIN: None

Motion carried.

RESOLUTION NO. 2021-15—AUTHORIZING THE KANSAS CITY, KANSAS HOUSING AUTHORITY TO APPLY FOR THE RESIDENT OPPORTUNITY AND SELF-SUFFICIENCY SERVICE COORDINATOR PROGRAM (ROSS) GRANT.

Resolution No. 2021-16, a revision to the Kansas City, Kansas Housing Authority Admissions & Continued Occupancy Policy (ACOP) Chapter 4: Applications, Waiting List and Tenant Selection, was introduced.

Ms. Tapia noted that we are asking for a revision to the ACOP. We have taken over the Bonner Springs Housing Authority which has its own wait list, and we want to keep that separate from our wait list. Our ACOP states there is no site- specific wait list, but in this case, we are wanting to have a separate wait list for those wanting to be housed in Bonner Springs. Commissioner Barber noted this was the only change he saw when doing his review, but he wanted to make sure there were no other changes. Ms. Tapia noted that was correct, there are no other changes.

Commissioner Rios made the motion to approve Resolution No. 2021-16. Commissioner Rhodes seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Jefferson, McDonald, Rhodes, Rios, Walker, Watkins, Wilson
NAYS: None
ABSENT: Crawford, Tomasic, Warner
ABSTAIN: None

Motion carried.

RESOLUTION NO. 2021-16—A REVISION TO THE KANSAS CITY, KANSAS HOUSING AUTHORITY ADMISSIONS & CONTINUED OCCUPANCY POLICY (ACOP) CHAPTER 4: APPLICATIONS, WAITING LIST AND TENANT SELECTION.

Chairman Watkins asked to go into Executive Session for 15 minutes to discuss a real estate matter. Commissioner Barber made the motion to go into Executive Session. Commissioner Rhodes seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Jefferson, McDonald, Rhodes, Rios, Walker, Watkins, Wilson

NAYS: None

ABSENT: Crawford, Tomasic, Warner

ABSTAIN: None

Motion carried.

Executive Session began at 1:06 p.m. Ms. Tapia was present.

Executive Session ended at 1:21 p.m. and Chairman Watkins called for the meeting to adjourn.

Matthew T. Watkins, Chairman

Andrea Tapia, Executive Director/CEO

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

Thursday, September 16, 2021
12:30 p.m.

Held Electronically
via Zoom

On the 16th day of September 2021 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special 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
Rev. Jimmie L. Banks, Commissioner
Jacques Barber, Commissioner
Broderick Crawford, Commissioner
*Rachel Jefferson, Commissioner
P. Anne McDonald, Commissioner
J.D. Rios, Commissioner
Denise Tomasic, Commissioner
Linda Warner, Commissioner
*Charles Wilson, Commissioner

ABSENT: Timothy J. Rhodes, Commissioner
Cardelia Walker, Commissioner

ALSO, PRESENT: Andrea Tapia, Executive Director/CEO
Cherrie Escobar, Director of Section 8
Mark Hatchett, Asst. Director of Housing Operations-HM
Jacqueline D. Randle, Executive Services Manager
Caroline Rogers, Asst. Director of Finance
Anthony J. Shomin, Director of Contract Administration
Elaine Stroud, Director of Housing Operations
Kendra Tyler, Housing Management Coordinator

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

Chairman Watkins called for approval of the minutes. Vice-Chairman Banks asked that the wording be corrected on page three of the minutes and that the minutes be set aside and approved later. Commissioner Rios made the motion to table the

minutes until next time. Commissioner Crawford seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Crawford, McDonald, Rios, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Jefferson, Rhodes, Walker, Wilson

ABSTAIN: None

Motion carried.

Executive Director's Report

- Ms. Tapia informed the Board that staff met with CBIZ, our benefit management company, concerning the health care renewal for 2022. The medical increase for 2021 was 1.9 percent. CBIZ is looking to see what the rate will be for next year. This information should be available in October at which time we will ask CBIZ to make a presentation to the Board. CBIZ does not manage the voluntary products we have with Aflac and Colonial. CBIZ manages our medical, dental and vision insurance. Our medical is through BlueCross/BlueShield of Kansas City, dental with Delta Dental and vision is with Aetna Vision.
- As discussed previously, we are looking at going paperless with FileVision. All the information will be kept in one place. We are trying to determine the cost for FileVision. This information will be reviewed with the Board to determine what direction to take in this matter. Commissioner Barber asked would we be looking at how the files would be backed up and other safety considerations? He further asked would residents and potential residents be able to submit paperwork online? Ms. Tapia noted that paperwork would still need to be submitted and would be scanned into FileVision. We would scan the information into the system. FileVision would be on our system so there would not be a concern with malware. The use of FileVision would help with our audits and be more secure. Ms. Tapia explained that this software was used at the Housing Authority she worked at previously.
- Ms. Tapia noted we completed the recommendations for the Departmental Enforcement Center. There was a recommendation requesting additional information and it was submitted. This review began on November 20, 2020 and finished on March 20, 2021. The review period was June 2016—May 2019. We have provided the information requested and hopefully, we are through with this review.
- Ms. Tapia stated that we will meet today with HUD to go over the 504 voluntary compliance review and then sit down with our senior staff to address the issues. She advised the Board that we are in the process of touring our properties to ensure we are addressing issues with 504 compliance.

- CSC services, the company that provides washers and dryers for our properties, was not aware that we are having issues with our washers and dryers. We fell through the cracks with changes in CSC's leadership and with COVID-19 going on. CSC will be providing us with a proposal for all sites to replace old washers and dryers with new ones. We are asking for front loaders to make them accessible to everyone. We are reviewing the proposal and will move forward once all the information is gathered. Vice-Chairman Banks asked if we had looked at reliability of the front loader vs. agitator washer. Ms. Tapia noted that we have not, but she would love to talk to Vice-Chairman Banks. She explained that we were looking at accessibility for our residents. Having two types of washer and dryers might cause issues with compliance. Commissioner Wilson noted that front loaders are more accessible for those in wheelchairs. He shared that he lives at Glanville Towers and all of theirs are front loaders. Ms. Tapia thanked the Commissioners for their comments. The Chairman asked if there was a contract for the washer and dryers, and Ms. Tapia indicated yes, there was a contract.
- Ms. Tapia noted we would look at doing a salary comparability study for this agency. The last one began in 2010 and wrapped up in 2011. It is recommended that employers do a study every 3—5 years. We would like to do an RFP and begin a study sometime in 2022.
- The Housing Choice Voucher program opened the wait list and in three days received over 1,900 applications. They are working off the previous wait list and preparing to pull from the new wait list. Ms. Tapia expressed there is a huge number of individuals applying for program subsidy. Commissioner Barber noted we are engaged in a program with Section 8 participants interested in homeownership. He asked for clarification on the impact of the information provided and how the homeownership program works. Ms. Tapia explained that the HCV does have a homeownership program available to individuals remaining on the program for a year. We ask that they attend certain education courses to prepare them for the homeownership. Once courses are completed, the potential homeowner must obtain a home loan. We will review the loan to make sure it is not a predatory loan. She noted that we try to educate people on the homeownership process. We enroll them in the Family Self-Sufficiency (FSS) program to ensure they understand the process. They would need to be on the program a year and go through the FSS program before being issued a homeownership voucher. HUD has qualifications for them to follow to be eligible for the program. This is a 15-year program for homeownership. Ms. Tapia noted that she provided a lot of information as briefly as possible and could go into this further if requested to do so. Vice-Chairman Banks asked if Commissioner Walker was involved in this process. Ms. Tapia indicated that she was not aware and has not spoken to Commissioner Walker personally. Ms. Escobar is not at the meeting today and Ms. Tapia would get with her to find out more. Commissioner Wilson noted that a component of homeownership would be to have a good

credit score. He asked would they be given instructions on raising their FICO score. Ms. Tapia noted that credit repair and a plan of action would be explained. She offered to explain this further with Commissioner Wilson later.

- Ms. Tapia explained that the relocation process with Juniper Gardens has been placed on hold pending the Physical Needs Assessment (PNA).
- Ms. Tapia met with Dr. Evelyn Hill, Avenue of Life, and has been asked to speak at their organization on October 27, 2021 and discuss Kansas City, Kansas Housing Authority programs.
- Ms. Tapia provided a shout out to three officers who helped one of our residents, Mr. Russell, by providing him with a scooter to get around in. It was a great example of community engagement and compassion.
- Chairman Watkins thanked Ms. Tapia for the Executive Director's report.

Committee Reports

Bylaws

Commissioner Barber noted he does not have a formal report. He does want to meet before our next board meeting. He will get in touch with Chairman Watkins and Ms. Tapia to see where they may have concerns with the bylaws and then do a review with the Bylaws Committee. Commissioner Barber said he would reach out to them shortly. Chairman Watkins noted that one thing to put on the list would be, how we are dealing with life and COVID in the digital world, as our bylaws do not speak to this.

Finance

Commissioner McDonald indicated the Finance Committee did not meet as Mr. Tilahun has been out of the country. She would like to speak with him about the audit which will be presented at the October board meeting. She hopes to have a Finance Committee meeting either before or after the October board meeting. Commissioner McDonald will be getting back with everyone to set up the meeting.

Personnel

Vice-Chairman Banks noted the Personnel Committee has not met. They will begin to capture where they were before the break specifically related to the performance appraisal process. He will be calling a meeting of the Personnel Committee and getting with Chairman Watkins and Ms. Tapia.

Resident Participation

Commissioner Wilson noted the Resident Participation Committee has not met. He then offered greetings to the board members and Chairman.

The following committees did not meet: Bylaws, Development, Finance, Inclusion and Public Information, Personnel and Resident Participation.

New Business Consent Items:

Chairman Watkins called for a vote on the consent agenda. Commissioner Barber asked to pull Resolution No. 2021-18 and move it to the discussion agenda.

Commissioner McDonald made the motion to approve Resolution No. 2021-17. Commissioner Rios seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Rios, Tomasic, Warner, Watkins, Wilson

NAYS: None

ABSENT: Rhodes, Walker

ABSTAIN: None

Motion carried.

Resolution No. 2021-17, authorizing the contract for replacement of HVAC chiller equipment at Westgate Towers with Johnson Controls, Inc.

This resolution authorizes a contract with Johnson Controls, Inc. for the replacement of chiller equipment at K1-57 Westgate Towers. The HVAC equipment was damaged due to freezing temperatures and needs replacement. This was discovered when the air conditioners were started up this summer. Temporary chillers were rented until the new equipment can be installed. The Procurement Policy was followed and the Invitation to Bid was mailed to 179 general contractors, Section 3 contractors and 74 HVAC contractors. Fifteen contractors picked up plans and five contractors bid this work. The Pre-Bid Conference was held on August 11, 2021 at Westgate Towers to allow the contractors to view the site. Bids were opened on August 18, 2021. Three contractors were from Kansas City, Missouri: Anderson Mechanical, LLC; Stanger Industries, Inc. and The Wilson Group, Inc. Johnson Controls is in Lenexa, Kansas and Metro Air is in Shawnee, Kansas. The apparent responsive low bidder is Johnson Controls, Inc. with a base bid of \$303,306 with an add alternate bid of \$11,570 for a total bid of \$314,876. The base bids and add alternate no. 1 ranged in price from \$314,876 to \$455,100. Johnson Controls, Inc. has been in business for 47 years and the Housing Authority has previous experience with this contractor. References were checked by the architect and staff with satisfactory results. The 2018 Capital Fund budget has \$315,508 budgeted for this work. The

architect's estimate for the project is \$315,940.27. The architect and staff are recommending entering in a contract with Johnson Controls, Inc. in the total contract amount of \$314,876 to replace the HVAC chiller equipment at K1-57 Westgate Towers.

RESOLUTION NO. 2021-17—AUTHORITY TO ACCEPT THE BID AND AUTHORIZE CONTRACT FOR REPLACEMENT OF HVAC CHILLER EQUIPMENT AT K1-57 WESTGATE TOWERS WITH JOHNSON CONTROLS, INC.

New Business Discussion Items:

Resolution No. 2021-18, authority to accept the bid and authorize a contract for installation of a new roof for the Thomas M. Scott maintenance facility, 1300 Meadowlark Lane in Kansas City, Kansas with Western Waterproofing Co., Inc. aba Great Plains Roofing and Sheet Metal, was introduced.

Mr. Shomin noted that a roof inspection was done, and we received an acceptable report. However, leaks were experienced during the building construction. The roofing consultant came back out and suggested a roof replacement. Mr. Shomin noted that he questioned the initial report and was told the previous inspector no longer works for the company. During the second inspection, they noted that the initial inspection report was incorrect, and agreed to reduce the price of the plans and specifications for the roof replacement. The second inspection report recommended that the roof be replaced. The roof system recommended was to add insulation over the existing metal roof and cover it with a membrane. This would give us a 20-year warranty. We received three bids and are recommending the low bidder. Commissioner Barber noted his biggest concern was why it was not identified when the remodeling took place. Chairman Watkins suggested that the previous inspector did not do his job right and asked would this come out of Capital Funds. Mr. Shomin agreed with Chairman Watkin's assessment and said the money would come out of Capital Funds. He added that metal roofs are designed to last 50 years. The screws were deteriorating and replacing those were the original recommendation. We experienced leaks after getting into the project. The gutters were attached poorly and allowed water to enter the building. Vice-Chairman Banks asked was it the same consultant. Mr. Shomin indicated it was. We have used this consultant on other roof replacements. They are good at what they do, but the report they gave us this time was not good. They do a good job with specifications and bidding. Vice-Chairman Banks asked if the second guy signed off on the first guy's work. Mr. Shomin did not think he did. The explanation was that the first guy just missed it and he no longer works at the company. They did reduce the price of the specifications to help us to replace the roof. Commissioner Barber asked if the consultant was related to the firm that we are suggesting would do the work? Mr. Shomin indicated they were not

related. Commissioner Barber noted this was not criticism of Mr. Shomin, but the Board does have its concerns. He would like them to know that we are not happy. Vice-Chairman Banks asked if their approval process has been elevated to a higher level to preclude this from happening in the future? Mr. Shomin noted he could verify this and report back to the Board. Commissioner Rios said it is shame on them the first time, but the second time it puts Mr. Shomin's reputation on the line; but for now, we need to protect our investment and replace the roof.

Commissioner Rios made the motion to approve Resolution No. 2021-18. Commissioner Barber seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Rios, Tomasic, Warner, Watkins, Wilson

NAYS: None

ABSENT: Rhodes, Walker

ABSTAIN: None

Motion passed.

RESOLUTION NO. 2021-18—AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR INSTALLATION OF A NEW ROOF FOR THE THOMAS M. SCOTT MAINTENANCE FACILITY, 1300 MEADOWLARK LANE IN KANSAS CITY, KANSAS WITH WESTERN WATERPROOFING CO., INC. aka GREAT PLANS ROOFING AND SHEET METAL.

Resolution No. 2021-19, authorizing a revision to the Kansas City, Kansas Housing Authority Admissions and Continued Occupancy Policy (ACOP) Chapter 10: Pet Policy, was introduced

Ms. Tapia noted we had areas that need to be cleaned up to make sure we are complying with HUD requirements.

Commissioner Rios made the motion to approve Resolution No. 2021-19. With no second, the motion failed.

Vice-Chairman Banks asked if there had been any recent issues with our residences. Commissioner Barber noted that he did not see any expressed references to third party recommendations for assisted animals. This seems to rely primary on the judgement of Housing Authority staff. He would like to minimize our liability. His preference is that we would allow as few animals as possible having seen the myriad of issues with pet policies. He cited examples of folks failing to pick up after pets, etc. He added there was no mention of professional support people. Ms. Tapia noted there is reference to receiving certification and

documentation from support people and offered to meet with Commissioner Barber later and go over that chapter with him. We also followed Fair Housing and ADA guidelines. The information is verbatim per their policy. Ms. Tapia advised that we follow Fair Housing and ADA guidelines directly from their procedures.

Commissioner Warner indicated the Pet Policy was received this morning and she has not had time to thoroughly read though it. She referred to Section 10.10 about removal of a pet. Her personal belief was that 30 days was far too long to allow a pet to remain on the premises. She would like more time to read the information and receive more information about the emotional support animal. Commissioner Warner suggested taking this up at the next board meeting as there was no motion on the floor to support this at this time. The Chairman asked if this was consistent with the 504 updates and was there a time that this would need to be done by. Ms. Tapia noted this was consistent, and there is a certain amount of time to get things done. Commissioner Rios noted that we could approve this and amend it later if updated information becomes available. He believes we should move forward and make amendments at the next meeting. However, Vice-Chairman Banks offered to table this and vote at the next meeting. Chairman Watkins noted the challenge is that we are under a 30-day review of the 504 policy and commitment to HUD. The Chairman advised that he hears everyone's comments and suggested making a motion for approval upon review with a select committee of three board members who would sit down and look at this policy and provide amendments at the next board meeting. He offered to lead the review. Vice-Chairman Banks noted this could be done based on consensus.

Vice-Chairman Banks made the motion to approve Resolution No. 2021-19 with a committee review and the ability to bring this back to the Board with amendments. Commissioner McDonald seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Rios, Tomasic, Watkins, Wilson

NAYS: Warner

ABSENT: Rhodes, Walker

ABSTAIN: None

Motion carried.

Resolution No. 2021-20, authorizing revisions to the Kansas City, Kansas Housing Authority's Department of Operations Job Titles, was introduced.

Ms. Tapia noted that the job titles were revised to better fit the duties of the positions. They were also revised based on the job requirements and future hiring needs. She further noted that the older job descriptions were cleaned up. Vice-

Chairman Banks asked if there was language that allow flexibility to complete the jobs without requiring specific skills. He noted that where he worked there were jurisdictional disputes and asked would we be able to avoid this. Tapia noted that we would maintain flexibility and should be able to avoid jurisdictional disputes. He asked that we look at the language to make sure there are no jurisdictional disputes. Ms. Tapia noted that we could do that.

Commissioner Warner made the motion to approve Resolution No. 2021-20. Commissioner Crawford seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Rios, Tomasic, Warner, Watkins, Wilson

NAYS: None

ABSENT: Rhodes, Walker

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2021-20—AUTHORIZING REVISIONS TO THE KANSAS CITY, KANSAS HOUSING AUTHORITY'S DEPARTMENT OF OPERATIONS JOB TITLES.

There was no Executive Session and Chairman Watkins called for the meeting to adjourn.

Matthew T. Watkins, Chairman

Andrea Tapia, Executive Director/CEO

*Arrived after roll call.



Kansas City, Kansas Housing Authority

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To: Board of Commissioners
From: Andrea Tapia, Executive Director/CEO
Date: October 21, 2021
Re: Executive Director's Report

Administration

504 Voluntary Compliance Agreement

On September 16, 2021, KCKHA met with HUD Regional Director, Ms. Natasha Watson, and staff to discuss the Voluntary Compliance Agreement. Ms. Watson advised the agreement ensured KCKHA addressed the findings identified by HUD and the Office of Fair Housing and Equal Opportunity (FHEO), in the 504 Compliance Review that was completed on March 19, 2020.

HUD and FHEO's compliance review concluded KCKHA'S Public Housing Program was not in compliance with Section 504 by failing to meet the 5% and 2% threshold requirements and failing to meet UFAS requirements in public spaces and in units designated as accessible, pursuant to 24 C.F.R. §§ 8.20 - 8.25, and failing to have a designated Section 504 coordinator, per 24 C.F.R. § 8.53(a). In addition, FHEO's review concluded that the ACOP needed amendments to update policy and practice to meet compliance requirements.

On September 29, 2021, KCKHA and HUD entered into a Voluntary Compliance agreement to implement the civil rights requirements and corrective actions identified in the Voluntary Compliance Agreement.

KCKHA will be moving forward to address the identified issues in accordance with the Voluntary Compliance Agreement.

CBIZ

CBIZ our Benefit Management Team has been preparing our 2022 Benefit Package for implementation in January 2022. CBIZ has provided KCKHA with a summary of the tentative program renewal changes that show an initial renewal rate increase of 11.90% for medical care coverage. We have asked CBIZ if they will be negotiating for a lower

increase in rate as we want to ensure employees can afford to participate in our benefit program. CBIZ has confirmed negotiations would occur. We are happy to have the professional support of CBIZ to ensure rates are affordable for our employees.

During the month of September, we asked KCKHA employees to participate in a short survey to help KCKHA and CBIZ to identify any concerns employees may have regarding our benefit plans and cost. We currently have 104 employees with 74 of our employees enrolled in our healthcare plan. Forty percent of the individuals who participated in the survey identified waiving coverage due to premium cost and affordability; therefore, it is important that we get an affordable rate coverage that will encourage employee participation while being mindful of budgetary limitations.

We are looking forward to CBIZ's healthcare presentation on October 21st.

Citrin Cooperman

We have received the final copy of Citrin Cooperman's Independent Auditor's Report, and we are happy to announce there were no findings. We are looking forward to the presentation provided by Citrin Cooperman at our October 21st Board meeting.

Vaccination Incentives

Kansas City, Kansas Housing Authority staff who were fully vaccinated by September 30, 2021 had a chance to enter their names into a drawing to receive one of two \$100 Visa gift cards. The winners selected on October 1, 2021 were: Tamu DeFoe, Property Manager and Garland Johnson, Jr., Maintenance Mechanic.

The following are monthly reports provided by staff:

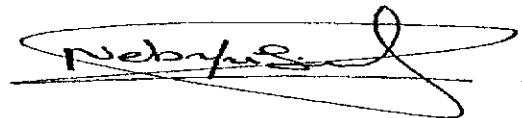
- A. Statement of Funds
- B. Delinquency Report
- C. Disbursements of \$1,000
- D. Operating Receipt and Expenditures
- E. Maintenance Report
- F. Occupancy Report
- G. Monthly Move-outs and Move-ins
- H. Modernization Report
- I. Resident Initiative Report
- J. Section 8 Utilization Report

**Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended September 30, 2021**

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$592,041.23	Liberty
Payroll Account	0.00%		\$62,631.53	Liberty
ACH Pymt Account	0.15%		\$38,545.12	Liberty
Rent Depository Account	0.00%		3,815,365.56	Bank of Labor
Rent Bank Deposit Accounts	0.70%		\$136,061.23	Various
Homeless Prevention Program	0.90%		5,556.88	Bank of Labor
Sponsorship Program	0.50%		19,747.15	Bank of Labor
Section 8 Checking	0.00%		80,348.32	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,838.13	Liberty
Family Self Sufficiency	0.10%		\$5,223.08	Bank of Labor
KCKHA Debt Service Account			\$304,800.32	Deutsche Bank
CD#120245349	0.10%	03/01/22	\$500,000.00	Bank of Labor

(a) Represents Rates as of October 12, 2021 provided by Banks.

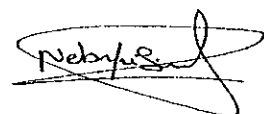
Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.



Nebyu Tilahun
Director of Finance

Kansas City, Kansas Housing Authority
Delinquency in Accounts Receivable
For the Month of September 30, 2021

	<u>Rent & Other Charges</u>	<u>Repayment Agreements</u>	<u>Net Total</u>
Accounts Receivable (Amounts Delinquent)	\$280,941.15	(\$101,428.60)	\$179,512.55
 Total Charges to Tenants for Month			 \$436,103.76
 Delinquency Ratio			 41.16%
 Petitioned to Court			 <u>2</u>
 Praecipies Issued			 <u>2</u>
 Evictions			 <u>2</u>
 Pending Evictions			 <u> </u>



Nebyu Tilahun
Director of Finance

Kansas City, Kansas Housing Authority
Payments Over \$1,000.00
For The Month of SEPTEMBER '21

CONTRACTS

MAINTENANCE COSTS

BAILEY INDUSTRIAL CLEANING	\$7,650.00
BAILEY INDUSTRIAL CLEANING	\$7,365.00
BLUELINX CORPORATION	\$12,476.19
Booney's Lawn Service	\$4,100.00
CALHOUN LAWN CARE, LLC	\$3,220.00
CALHOUN LAWN CARE, LLC	\$3,070.00
CINTAS CORPORATION No. 2	\$1,173.59
Crime Scene Cleaners, Inc	\$1,495.00
DAVID ALLEN HENDERSON DBA	\$6,290.00
General Electric Company	\$2,380.00
KEMPKES CONTRACTORS, LLC	\$3,880.00
Klomp Electric Mach. Co. Inc.	\$1,173.20
Lowes	\$1,119.15
MEI TOTAL ELEVATOR SOLUTIONS	\$4,112.01
MEI TOTAL ELEVATOR SOLUTIONS	\$1,547.00
OSCAR'S MAINTENANCE SERVICE CORP, LLC	\$4,540.00
OSCAR'S MAINTENANCE SERVICE CORP, LLC	\$4,110.00
Pcs	\$1,516.11
Plumb Supply Company, LNX	\$7,332.00
REPUBLIC SERVICES #468	\$3,878.52
Rew Materials Inc.	\$1,314.05
Roofing Solutions Inc.	\$3,000.00
Royal Tree Service	\$1,850.00
Sherwin-Williams Co	\$4,413.71
Smallwood Locksmiths, Inc	\$5,676.20
SMITH SERVICE, LLC	\$6,625.00
STACO ELECTRIC CONSTRUCTION CO	\$2,852.40
Stanion Wholesale Elec. Co.	\$9,450.22
Strasser Hardware	\$2,694.80
SUTTON REMODELING, LLC	\$3,440.00
SUTTON REMODELING, LLC	\$1,500.00

MISCELLANEOUS

American Express	\$5,486.87
AT&T	\$9,223.20
AT&T	\$6,974.26
AT&T	\$2,250.45
ConvergeOne, Inc	\$4,754.30
ENTERPRISE FM TRUST	\$5,261.77
Kinkos Fedex	\$1,931.75
Lockton Companies	\$13,714.38
Lockton Companies	\$13,714.38
MASTERCARD	\$1,810.12

ONLINE INFORMATION SERVICES, INC	\$2,697.50
PayLease, LLC	\$2,978.92
Postmaster	\$5,000.00
Talx Corporation	\$5,793.34
The Learning Club	\$2,500.00
Time Warner Cable	\$1,277.14
U.S BANK EQUIPMENT FINANCE	\$2,804.11
Verizon Wireless	\$2,168.21
WEX BANK DBA WRIGHT EXPRESS FSC	\$5,810.83
WILLIAM W. HUTTON ATTORNEY AT LAW	\$1,050.00

MODERNIZATION

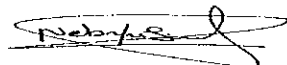
CVR Associates, Inc	\$3,287.50
H.D. Supply	\$1,506.91
Infinity Group LLC	\$273,610.80
Infinity Group LLC	\$213,686.10
Tailor Made Exteriors, LLC	\$124,222.57

PAYROLL COSTS

AFLAC PREMIUM HOLDING	\$3,481.94
Blue Cross Blue Shield Of KC	\$90,755.49
Colonial Life & Accident Ins	\$3,995.48
Delta Dental	\$4,667.28
Kansas Payment Center	\$1,109.57
Kansas Payment Center	\$1,109.57
Kansas Public Employ Ret Syst	\$29,876.12
Kansas Public Employ Ret Syst	\$29,540.57
Nationwide Retirement Solution	\$2,675.00
Nationwide Retirement Solution	\$2,575.00
UMB HEALTH SAVINGS ACCT	\$1,205.00
UMB HEALTH SAVINGS ACCT	\$1,205.00

***UTILITIES**

Board Of Public Utilities	\$85,407.40
Board Of Public Utilities	\$81,379.35
Board Of Public Utilities	\$59,562.11
City of Bonner Springs	\$2,487.42
Constellation New Energy-Gas	\$3,619.59
EVERGY	\$2,659.80
Kansas Gas Service	\$13,649.24
Kansas Gas Service	\$1,360.06



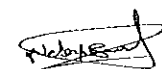
Nebyu Tilahun
Director of Finance

Kansas City, Kansas Housing Authority
Operating Receipts and Expenditures
For Period Ending August 31, 2021

	CEN OFFICE YR TO DATE	%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	%	SECTION 8 BUDGET
OPERATING INCOME:									
Dwelling Rent				\$2,049,802.29	42%	\$4,831,188.00			
Fraud Recovery Income							\$48,405.61		
Interest Income	\$508.58	231%	\$220.00	\$189.03	12%	\$1,540.00			
Tenant Income				\$110,173.92	42%	\$261,363.00			
Transfer from CFP				\$38,222.62	3%	\$1,097,012.00			
Other Income	\$247,099.23	45%	\$549,425.00	\$160,393.53	274%	\$58,630.00	\$4,652.55		
Fee for Services - COCC	\$611,112.90	44%	\$1,402,710.00						
Management Fees	\$789,056.48	42%	\$1,870,490.00						
Total Operating Income	\$1,647,777.19	43%	\$3,822,845.00	\$2,358,781.39	38%	\$6,249,733.00	\$53,058.16		
Operating Subsidy				\$3,917,993.00	45%	\$8,716,623.00			
Section 8 Admin Fees							\$354,800.00	43%	\$819,070.00
Total Operating Receipts	\$1,647,777.19	43%	\$3,822,845.00	\$6,276,774.39	42%	\$14,966,356.00	\$407,858.16	50%	\$819,070.00
OPERATING EXPENSES:									
Administrative Salaries	\$400,193.61	36%	\$1,126,387.00	\$382,495.41	37%	\$1,045,950.00	\$135,651.08	38%	\$356,623.00
Management Fees				\$668,585.48	42%	\$1,573,740.00	\$120,471.00	41%	\$296,751.00
Other Admin Expenses	\$79,252.71	45%	\$175,312.00	\$141,327.89	36%	\$392,262.00	\$25,860.07	40%	\$63,855.00
Tenant Services									
Tenant Services Salaries				\$7,307.80					
Resident Assoc Expenses				\$315.00	1%	\$25,350.00			
Other Expenses				\$27,205.71	161%	\$16,924.00			
Total Utilities	\$15,964.26	33%	\$48,630.00	\$974,093.13	34%	\$2,864,776.00			
Maintenance Salaries	\$387,488.39	32%	\$1,216,464.00	\$679,057.68	40%	\$1,691,218.00			
Maint Materials	\$151,741.38	133%	\$114,318.00	\$138,665.97	21%	\$653,582.00	\$455.70	41%	\$1,110.00
Fee for Services - COCC				\$611,112.90	44%	\$1,402,710.00			
Other Maint Contracts	\$91,830.62	72%	\$128,134.00	\$541,784.41	41%	\$1,319,804.00	\$16,110.60	55%	\$29,493.00
Security Salaries									
Other Security Expense			\$2,500.00	\$31,865.38	19%	\$166,533.00			
Insurance	\$45,818.77	40%	\$115,091.00	\$237,335.49	42%	\$568,021.00	\$10,464.52	39%	\$26,652.00
Terminal Leave Payments									
Employee Benefit Contributions	\$293,730.14	37%	\$795,119.00	\$453,261.71	49%	\$928,944.00	\$47,832.07	40%	\$121,031.00
Collection Losses				(\$16,150.65)	-3%	\$549,310.00			
Interest Expense				\$230,626.32	39%	\$596,652.00			
Other General Expense	\$811.00			\$1,422.95	356%	\$400.00	\$5,558.69	51%	\$11,000.00
Total Routine Expenses	\$1,466,830.88	39%	\$3,721,955.00	\$5,110,312.58	37%	\$13,796,176.00	\$362,403.73	40%	\$906,515.00
Total Operating Expenses	\$1,469,269.18	39%	\$3,721,955.00	\$5,110,949.58	37%	\$13,796,176.00	\$362,403.73	40%	\$906,515.00
Prior Year Adjustments									
Total Operating Expenditures	\$1,469,269.18	39%	\$3,721,955.00	\$5,110,949.58	37%	\$13,796,176.00	\$362,403.73	40%	\$906,515.00
Gain/(Loss) from Operations	\$178,508.01		\$100,890.00	\$1,165,824.81		\$1,170,180.00	\$45,454.43		(\$87,445.00)

*** August is the 5th month of the Fiscal Year Ending March 31st

*** Percentage 41% or 5/12th of the year



Nebyu Tilahun
 Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY
MAINTENANCE REPORT
FOR THE MONTH OF SEPTEMBER 2021**

CUSTOMER SERVICE & SATISFACTION SURVEY - SEPTEMBER 2021

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
09/02/21	55	20	75	7	7	0	13
09/03/21	63	9	72	4	4	0	5
09/07/21	66	26	92	7	7	0	19
09/09/21	65	16	81	6	6	0	10
09/10/21	80	15	95	5	5	0	10
09/13/21	47	10	57	3	3	0	7
09/15/21	110	24	134	6	6	0	18
09/16/21	103	21	124	4	4	0	17
09/17/21	64	12	76	3	3	0	9
09/20/21	78	11	89	3	3	0	8
09/21/21	48	11	59	3	3	0	8
09/22/21	99	17	116	7	7	0	10
09/24/21	133	15	148	4	4	0	11
09/27/21	119	11	130	5	5	0	6
09/28/21	140	17	157	3	3	0	14
09/29/21	109	12	121	5	5	0	7
09/30/21	90	12	102	2	2	0	10
TOTAL	1,469	259	1,728	77	77	0	182

(a)

(c)

(d)

(b)

These percentages are based on work orders completed in occupied units only and does not include work orders for vacant unit preparation.

- (a) Residents Contacted 30% of the service work orders completed
- (b) No Response 70% of the service work orders completed
- (c) Favorable Response 100% of the residents contacted
- (d) Unfavorable 0% of the residents contacted

* Unfavorable responses result in a second work order being generated to resolve problem, followed up by a call from the Clerk Dispatcher.

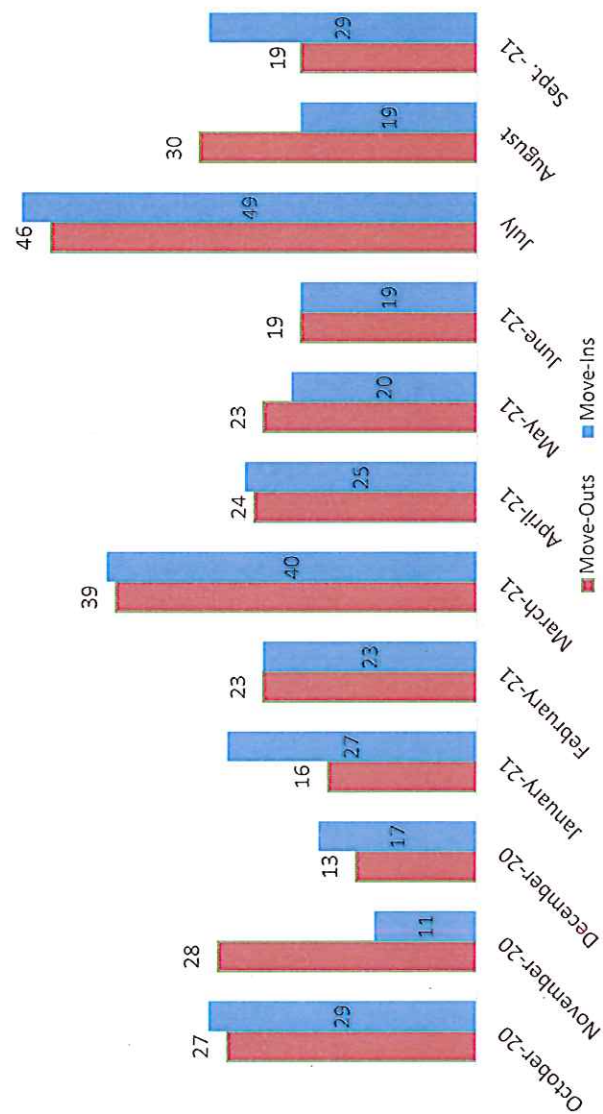
	Family	Elderly	Total
Total Vacancy	37	37	74
Units in Mod	10	25	35
Juniper in Mod	149	0	149
Fire Units	0	0	0
Defer Maint	4	1	5
Rentable Units	33	36	69
Move-Ins	8	21	29
Move-Outs	6	13	19
Units Available	8	10	18

**Kansas City, Kansas Housing Authority
September 2021 Occupancy Report**

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	HUD APPROVED SPECIAL USE UNITS	UNITS IN MOD	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	103	150	12	-	43%	100%
K1-2 D(1) ST. MARGARETS PARK	100	95	4	1		96%	99%
K1-3 D(1) CYRUS K. HOLIDAY	60	58	1	1	-	98%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	286	10	6	-	97%	94%
K1-5*M(2) D(1) BELROSE MANOR	90	84	5	1		94%	93%
K1-6 Elderly DOUGLAS HEIGHTS	101	99	2	-	-	98%	91%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	88	8	3		92%	95%
K1-7 D(1) SCATTERED SITES	24	21	1	2		96%	96%
K1-9 D(1) SCATTERED SITES	30	27	3			90%	93%
K1-10 *M(2) SCATTERED SITES	42	37	5			88%	93%
K1-11 M(1) D(1) GRANDVIEW PARK	40	34	4	1	1	90%	95%
K1-12 D(2) CHALET MANOR	66	57	7	2		89%	94%
K1-13 WELBORN VILLA	80	77	3	-		96%	96%
K1-14 BETHANY PARK TOWERS	153	150	3	-		98%	94%
K1-15 *M(6) SCATTERED SITES	20	11	-	-	9	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	106	2		-	98%	97%
K1-18 ROSEDALE TOWERS	122	118	4	-		97%	99%
K1-20 D(1) WESTGATE TOWERS	163	153	9	1		94%	94%
K1-21 D(1) SCATTERED SITES	8	8	-			100%	100%
K1-22 WESTGATE VILLA	20	19	1			95%	100%
K1-23 D(1) SCATTERED SITES	38	38	-			100%	97%
K1-24 M(18) PLAZA TOWERS	115	87	3		25	97%	97%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	92%
AMP 58 Bonner Springs (absorbed 7/1/21)	50	47	3	-		94%	92%
Total Units Available for Occupancy	2,108	1,814	228	31	35	89%	96%

**Kansas City, Kansas Housing Authority
September 2021 Occupancy Report (Rentable Units)**

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	HUD APPROVED SPECIAL USE UNITS	UNITS IN MOD	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	103	-	12	150	100%	100%
K1-2 D(1) ST. MARGARETS PARK	100	95	4	1		96%	99%
K1-3 D(1) CYRUS K. HOLIDAY	60	58	1	1	-	98%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	286	10	6	-	97%	94%
K1-5*M(2) D(1) BELROSE MANOR	90	84	3	1	2	97%	93%
K1-6 Elderly DOUGLAS HEIGHTS	101	99	2	-	-	98%	91%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	88	8	3		92%	95%
K1-7 D(1) SCATTERED SITES	24	21	1	2		96%	96%
K1-9 D(1) SCATTERED SITES	30	27	3			90%	93%
K1-10 *M(2) SCATTERED SITES	42	37	3		2	93%	93%
K1-11 M(1) D(1) GRANDVIEW PARK	40	34	4	1	1	90%	95%
K1-12 D(2) CHALET MANOR	66	57	6	2	1	91%	94%
K1-13 WELBORN VILLA	80	77	3	-		96%	96%
K1-14 BETHANY PARK TOWERS	153	150	3	-		98%	94%
K1-15 *M(6) SCATTERED SITES	20	11	-	-	9	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	106	2		-	98%	97%
K1-18 ROSEDALE TOWERS	122	118	4	-		97%	99%
K1-20 D(1) WESTGATE TOWERS	163	153	9	1		94%	94%
K1-21 D(1) SCATTERED SITES	8	8	-			100%	100%
K1-22 WESTGATE VILLA	20	19	1			95%	100%
K1-23 D(1) SCATTERED SITES	38	38	-			100%	97%
K1-24 M(18) PLAZA TOWERS	115	87	-		28	100%	97%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	92%
AMP 58 Bonner Springs (absorbed 7/1/21)	50	47	3	-		94%	92%
Total Units Available for Occupancy	2,108	1,814	70	31	193	97%	96%



MODERNIZATION AND DEVELOPMENT REPORT **October, 2021**

CAPITAL FUND PROGRAM 2017

The funding amount for this program is \$3,024,938.00. The public hearing and final budget were presented to the residents on December 7th, 2016. The Capital Fund Program 2017 was approved at the December 15th, 2016 Board meeting. Approval of the 2017 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program.

The following projects are complete: K1-54 Scattered Sites (15) Interior Modernization Phase 1; K1-56 Rosedale Tower Air Handler Replacement; K1-55 Wyandotte Tower Elevator Modernization; K1-53 Chalet Manor Slope Stabilization; K1-53 Douglas Heights HVAC Replacement; K1-57 Plaza Tower Relocation-Floors 6, 7, and 8; K1-57 Plaza Tower Interior Modernization Phase 1 (Floors 7 and 8).

CAPITAL FUND PROGRAM 2018

The funding amount for this program is \$4,676,183.00. The public hearing and final budget were presented to the residents on December 6th, 2017. The Capital Fund Program 2018 was approved at the December 21st, 2017 Board meeting. HUD is in the process of reviewing the 2018 Capital Fund Plan. There is a new process regarding the ACC Amendment and currently the Housing Authority is working with HUD through the new process for its approval. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2018 improvement projects, have been awarded.

The following projects are complete: K1-55 Wyandotte Tower Underground Storage Tank Removal; K1-56 and K1-57 Glanville, Rosedale, and Plaza Towers Security Camera Improvements; K1-54 Scattered Site 7 HVAC Improvement; K1-53 Chalet Manor HVAC Improvement; and K1-56 Douglas Heights High Ride, Bethany and Glanville Towers, and K1-57 Westgate Tower Fire Alarm Panel Replacement.

K1-20 CHILLER REPLACEMENT

Bids were received on August 18th, 2021 for this project. The Board authorized the award of a contract at the September 16th, 2021 meeting to Johnson Controls Inc, in the amount of \$314,876.00 for replacement of two chillers. Staff held a pre-construction meeting with the contractor on October 11th, 2021. Contractor is getting submittals approved and once approved will order equipment. Notice to proceed will be issued when a date is established for delivery of equipment.

CAPITAL FUND PROGRAM 2019

The funding amount for this program is \$4,889,781.00. The public hearing and final budget were presented to the residents on December 5th, 2018. The Capital Fund Program 2019 was approved at the December 20st, 2018 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2019 improvement projects, have been awarded.

The following project are complete: KCKHA Thomas M. Scott Maintenance Facility and Rosedale Tower Elevator Modernization.

K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 2 (Floors 4, 5 and 6)

Bids were received on November 10th, 2020 for this project. The Board authorized the award of a contract at the November 2020 meeting, to Infinity Group LLC, in the amount of \$2,238,310.00. Pre-construction meeting was held on December 8th, 2020. A Notice to Proceed was issued on Feb 3rd, 2021. Work on the 6th Floor is complete. Work on the 5th floor is substantially complete, punch list items are being completed. Work on the 4th floor is scheduled to start the end of October 2021.

K1-57 PLAZA TOWER RELOCATION

Bids were received for relocation services for Floors 4, 5, and 6 at Plaza Tower on June 11th, 2021. Bids were solicited from 10 moving companies. One bid was received. Since only one bid was received a cost analysis was completed of the one bid. It compares with the phase one moving contract with a slight increase in price. Since the low bid amount is below the threshold of \$75,000, Board of Commissioners approval is not required. A contract was awarded to Coleman Worldwide Moving Services, in the amount of \$25,333.74. The relocation of residents from the 5th floor to the 6th floor was completed on July 15, 2021. The relocation of residents from the 4th floor to the 5th floor is scheduled for the week of 10/18/21.

K1-54 SCATTERED SITES (15) INTERIOR MODERNIZATION PHASE 2

Bids were received on April 7th, 2021 for this project. The Board authorized the award of a contract at the April 15th, 2021 meeting to Taylor Made Exteriors, LLC, in the amount of \$633,236.46 for interior modernization of 9 houses. Staff held a pre-construction meeting with the contractor on April 28th, 2021. Notice to Proceed was issued on July 1st, 2021. Demolition is nearly complete. Electrical rough-in in all 9 houses is nearly complete. Drywall installation and painting is underway and completed in 6 units.

K1-54 MAINTENACE FACILITY METAL ROOF RETROFIT

Bids were received on August 24th, 2021 for a metal roof retrofit repair at the KCKHA Maintenance Facility. The Board authorized the award of a contract at the September 16th, 2021 meeting to Western Waterproofing Co. Inc., DBA Great Plains Roofing &

Sheetmetal in the amount of \$107,400.00. A pre-construction meeting with the contractor will be held on October 18th, 2021.

CAPITAL FUND PROGRAM 2020

The funding amount for this program is \$5,259,500.00. The public hearing and final budget were presented to the residents on December 4th, 2019. The Capital Fund Program 2020 was approved at the December 19th, 2019 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. The Capital Fund Program 2020 projects has been submitted to the Unified Government, for the environmental review of the projects in this program. Environmental review is complete, and the Request for Release of Funds has been requested and received.

The following projects are complete: Douglas Heights Elevator Modernization

JUNIPER GARDENS DISPOSITION APPLICATION AND RELOCATION

At HUD's determination and request, the Housing Authority has been instructed that due to the vacancy rate, Juniper Gardens meets the required conversion regulations and must be removed from the Housing Authority's public housing inventory. The Housing Authority has completed and submitted a Disposition Application to HUD for approval. HUD is reviewing our disposition application. Since removal from inventory requires the current residents at Juniper Gardens to be relocated. The Housing Authority prepared a Request for Proposals for Relocation Services to counsel the residents, find suitable housing for relocation of residents, and to assist the Housing Authority in the relocation of the Juniper Gardens residents. Six Proposals were received and evaluated by staff. Staff recommended entering into a contract with CVR Associates. The Board authorized a contract for relocation services, at the meeting held on July 16th, 2020, to CVR Associates, in the amount of \$230,000.00. Resident meetings have been held with the residents, to explain the relocation process and to answer questions. CVR has performed surveys of each resident to determine their needs and wants. Actual relocations cannot be started until the Disposition Application is approved by HUD. HUD has notified the Housing Authority that its application has been turned down, pending the submission of additional information for resubmission of the application for approval. Staff is working with the local HUD office for guidance and assistance in the submission of the additional information for approval. A Physical Needs Reassessment was completed on September 28th, 2021. Awaiting the Physical Needs Reassessment final report. This report is needed for the resubmission of the Disposition Application. Bids to move 9 residents that will relocate from Juniper Gardens to other public housing developments was received on March 5, 2021. A contract was awarded to Kansas City Moving & Storage, in the amount of \$8,575.00. All of these relocation moves have been completed.

K1-52 and K1-53 FOUNDATION REPAIR AND STABILIZATION

A Request for Proposal for foundation repair and stabilization on three public housing buildings was prepared, and proposals were received on March 31st, 2021. The Board authorized the award of a contract at the May 2021 meeting, to Spartan Installation and

Repair, LLC, dba Ram Jack Foundation Repair and Waterproofing, in the amount of \$82,936.00. Pre-construction meeting was held on June 2nd, 2021. Notice to Proceed was issued on August 18th, 2021. Foundation stabilization is complete at Chalet Manor, and Belrose Manor. Foundation stabilization at Scattered Site 10 is scheduled for the October 12th, 2021. Concrete repair/patching and backfilling will take place when foundation stabilization at all sites is complete.

CAPITAL FUND PROGRAM 2021

The funding amount for this program is \$5,485,060.00. The public hearing and final budget were presented to the residents on December 2nd, 2020. The Capital Fund Program 2021 was approved at the December 17th, 2020 Board meeting. Staff has submitted the necessary paperwork to HUD. HUD has accepted and approved this grant for implementation. Staff is preparing an invitation to bid for environmental testing of the various projects, when this is complete a request for proposals will be prepared for Architectural and Engineering services to prepare plans for the various projects.

RESIDENT INITIATIVE REPORT

OCTOBER 2021

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

On September 13, 2021 Andrea Tapia, Executive Director of the Kansas City, Kansas Housing Authority, and myself (Sharron Davis-Mays, Self-Sufficiency Coordinator) met with Monsignor Swetland, President, Donnelly College. The discussion was to ask Donnelly College to allow Family Self-Sufficiency participants to enroll in Donnelly College at a reduced rate. Monsignor Swetland was excited about this collaboration and told Mrs. Tapia that he would set up a meeting with Dean of Donnelly College.

On September 13, 2021 our agency submitted the Resident Opportunity and Self-Sufficiency Grant (ROSS). We are awaiting a response as to whether we will be awarded the ROSS grant. The ROSS grant will allow our agency to hire two social workers that will work primarily with the high-rises as well and the family sites. Residents will receive assistance on budgeting, community resources, and supportive services.

On September 14, 2021 Andrea Tapia, Executive Director of the Kansas City, Kansas Housing Authority, and myself (Sharron Davis-Mays, Self-Sufficiency Coordinator) met with Kansas City, Kansas School District officials: Dr. Stubblefield, Superintendent and Edwin Birch, Director of Communications. Mrs. Tapia spoke about bringing the community to the table to work with the Kansas City, Kansas Housing Authority to create a wrap-around program for the students that live in our public housing sites.

On September 16, 2021 Kansas City, Kansas Housing Authority staff participated in the Fair Chance Job Fair hosted by Workforce Partnership. The event was held at the Kansas City, Kansas Technical Education Center. There were 18 job seekers that visited our table, and one job seeker is being considered for a position in maintenance.

On September 21, 2021 the Public Housing Resident Council met at Douglas Heights Community Center to participate in the Capital Funds Program meeting so residents could inform the Housing Authority of concerns regarding building upgrades. There was a total of 10 residents in attendance. Tony Shomin, Director of Contract Administration, was the speaker. Susan Martin accompanied him to take notes. Information was given to the residents regarding the upgrades that were provided for the previous year.

On September 28, 2021 Andrea Tapia, Executive Director of the Kansas City, Kansas Housing Authority along with myself (Sharron Davis-Mays, Self Sufficiency Coordinator) met with Lisa Stoothoss, Chief Operating Office/Dean of Donnelly College. This meeting

was held via Zoom. Ms. Stoothoss was asked to meet with Mrs. Tapia and myself to start working on the referral program for the participants in the Family Self-Sufficiency Program, and what the tuition cost would be. Ms. Stoothoss is currently reviewing the college's policy on reduced tuition rates for FSS participants.

September 29, 2021 interns from The Learning Club assisted with folding and stuffing envelopes for the Resident Commissioner election. There was a total of 20 young people, five staff members and Loretta Heath, President, St. Margaret's Park, that assisted with this task.

Section 8 Housing Choice Voucher Program Monthly Management Report

October 2021

HOUSING CHOICE VOUCHER (HCV)																								ATTRITION RATE			
Section 8	Funds Available Through the End of the Calendar Year	Projected Monthly Funds Available	Average Tenant Payment	Average HAP Payment Per Voucher	Total HAP Payment (includes Actual & Anticipated)	HAP Over/Under Authorized	Current Vouchers in Lease	Total Vouchers available/month	YTD vouchers leased	Target Number Of Vouchers	Number Vouchers Over/Under Authorized	YTD Number Vouchers Over/Under Authorized	Newly Leased This Month	Unit to Unit Moves or Owner Changes	Current Vouchers Looking	Utilization	Funding	Vouchers	YTD Utilization	Funding	Vouchers	Percent of Total Vouchers Leased	Average YTD Attrition	Average YTD Attrition	Average YTD Attrition		
	6,363,069	909,010								1,642	(404)	(404)	17	10	72	75.4%	101.6%	75.4%	101.6%		14	1.1%	16	1.3%			
June	\$6,363,069	\$845,732	\$ 233	\$ 685	\$ 852,812	\$ 7,080	1,238	1,642	1,238	1,642	(404)	(404)	17	10	72	75.4%	101.6%	75.4%	101.6%		18	1.5%	17	1.4%			
July	\$5,517,337	\$837,603	\$ 232	\$ 690	\$ 850,487	\$ 12,884	1,233	1,642	2,471	1,642	(409)	(409)	13	21	98	75.1%	101.4%	75.1%	101.4%		22	1.8%	18	1.5%			
August	\$4,679,734	\$837,603	\$ 227	\$ 698	\$ 859,485	\$ 21,882	1,229	1,642	3,700	1,642	(413)	(413)	18	38	81	74.8%	102.4%	74.8%	102.4%		15	1.2%	19	1.5%			
September	\$3,195,549	\$863,197	\$ 230	\$ 697	\$ 849,111	\$ (14,086)	1,232	1,642	4,932	1,642	(410)	(410)	17	11	15	75.0%	101.2%	75.0%	101.2%		21	1.7%	19	1.5%			
October	\$2,978,934	\$863,197	\$ 229	\$ 706	\$ 857,640	\$ (5,557)	1,228	1,642	6,160	1,642	(414)	(414)	17	36	59	74.8%	102.2%	74.8%	102.2%								
November																											
5 December																											
																								</			

The purpose of this Management Report is to provide an overview of the Section 8 Housing Choice Voucher program. The report provides information on budget and voucher utilization as well as program trends and statistics.

Funds Available Through The End of the Year: The funds available through the end of the year is the projected amount of funding remaining for the Section 8 program. This is a projected number because the actual number is subject to change depending upon what HUD actually authorizes on a monthly basis.

Projected monthly funds available: This is the projected amount of funding the program will have available for that month.

Average Tenant Payment: Based upon our total tenant payments and our total number of vouchers, this is the average amount each tenant will pay out of pocket for rent.

Average Housing Assistance Payment (HAP) Per Voucher: This is the average HAP per voucher under lease for the current month based upon the total total HAP for the current month divided by the number of vouchers under lease.

Total Housing Assistance Payment (HAP): This is the actual and anticipated amount of HAP paid out for that month.

Housing Assistance Payment (HAP) Over/Under Authorized: This amount HAP that is over or under authorized based on the current monthly budget and average HAP payment per voucher.

Current Vouchers in Lease: This is the number of current vouchers in lease for the Section 8 program on the last day of the month.

Total vouchers available

Target Number of Vouchers: target number of vouchers the program should have in lease for that particular month based upon the current monthly budget and average HAP payment per voucher.

Number Vouchers Over/Under Authorized: This is the number of vouchers the program has overauthorized or underauthorized for that particular month based upon the target number of vouchers.

Newly Leased This Month: This is the number of new vouchers that have been utilized to lease up within this month.

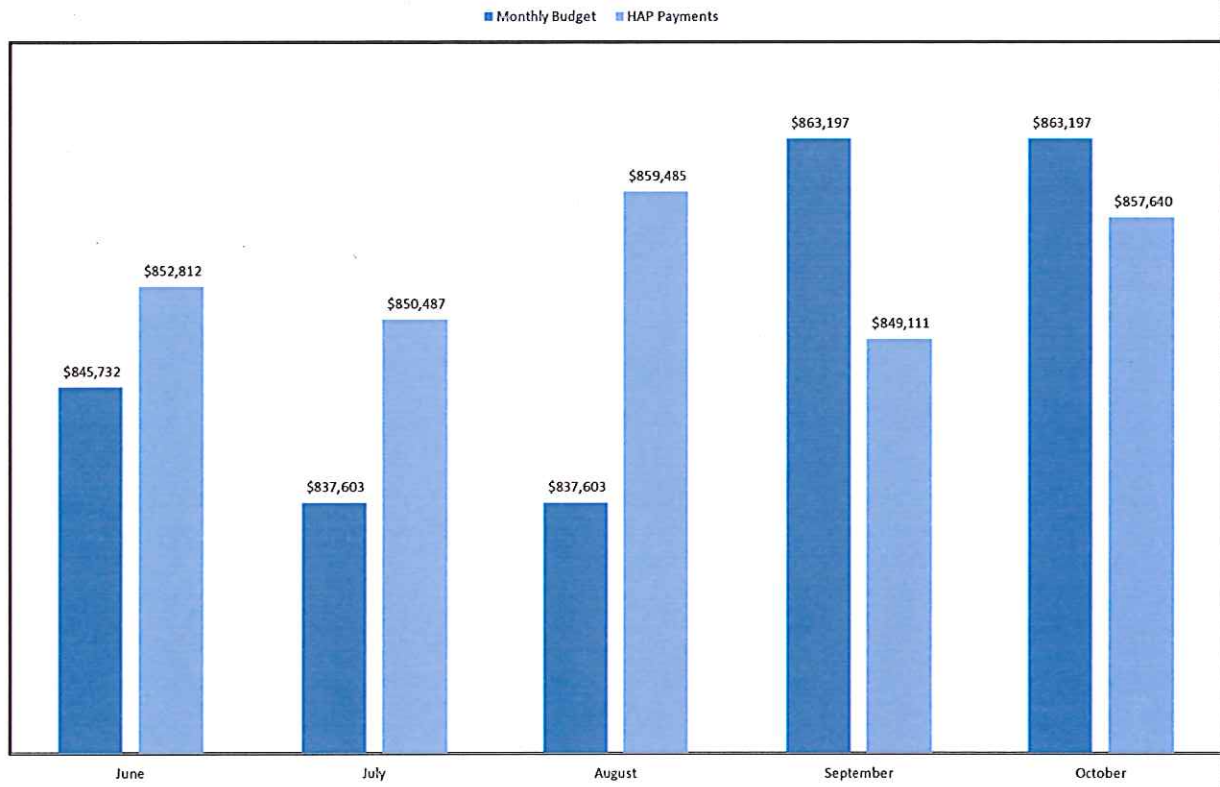
Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit. =67

Homeownership: Current number of homeownership vouchers =3

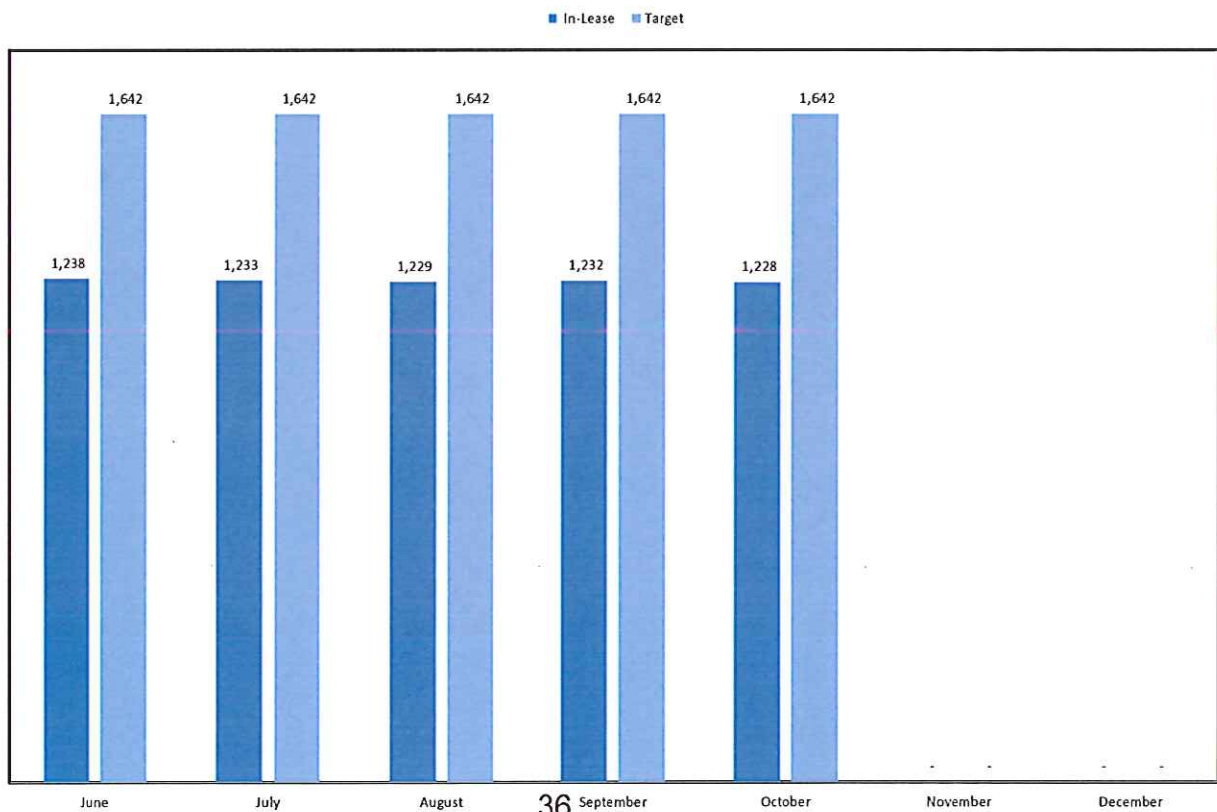
Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program . =25

October 2021

Section 8 Monthly Housing Assistance Payments



Section 8 Vouchers In-Lease and Target Leasing Rate



RESOLUTION NO. 2021-21

**AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR THE
MODERNIZATION OF ELEVATOR EQUIPMENT AT K1-56 BETHANY TOWERS
LOCATED AT 1131 CENTRAL AVENUE IN KANSAS CITY, KANSAS WITH
MEI TOTAL ELEVATOR SOLUTIONS**

WHEREAS, elevator modernization is needed at K1-56 Bethany Towers; and

WHEREAS, bids for elevator modernization were solicited and received on September 22, 2021; and

WHEREAS, two bids were received from:

MEI Total Elevator Solutions
Southtown Glass Incorporated
dba SGI Corporation

Mankato, MN
Liberty, MO

WHEREAS, the bids were opened and tabulated by the architect and Kansas City Kansas Housing Authority staff; and

WHEREAS, the staff and the architect have evaluated the bids submitted and are recommending acceptance of the bid submitted by MEI Total Elevator Solutions for elevator modernization at K1-56 Bethany Towers in the amount of \$787,830.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by MEI Total Elevator Solutions for elevator modernization at K1-56 Bethany Towers in the amount of \$787,830 is hereby accepted.

BE IT FURTHER RESOLVED that the Housing Authority of Kansas City, Kansas is authorized to enter a contract with MEI Total Elevator Solutions for elevator modernization at K1-56 Bethany Towers in the amount of \$787,830.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2021-21.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
October 21, 2021

New Business Consent Item: Authority to Accept the Bid and Authorize a Contract for the Modernization of Elevator Equipment at K1-56 Bethany Towers located at 1131 Central Avenue in Kansas City, Kansas with MEI Total Elevator Solutions

Resolution No. 2021-21

Background:

The Kansas City Kansas Housing Authority has a service and maintenance contract with MEI Total Elevator Solutions (MEI) for service and maintenance of elevator equipment in seven of the Housing Authority high-rises.

MEI Total Elevator Solutions brought to the Housing Authority's attention that the elevator equipment at K1-56 Bethany Towers is difficult to obtain and that there is a need to modernize this equipment. All elevators are operational currently. Our policy is to always maintain at least one elevator operational in all our towers.

Current Issue:

Due to the current ongoing issues with equipment availability and the complaints from residents on the operation of the elevators at Bethany Towers, staff following our procurement policy has hired an architect, and the architect has prepared plans. The plans would replace all elevator equipment, with nonproprietary equipment, and bring the elevator equipment up to current code.

An Invitation to Bid has been prepared, advertised in the Kansas City Star, Dos Mundos and The Call newspapers, posted on the Housing Authority's website, and mailed directly to 12 elevator companies and 179 general contractors. A pre-bid conference was held on September 8, 2021 to answer questions and give contractors an opportunity to view the elevators at Bethany Towers.

Bids were opened on September 22, 2021. Two bids were received:

MEI Total Elevator Solutions
Southtown Glass Incorporated
dba SGI Corporation

Mankato, MN
Liberty, MO

The apparent responsive low bidder was MEI Total Elevator Solutions with a base bid of \$787,830. The other bid received was SGI Corporation with a base bid of \$949,555.

MEI Total Elevator Solutions has been in business since 1971. The Housing Authority has previous experience with this contractor with satisfactory results. The architect and staff have checked references with positive comments received. There is \$790,000 in the 2019 Capital Fund Program budgeted for this project. The architect's estimate for this work is \$726,630.

MEI Total Elevator Solutions and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Rick Lowenberg	President
Dave Grosland	CFO
John Romnes	CEO
Ron Romnes	Executive VP
Steve Romnes	Business Development VP

The Kansas City Kansas Housing Authority's procurement policy requires that all contracts more than \$75,000 must be approved by the Board of Commissioners of the Housing Authority.

Therefore, the staff and the architect are recommending acceptance of the responsive, low bid submitted by MEI Total Elevator Solutions and authorizing a contract in the amount of the base bid of \$787,830.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with MEI Total Elevator Solutions, for elevator modernization at K1-56 Bethany Towers in the amount of the base bid of \$787,830.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2021-21, if appropriate.

Bid Tabulation
 Kansas City Kansas Housing Authority
 Bethany Park Towers Elevator Modernization 21-10-56 (14)
 22 September 2021
 2:00 p.m.



Bidder	Bid Security (Bond)	Occupational License	Addendum 1	Nonproprietary Affidavit	Base Bid
Minnesota Elevator Inc	Yes	Yes	Yes	Yes	\$787,830.00
Southtown Glass Inc	Yes	No	Yes	No	\$979,555.00

RESOLUTION NUMBER 2021-22

COLLECTION LOSS WRITE-OFFS

WHEREAS, the aged vacated tenants' accounts balances have been reviewed and certain balances have been determined to be uncollectible; and

WHEREAS, HUD requires that all write-offs be approved by The Board of Commissioners by resolution.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the total amount of \$117,586.72 be written off as collection loss, as summarized by project on the attached schedule.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution 2021-22.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

KANSAS CITY KANSAS HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
October 21, 2021

New Business Consent Item: Authorizing Collection Loss – Write-Offs

Resolution No. 2021-22

Background:

The Kansas City Kansas Housing Authority (KCKHA) Finance Department submits for board approval collection loss write-offs twice a year, in March and September on uncollectible dwelling rent and other charges. Other charges include maintenance charges, retroactive rent charges (due to unreported income) and court fees assessed during the current fiscal year. The U.S. Department of Housing and Urban Development (HUD) allows for the write-off of uncollected tenant receivables only when the tenant has vacated the premises.

Current Issue:

Staff has reviewed and prepared the list of aged vacated tenants' accounts balances that are eligible to be written-off. These balances have been determined to be uncollectible in accordance with HUD regulations and can be included as part of the write-offs which requires Board of Commissioner's approval by resolution.

Board Action:

Approve Resolution No. 2021-22, if appropriate.

Kansas City, Kansas Housing Authority
Collection Loss Recap - September 2021

Project	Rent	Retro	Other	Total
Juniper Gardens	\$8,499.25	\$5,199.50	\$8,337.90	\$22,036.65
Wyandotte Towers	\$6,505.43	\$2,009.00	\$6,055.33	\$14,569.76
Belrose Manor	\$466.00	\$0.00	\$1,498.93	\$1,964.93
Bethany Towers	\$6,024.50	\$163.00	\$3,786.02	\$9,973.52
Chalet Manor	\$1.00	\$0.00	\$1,058.93	\$1,059.93
Cyrus K Holliday	\$0.00	\$0.00	\$676.57	\$676.57
Douglas Heights (E)	\$2,767.99	\$0.00	\$4,063.72	\$6,831.71
Douglas Heights (F)	\$792.96	\$0.00	\$8,864.25	\$9,657.21
Glanville Towers	\$4,449.57	\$1,464.00	\$679.87	\$6,593.44
Grandview Park	\$595.00	\$0.00	\$2,044.81	\$2,639.81
Plaza Towers	\$1,196.56	\$0.00	\$479.10	\$1,675.66
Rosedale Towers	\$46.00	\$0.00	\$576.24	\$622.24
Scattered Sites-007	\$1,693.56	\$656.00	\$3,151.73	\$5,501.29
Scattered Sites-010	\$213.57	\$0.00	\$3,375.63	\$3,589.20
Scattered Sites-021	\$0.00	\$0.00	\$1,428.97	\$1,428.97
Scattered Sites-025	\$792.00	\$0.00	\$1,239.78	\$2,031.78
St Margaret's Park	\$3,096.80	\$1,291.00	\$3,204.66	\$7,592.46
Welborn Villa	\$27.27	\$0.00	\$721.04	\$748.31
Westgate Towers	\$12,149.58	\$1,461.00	\$4,620.57	\$18,231.15
Westgate Villa	\$10.00	\$0.00	\$152.13	\$162.13
Total	\$49,327.04	\$12,243.50	\$56,016.18	\$117,586.72

AMP

51	Juniper Gardens	\$8,499.25	\$5,199.50	\$8,337.90	\$22,036.65
52	Family North	\$4,157.80	\$1,291.00	\$6,748.40	\$12,197.20
53	Family South	\$793.96	\$0.00	\$10,599.75	\$11,393.71
54	Scattered Sites	\$2,699.13	\$656.00	\$9,196.11	\$12,551.24
55	Wyandotte Towers	\$6,505.43	\$2,009.00	\$6,055.33	\$14,569.76
56	Elderly East	\$13,288.06	\$1,627.00	\$9,105.85	\$24,020.91
57	Elderly West	\$13,383.41	\$1,461.00	\$5,972.84	\$20,817.25
	Total	\$49,327.04	\$12,243.50	\$56,016.18	\$117,586.72

RESOLUTION NO. 2021-23

**AUTHORIZE REVISIONS TO THE PERSONNEL POLICY
TO INCLUDE RECORDINGS IN THE WORKPLACE**

WHEREAS, it is incumbent on the Kansas City, Kansas Housing Authority to protect its employees, tenants, public and vendors from the unauthorized use of recordings in the workplace; and

WHEREAS, we have consulted with legal counsel and were provided with the appropriate language to revise the Personnel Policy.

WHEREAS, employees are prohibited from taking photographs, videos or making voice recordings on Kansas City, Kansas Housing Authority property unless given prior written authorization to use for organizational purposes; and

WHEREAS, recording devices shall include but are not limited to cameras, camcorders, video devices, cellular telephones, cassette recorders, digital voice, or image recorders; and

WHEREAS, any device, consisting of present or future technology, capable of recording images or sounds is strictly prohibited; and

WHEREAS, violations to the policy may result in immediate disciplinary action to include retention of the recording device and possible termination of employment.

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Kansas City, Kansas authorizes revisions to the Personnel Policy to include Recordings in the Workplace, Section 18.5 (a-c).

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2021-23.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

18.5 Recordings in the Workplace

a. General

In order to protect confidential and sensitive tenant, vendor, and organizational information in our possession, and to avoid the disruption that almost always occurs when surreptitious recordings occur in the workplace, employees are prohibited from taking photographs, videos, or making voice recordings on KCKHA property at any time unless given prior written authorization to use for organizational purposes.

b. Audio and Video Recordings

"Recording devices" under this policy include but are not limited to cameras, camcorders, video devices, cellular telephones, cassette recorders, and digital voice or image recorders. Any other device equipped with any capability or technology that can record images or sounds is also covered under this policy.

Employees are prohibited from using any form of recording or photography device in the workplace and from recording or photographing fellow employees in the workplace. Violations of this policy may result in immediate discipline (including possibility of termination), immediate removal of the recording device and/or the employee from the workplace, and retention of the recording device for inspection by the KCKHA and/or legal authorities.

Limited exceptions will apply where the employee requesting to use the recording device has been provided advance written authorization to use the recording device by an authorized member of management and the recording device is being used in an authorized manner to further KCKHA business.

c. Telephone Recordings

Employees shall not intercept, record, and or disclose any oral or telephonic communication by the means of an electronic recording device without the consent of at least one party or if they are a party to said communication.

RESOLUTION NO. 2021-24

**AUTHORITY TO ADOPT THE
SECTION 504 COORDINATOR JOB DESCRIPTION**

WHEREAS, properties accepting government subsidy, with 15 or more employees, regardless of its location or duties, the owner or managing entity must designate one person to coordinate efforts to comply with the Section 504 requirements; and

WHEREAS, in accordance with the Voluntary Compliance Agreement (VCA) between the U.S. Department of Housing and Urban Development (HUD), Office of Fair Housing and Equal Opportunity (FHEO), and the Kansas City, Kansas Housing Authority, (KCKHA), must appoint and hire a Section 504 Coordinator as required by 24 CFR 8.53 (a).

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the Section 504 Coordinator Job Description be adopted.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2021-24.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
October 21, 2021

New Business Consent Item: Authority to Accept the new Section 504 Coordinator
Job Description

Resolution No. 2021-24

Background:

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities conducted by the U.S. Department of Housing and Urban Development (HUD) or that receive financial assistance from HUD.

For properties accepting government subsidy, with 15 or more employees, regardless of its location or duties, the owner or managing entity must designate one person to coordinate efforts to comply with the Section 504 requirements.

Current Issue:

In accordance with the Voluntary Compliance Agreement (VCA) between the U.S. Department of Housing and Urban Development (HUD), Office of Fair Housing and Equal Opportunity (FHEO), and the Kansas City, Kansas Housing Authority, (KCKHA), must appoint and hire a Section 504 Coordinator as required by 24 CFR 8.53 (a).

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2021-24, if appropriate.