



Agenda

Housing Authority of the City of Kansas City, Kansas

Regular Meeting

Thursday, June 15, 2023
12 noon

Boardroom
1124 N. 9th Street

- I. Roll Call
- II. Approval of the Minutes
Regular Board Meeting May 11, 2023
(Pages 1—6)
- III. Executive Director's Report
(Pages 7—31)
- 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. Old Business Consent Item:

Resolution No. 2023-21 Authorize the Revision to the Personnel Policy
(Pages 32—34)
- VII. New Business Consent Items:

Resolution No. 2023-24 A Resolution authorizing the Kansas City, Kansas Housing Authority to amend the Administrative Plan for the Section 8 Housing Choice Voucher Program Chapter 4: Applications, Waiting List and Tenant Selection
(Pages 35—37)

Resolution No. 2023-25 Resolution for the Kansas City, Kansas Housing Authority to submit a Request for Proposal for Developer Consultant Services
(Pages 38—39)
- VIII. New Business Discussion Items: None

IX. Executive Session

X. Adjournment

Lunch will be served at noon for Board members.

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

Thursday, May 11, 2023
12:30 p.m.

Boardroom
Main Office

On the 11th day of May 2023 at 12:30 p.m. 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
Jacques Barber, Commissioner
Raul Escarcega, Commissioner
Carla Whiteside-Hicks, Commissioner
Rachel Jefferson, Commissioner (via Zoom)
P. Anne McDonald, Commissioner
J.D. Rios, Commissioner (via Zoom)
Chandra Ward, Commissioner
Linda Warner, Commissioner

ABSENT: Rev. Jimmie L. Banks, Vice-Chairman
Hazel Davis, Commissioner
Pastor Roderick McConnell, Commissioner

ALSO, PRESENT: Andrea Tapia, Executive Director/CEO
Worku Alem, Director of Finance
Cherrie Escobar, Director of Section 8
Jen Garrison, IT Administrator
Sue Martin, 504 Coordinator
Jacqueline D. Randle, Executive Services Manager
Anthony J. Shomin, Director of Contract Administration
Elaine Stroud, Director of Housing Operations
Chenaye Sutton, Self-Sufficiency Coordinator

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

Chairman Watkins called for approval of the minutes of April 20, 2023. Commissioner Rios made the motion to approve the minutes. Commissioner Barber seconded the motion, and the following vote was recorded:

AYES: Barber, Escarcega, Whiteside-Hicks, McDonald, Rios, Ward, Warner, Watkins

NAYS: None

ABSENT: Banks, Davis, McConnell

ABSTAIN: Jefferson

Motion carried.

Executive Director's Report

- Ms. Tapia informed the Board there was a fire at Wyandotte Towers which set off the sprinkler system producing about 300 gallons of water per minute which flowed down the elevator shaft. This flooded the motherboard leaving the two elevators inoperable. Residents were notified with notices left on their doors and we reached out to residents who needed additional help. They were given a number to contact staff also. This occurred on Monday. One of the elevators was up yesterday evening and they are working to get the second elevator up and running. Ms. Tapia said a resident left the building while cooking and this resulted in the sprinklers going off.
- Ms. Tapia advised there are 635 applicants on our Public Housing waiting list. Our occupancy rate is 97 percent which is an increase. The Property Manager reports are making huge difference. There has been an increase in warning letters and an increase in walking the properties, and we are beginning to see changes based on this.
- The Housing Choice Voucher staff is working to increase voucher issuance and lease-ups; and they are still looking for additional landlords. We anticipate opening the waitlist the end of June and it will be done online. Ms. Escobar verified the waitlist would be open for one week. It would be advertised on our website, in the newspapers and other agencies would be notified. Commissioner Rios asked would applicants have other means of accessing the waitlist other than online? Ms. Escobar noted staff can go to properties to help individuals fill out the application or applicants can come in the office to apply. Property Managers in the community will also assist applicants. Ms. Tapia said a letter will also go out to employers to be posted in their offices.
- Commissioner Warner asked about the Vaughn Dale Bonner capital campaign. She asked who would sign off on the environmental. Ms. Tapia noted the Mayor in Bonner Springs would not be able to do this. We are waiting on a response from HUD. Mr. Shomin noted we uploaded the environmental to HUD and are waiting an approval.
- Commissioner Barber asked about the utility allowance and would like more detail about the process. He said it looked like a higher allowance for duplexes than single family homes. Ms. Tapia said she could provide a copy of the study. It is 121 pages of data to show how they produced that number.

Chairman Watkins suggested a duplex could be higher because there are two meters.

Public Comments

Chairman Watkins called for public comments. Ms. Randle said there were no comments.

Committee Reports

Bylaws

Commissioner Barber said the Bylaws Committee met and produced changes and timelines for actions. Changes have been put in final draft form when they met on Tuesday. This has not gone out to everyone prior to this meeting. They want a full review by the committee before presenting it to the Board. Commissioner Rios questioned what areas are being changed. Commissioner Barber explained it has to do with Commissioner performance and behavior. There are standards of ethical conduct which everyone must sign. There have been rare occasions when a Commissioner has acted in a questionable manner. The Board does not have a process to address Commissioner behavior, this would go through the UG. The Bylaws committee is establishing a process to address Commissioner behavior. He hopes to have it ready for the next meeting.

Finance

Commissioner McDonald said the Finance Committee did not meet. They plan to meet after Finance staff finishes its year-end.

Personnel

Ms. Tapia noted the Personnel Committee did not meet. Chairman Watkins said Rev. Banks left a message saying that he and Ms. Tapia met regarding the change to the personnel policy, and he is on board with the change that will be proposed in today's agenda package. Also, Ms. Tapia presented to the Baptist Union, and she was well received. They would like to invite her back. The Chairman thanked Ms. Tapia for representing the Housing Authority well.

Development

Commissioner Warner noted she was in Florida, but knows the committee met and asked they share what occurred at the meeting. Chairman Watkins said they met

and had a good discussion on several issues. They are moving forward with Juniper Gardens. There is an agenda item to get up a 501(C) (3). This is a step in the process for us to move forward.

Resident Participation

Chairman Watkins noted there was no report.

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

Consent Agenda

Chairman Watkins asked if anyone would like to pull items from the consent agenda, Resolution Nos. 2023-19—2023-21. Commissioner Rios made a motion to approve Resolution Nos. 2023-19—2023-21. However, Commissioner Barber asked to remove Resolution No. 2023-21. Commissioner Rios amended his motion to approve Resolution Nos. 2021-19 and 2023-20. Commissioner Warner seconded the motion, and the following vote was recorded:

AYES: Barber, Escarcega, Jefferson, McConnell, McDonald, Rios, Ward, Warner, Watkins

NAYS: None

ABSENT: Banks, Davis, McConnell

ABSTAIN: None

Motion carried.

Resolution No. 2023-19, approving 2023 annual utility allowance schedule rate changes effective June 2023.

HUD requires Housing Authorities to review the utility allowances to determine if any adjustment is needed. Our agency is responsible for establishing and maintaining a utility allowance schedule which provides reasonable allowances for tenant-paid utilities. New rate schedules were received from Johnson Controls and the Board of Public Utilities. Rate changes will be effective June 1, 2023.

RESOLUTION NO. 2023-19—APPROVE 2023 ANNUAL UTILITY ALLOWANCE SCHEDULE RATE CHANGES EFFECTIVE JUNE 2023.

Resolution No. 2023-20, approving submittal of the Section 8 Management Assessment Program certification for FYE March 31, 2023.

HUD requires the Kansas City, Kansas Housing Authority submit a Section 8 Management Assessment Program (SEMAP) certification for fiscal year ended March 31, 2023. The certification must be approved by the Board of Commissioners and submitted by May 31, 2023. This resolution authorizes submittal of the SEMAP certification for fiscal year ended March 31, 2023. Through its self-audit, the Housing Authority is expected to receive 115 of 135 points.

RESOLUTION NO. 2023-20—APPROVING SUBMITTAL OF THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION FOR THE MARCH 31, 2023.

New Business Discussion Items

Resolution No. 2023-21—authorizing the revision of the Personnel Policy

Commissioner Barber expressed his concerns regarding the wording of this resolution. Chairman Watkins advised it had been reviewed by Vice-Chairman Banks and approved. Ms. Tapia suggested Board members review the proposed additions to the Personnel Policy and provide her with comments. Chairman Watkins said this resolution could be circulated for comments and tabled until next month.

This resolution was tabled.

Resolution No. 2023-22, authorizing acceptance of the proposal submitted and authorize a contract to provide external services with Marcum LLP, was introduced.

Chairman Watkins asked if an RFP was put out for these services. Ms. Tapia noted we did. Mr. Alem advised this company has good experience with auditing. Chairman Watkins said this is something we are required to do. He advised our last auditor provided auditing service for three years in a row.

Commissioner Rios made a motion to approve Resolution Nos. 2023-22. Commissioner Barber seconded the motion, and the following vote was recorded:

AYES: Barber, Escarcega, Jefferson, McConnell, McDonald, Rios, Ward, Warner, Watkins

NAYS: None

ABSENT: Banks, Davis, McConnell

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2023-22—AUTHORIZE ACCEPTANCE OF THE PROPOSAL SUBMITTED AND AUTHORIZE A CONTRACT TO PROVIDE EXTERNAL AUDIT SERVICES WITH MARCUM LLP.

Resolution No. 2023-23, authorizing board approval to pursue a 501 (C) (3) status for the Kansas City, Kansas Housing Authority, was introduced.

The Board discussed the merits of whether to pursue a 501 (C) (3) status for the Housing Authority. Commissioner Jefferson noted the resolution only discusses family self-sufficiency, and this is also a vehicle for repositioning options. The Chairman advised that repositioning options would have separate resolutions. Chairman called for a vote and after robust discussion, the resolution was voted on.

Commissioner Rios made a motion to approve Resolution No. 2023-23. Commissioner Barber seconded the motion, and the following vote was recorded:

AYES: Barber, Whiteside-Hicks, Connell, McDonald, Rios, Ward, Warner, Watkins

NAYS: Jefferson

ABSENT: Banks, Davis, McConnell

ABSTAIN: Escarcega

Motion carried.

RESOLUTION NO. 2023-23—AUTHORIZE BOARD APPROVAL TO PURSUE A 501 (C) (3) STATUS FOR THE KANSAS CITY, KANSAS HOUSING AUTHORITY.

Chairman Watkins called for adjournment, and it passed unanimously.

Matthew T. Watkins, Chairman

Andrea Tapia, Executive Director/CEO



Kansas City, Kansas Housing Authority
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Kansas City, Kansas 66101-2197
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To: Board of Commissioners
From: Andrea Tapia, Director/CEO
Date: June 15, 2023
Re: Executive Director's Report

CBIZ 2024 Health Benefits

On May 22, 2023, KCKHA staff met with CBIZ representatives for a pre-strategy meeting to discuss company goals, possible benefit changes, and concerns. CBIZ representatives discussed current trends in the marketplace and staying on top of the renewal process allowing more time to notify staff of any changes. Once CBIZ receives renewal from our current carrier and proposals from the marketplace, KCKHA will meet with CBIZ to discuss our options and to deliver our final decision.

Property Management

The Public Housing waitlist currently has 856 applicants. As of May, KCKHA's public housing has maintained an occupancy rate of 97%.

Fair Market Rents

The Kansas City, Kansas Housing Authority is obligated by 24 CFR 982.503 to conform to the FY 2023 Fair Market Rent System-Calculation for Kansas City, MO-KS Metro FMR Area. FMR calculation is provided by HUD and provides this Housing Authority with the Fair Market Rents for our area. Flat rent for units (by unit bedroom size) is then calculated using 80% of the FMR by staff. This HUD notification also provides the income guidelines our agency uses to determine resident/applicant eligibility.

The Kansas City, Kansas Housing is obligated to adhere to the FY 2023 Fair Market Rent System-Calculation for Kansas City, MO-KS. Below is the FY 2023 income guideline, FMR and flat rent (by unit bedroom size).

Kansas City KS Housing Authority Income Limits for Admissions
Income Limits effective May 2023

Number of Family Members	30% or less than area median extremely low income	> 30% but < 50% area median very low income	> 50% but < 80% area median low income
1	\$21,550	\$35,900	\$57,400
2	\$24,600	\$41,000	\$65,600
3	\$27,700	\$46,150	\$73,800
4	\$30,750	\$51,250	\$82,000
5	\$35,140	\$55,350	\$88,600
6	\$40,280	\$59,450	\$95,150
7	\$45,420	\$63,550	\$101,700
8	\$50,560	\$67,650	\$108,250

2023 Fair Market Rent		2023 Flat Rent	
Housing Choice Voucher Program		Public Housing Program	
0 Bedrooms	\$885	0 Bedrooms	\$708
1 Bedrooms	\$1,102	1 Bedrooms	\$802
2 Bedrooms	\$1,280	2 Bedrooms	\$931
3 Bedrooms	\$1,683	3 Bedrooms	\$1,224
4 Bedrooms	\$1,955	4 Bedrooms	\$1,422
5 Bedrooms	\$2,044	5 Bedrooms	\$1,635
6 Bedrooms	\$2,310	6 Bedrooms	\$1,848

Housing Choice Voucher Program

The Housing Choice Voucher (HCV) Program continues to work towards increasing voucher issuance and lease up of vouchers. Currently there are 1,116 HCV and 28 VASH vouchers that are leased with 226 voucher holders searching for a place to rent, and 12 new voucher holders who have leased up. During the month of May 2023, six individuals ended participation in the program. The attached chart shows exit dates, and reason for exiting the program. The May 2023, Housing Assistance Payments (HAP) paid to the landlords totaled \$882,489. HCV currently has 398 applicants on the waitlist. We anticipate opening the waiting list sometime during the summer of 2023.

S8 - EOP - Report		
From: 05/01/2023 Thru: 05/31/2023		
Programs: All Projects: All		
Processed Records: 6 Selected		
Records: 6		
Order By: Tenant Name		
5/31/2023	S8-Zero HAP/Over Income	Voucher HCV
5/31/2023	S8-Request off Program	Voucher VASH
5/31/2023	S8-Zero HAP/Over Income	Voucher HCV
5/31/2023	S8-Illness/Deceased	Voucher PB - Delaware Highlands
5/31/2023	Voucher Holder Searching	Voucher HCV
5/31/2023	S8-Zero HAP/Over Income	Voucher HCV

Information Technology (IT) Department

KCKHA has spent the past two years restructuring the networking infrastructure of our organization. The restructuring allowed KCKHA to take a hard look at how we manage, and access information needed to conduct business. We expanded our services with ConvergeOne to guide our agency in identifying any gaps and reducing positional risks. We implemented twice a month meeting to discuss agency concerns, software, and equipment updates.

We hired a full-time IT Administrator to work closely with ConvergeOne and KCKHA staff ensuring network systems and telecommunication systems can meet KCKHA's business objectives. During the past 90 days, the IT department has completed the following:

- A self-audit and inventory of all IT Assets. This included tagging each item with an asset inventory tag and recording all relevant tracking information of the devices.
- Spoke with staff about what is working/not working and how to leverage what resources we have available currently.
- Working with ConvergeOne to solidify an IT Infrastructure assessment that will help to create an IT roadmap moving forward.
- Assessing the current hardware and software in use in the environment and planning for future investment to newer technologies. Quotes received from Lenovo direct for hardware refresh initiatives to replace approximately 60 identified assets which are no longer under any service warranty or supported by manufacturer.
- New printer fleet installation. Entire printer fleet has been replaced, tagged, and inventoried.
- Started a training series called Lunch and Learn to help staff in need of additional training with software programs needed to complete everyday tasks.

The following are monthly reports provided by staff:

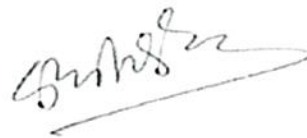
- A. Statement of Funds
- B. Delinquency Report
- C. Disbursements of \$1,000
- D. Operating Receipt and Expenditures
- E. Maintenance Report
- F. Occupancy Report
- G. Monthly Move-outs and Move-ins
- H. Modernization Report
- I. Family Self-Sufficiency/Resident Services Report
- J. Section 8 Utilization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

**Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended MAY 31, 2023**

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$283,155.13	Liberty
Payroll Account	0.00%		\$7,407.59	Liberty
ACH Pymt Account	0.00%		\$35,611.26	Liberty
Rent Depository Account	0.00%		\$4,802,855.42	Bank of Labor
Rent Bank Deposit Accounts	0.019%		\$305,722.73	Various Rent Banks
Homeless Prevention Program	0.049%		5,510.33	Bank of Labor
Sponsorship Program	0.019%		20,277.39	Bank of Labor
Section 8 Checking	0.00%		641,110.89	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,935.29	Liberty
Family Self Sufficiency	0.019%		\$80,686.50	Bank of Labor
KCKHA Debt Service Account			\$1,139,715.54	Deutsche Bank
CD#120245349	3.50%	09/01/23	\$500,000.00	Bank of Labor

(a) Represents Rates as of June 9, 2023 provided by Banks.


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



Worku Alem
Director of Finance

Kansas City, Kansas Housing Authority
Delinquency in Accounts Receivable
For the Month of May 31, 2023

	<u>Rent & Other Charges</u>	<u>Repayment Agreements</u>	<u>Net Total</u>
Accounts Receivable (Amounts Delinquent)	\$238,271.13	(\$113,436.32)	\$124,834.81
 Total Charges to Tenants for Month			 \$482,794.52
 Delinquency Ratio			 25.86%
 Petitioned to Court			 _____ 19
 Praecipies Issued			 _____ 19
 Evictions			 _____ 12
 Pending Evictions			 _____



Worku Alem
Director of Finance

Kansas City, Kansas Housing Authority	
Payments Over \$1,000.00	
For The Month of MAY '23	
CONTRACTS	
MAINTENANCE COSTS	
Amazon Capital Services, inc	\$1,042.87
BLUELINX CORPORATION	\$6,429.52
BLUELINX CORPORATION	\$1,424.09
Booney's Lawn Service	\$7,120.00
CALHOUN LAWN CARE, LLC	\$7,150.00
CALHOUN LAWN CARE, LLC	\$7,050.00
CE WATER MANAGEMENT	\$4,138.84
CEI Electrical & Mechanical	\$12,507.50
CEI Electrical & Mechanical	\$4,285.00
Charter Communications	\$1,513.37
CINTAS FIRE	\$2,758.37
ConvergeOne, Inc	\$14,327.19
COOL HEAT KC, LLC	\$9,880.18
COOL HEAT KC, LLC	\$7,229.60
DAVID ALLEN HENDERSON DBA	\$1,805.00
DAVID ALLEN HENDERSON DBA	\$1,805.00
DAVID ALLEN HENDERSON DBA	\$1,805.00
DAVID ALLEN HENDERSON DBA	\$1,805.00
Design Mechanical, Inc.	\$2,299.00
F & C REMODELING & CLEANING SERVICE	\$4,325.00
F & C REMODELING & CLEANING SERVICE	\$2,825.00
Ferguson Enterprises, LLC.	\$3,341.66
Ferguson Enterprises, LLC.	\$2,753.03
Ferguson Enterprises, LLC.	\$1,483.57
GE APPLIANCES, A HAIER COMPANY	\$7,740.00
GERKEN RENT-ALL INC	\$1,308.92
GFI DIGITAL	\$1,747.86
Gold Star Flooring & More, Inc	\$1,705.00
Grainger	\$2,594.76
Grainger	\$1,008.73
H.D. Supply	\$2,677.66
HERITAGE TRACTOR, INC	\$5,424.00
James Hanson dba Jim's Services	\$4,067.50
John Ripley Window Washing	\$1,050.00
Klemp Electric Mach. Co. Inc.	\$1,264.68
KLEND AUSTERMANN LLC	\$1,042.23

Lees Printing Company, INC	\$1,860.79
Lowes	\$3,712.05
MEI TOTAL ELEVATOR SOLUTIONS	\$5,887.64
MIDWEST BED BUG SERVICES	\$3,000.00
MIDWEST BED BUG SERVICES	\$2,250.00
National Fire Suppression	\$1,395.00
Olney Sales Inc.	\$8,863.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$6,040.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,055.00
PDQ Supply Inc.	\$2,204.70
PRESTO-X	\$1,350.00
Property Plus Construction	\$3,200.00
Ralph Friedland & Brothers	\$2,922.00
REPUBLIC SERVICES #468	\$1,891.07
Smallwood Locksmiths, Inc	\$2,311.00
STACO ELECTRIC CONSTRUCTION CO	\$1,101.24
Stanion Wholesale Elec. Co.	\$3,143.16
Stanion Wholesale Elec. Co.	\$1,800.00
SUTTON REMODELING, LLC	\$6,145.00
SUTTON REMODELING, LLC	\$6,050.00
Virginia Tile Company	\$2,037.04
W CARTER & ASSOCIATES GLAZING, LLC	\$1,582.00
Waste Management	\$5,652.06
Zep Manufacturing Company	\$1,615.80
Zep Manufacturing Company	\$1,315.66
MISCELLANEOUS	
ALL COPY PRODUCTS, INC	\$1,213.80
AT&T	\$12,766.55
Deutsche Bank Trust Co. Americ	\$1,200.00
DORMAKABA USA INC	\$3,647.32
ENTERPRISE FM TRUST	\$9,203.30
ENTERPRISE FM TRUST	\$9,176.54
Equifax Workforce Solutions LLC	\$2,817.07
Fedex Office	\$2,019.02
Johnson Controls Inc.	\$38,338.56
Johnson Controls Inc.	\$9,643.57
Johnstone Supply Co.	\$14,011.64
KEATING MUD JACKING & CONCRETE, INC.	\$4,250.00
KEMPKES CONTRACTORS, LLC	\$4,280.00
MASTERCARD	\$6,174.06
McCray Lumber & Millwork	\$5,711.76
McCRIGHT & ASSOCIATES, LLC	\$7,343.00

Mylo, LLC	\$16,017.00
New Village Printing & Promotional, LLC	\$1,960.79
OFFICE ESSENTIALS, INC	\$7,789.33
OMNI HUMAN RESOURCE MANAGEMENT	\$3,310.00
PayLease, LLC	\$3,836.68
PayLease, LLC	\$3,305.70
PHADA	\$5,350.00
Robert Half International, Inc	\$7,842.94
Robert Half International, Inc	\$2,015.13
Robert Half International, Inc	\$1,978.38
Utility Management Services	\$1,800.00
Verizon Wireless	\$2,323.18
WEX BANK DBA WRIGHT EXPRESS FSC	\$6,402.31
WEX BANK DBA WRIGHT EXPRESS FSC	\$6,096.37
MODERNIZATION	
Amazon Capital Services, Inc (UFAS Improvements)	\$2,987.52
AMERICAN DIGITAL SECURITY, LLC (Plaza Tower Interior Modernization)	\$1,170.00
CDW Government LLC, CDW Government (Management Improvements)	\$4,902.00
Centurion Moving & Storage (Contractor payment Juniper Gardens Relocation)	\$12,400.00
CVR Associates, Inc (Contractor payment - Juniper Gardens Relocation)	\$28,937.50
Ferguson Enterprises, LLC. (Management Improvements)	\$1,153.90
GE APPLIANCES, A HAIER COMPANY (504 UFAS Improvements)	\$6,750.00
H.D. Supply (Interior Mod K1-15)	\$14,679.22
H.D. Supply (Interior Mod K1-15)	\$12,153.11
H.D. Supply (Interior Mod K1-15)	\$4,447.82
Infinity Group LLC (Contractor payment for Plaza Tower Interior Modernization Phase 3)	\$45,477.90
Jacobson Asbestos Co (Interior Mod (K1-15)	\$8,612.50
McCray Lumber & Millwork (Interior Mod (K1-15)	\$1,851.39
Sherwin-Williams Co (Interior Mod (K1-15)	\$4,148.68
Tailor Made Exteriors, LLC (Contractor payment for Interior Mod (K1-15)	\$185,942.24
PAYROLL COSTS	
AFLAC PREMIUM HOLDING	\$3,832.94

Kansas City, Kansas Housing Authority
Operating Income and Expenditure
For the Period Ended April 30, 2023

	CEN OFFICE YR TO DATE	%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	%	SECTION 8 BUDGET	FSS YR TO DATE	ROSS YR TO DATE	TOTAL YR TO DATE	%	TOTAL BUDGET
OPERATING INCOME:														
Dwelling Rent	\$104.72	75%	\$140.00	\$445,417.00	6%	\$4,934,708.00	\$4,714.00					\$445,417.00	9%	\$4,934,708
Fraud Recovery Income						\$860.00						\$4,714.00		\$4,934,708
Interest Income				\$22,231.15								\$104.72	10%	\$1,000
Tenant Income														
Transfer from CTP														
Other Income	\$542.14	8%	\$1,957,265.00	\$12,409.88	4%	\$1,031,654.00						\$12,409.88	4%	\$1,031,654
Fee for Services - COCC	\$165,145.00					\$344,460.00						\$165,145.00	8%	\$344,460
Grant Income														
Management Fees	\$170,616.92	6%	\$2,689,665.00							\$5,097.30	\$7,977.47	\$13,974.77	8%	\$1,957,265
Total Operating Income	\$336,408.78	7%	\$4,647,070.00	\$480,058.03	8%	\$6,311,682.00	\$4,714.00			\$5,097.30	\$7,977.47	\$170,616.92	6%	\$2,689,665
Operating Subsidy														
Section 8 Admin Fees														
Total Operating Receipts	\$336,408.78	7%	\$4,647,070.00	\$480,058.03	8%	\$6,311,682.00	\$4,714.00			\$5,097.30	\$7,977.47	\$170,616.92	6%	\$2,689,665
OPERATING EXPENSES														
Administrative Salaries	\$83,926.97	6%	\$1,327,545.00	\$68,137.91	5%	\$1,405,832.00	\$18,545.22	5%	\$360,254.00	\$4,073.44	\$5,712.86	\$180,396.40	6%	\$3,093,631
Management Fees				\$148,386.92	10%	\$1,519,910.00	\$22,795.50	8%	\$289,533.00			\$171,182.42	9%	\$1,839,443
Other Admin Expenses	\$1,956.01	1%	\$280,649.00	\$5,550.69	1%	\$431,969.00	\$2,907.22	2%	\$126,088.00			\$10,413.92	1%	\$838,646
Tenant Services														
Tenant Services Salaries				\$2,918.93								\$2,918.93		
Resident Assoc Expenses														
Other Expenses														
Total Utilities			\$45,547.00			\$2,091,573.00								\$10,554
Maintenance Salaries	\$71,566.90	6%	\$1,282,985.00	\$107,472.19	5%	\$2,025,449.00						\$179,039.09	5%	\$3,308,434
Main Materials	(\$10,210.74)	-2%	\$545,754.00	\$20,337.42	3%	\$758,129.00	\$702.18	27%	\$2,584.00			\$10,828.86	1%	\$1,306,467
Fee for Services - COCC				\$165,145.00	8%	\$1,957,265.00						\$165,145.00	8%	\$1,957,265
Other Maint Contracts	\$1,943.98	2%	\$123,248.00	\$49,638.94	2%	\$2,408,626.00	\$608.16	1%	\$30,474.00			\$52,191.08	2%	\$2,582,348
Other Security Expense						\$208,853.00								\$208,853
Insurance	\$10,036.80	8%	\$118,337.00	\$54,123.06	8%	\$681,974.00	\$2,113.13	8%	\$25,756.00			\$66,272.99	8%	\$826,067
Terminal Leave Payments														
Employee Benefit Contributions	\$46,800.43	5%	\$921,794.00	\$62,021.33	5%	\$1,285,354.00	\$4,461.83	4%	\$127,208.00	\$1,923.86	\$2,264.61	\$117,472.06	5%	\$2,334,356
Collection Losses				(\$114,905.67)	-13%	\$82,740.00						(\$114,905.67)	-13%	\$82,740
Interest Expense				\$41,495.50	8%	\$498,062.00						\$41,495.50	8%	\$498,062
Other General Expense	\$75.68	5%	\$1,680.00	\$432.57	14%	\$3,041.00	\$882.97	8%	\$11,000.00			\$1,391.22	9%	\$15,721
Total Routine Expenses	\$206,096.03	4%	\$4,647,539.00	\$610,754.79	4%	\$16,330,056.00	\$53,016.21	5%	\$992,807.00	\$5,097.30	\$7,977.47	\$883,841.80	4%	\$21,970,492
COVID														
Casualty Losses - Net														
Total Operating Expenses	\$206,096.03	4%	\$4,647,539.00	\$610,754.79	4%	\$16,330,056.00	\$53,016.21	5%	\$992,807.00	\$5,097.30	\$7,977.47	\$883,841.80	4%	\$21,970,492
Prior Year Adjustments														
Total Operating Expenditures	\$206,096.03	4%	\$4,647,539.00	\$610,754.79	4%	\$16,330,056.00	\$53,016.21	5%	\$992,807.00	\$5,097.30	\$7,977.47	\$883,841.80	4%	\$21,970,492
Gain (Loss) from Operations	\$130,312.75		(\$569.00)	\$488,693.24		\$119,287.00	\$24,352.79		(\$81,624.00)			\$643,358.78		\$37,194

*** April is the 1st month of the Fiscal Year Ending March 31st
 *** Percentage is 23% or 1/22nd of the year

Wokru Alem, Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY
MAINTENANCE REPORT
FOR THE MONTH OF MAY 2023**

CUSTOMER SERVICE & SATISFACTION SURVEY - MAY 2023

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
05/01/23	138	15	153	4	4	0	11
05/02/23	132	27	159	6	6	0	21
05/03/23	114	18	132	5	5	0	13
05/04/23	145	26	171	5	5	0	21
05/08/23	131	32	163	7	7	0	25
05/09/23	153	30	183	3	3	0	27
05/10/23	123	20	143	2	2	0	18
05/11/23	134	13	147	1	1	0	12
05/12/23	164	20	184	1	1	0	19
05/16/23	153	23	176	5	5	0	18
05/17/23	136	23	159	4	4	0	19
05/18/23	159	25	184	3	3	0	22
05/19/23	190	20	210	3	3	0	17
05/22/23	66	8	74	2	2	0	6
05/23/23	185	25	210	2	2	0	23
05/24/23	71	16	87	3	3	0	13
05/25/23	107	18	125	4	4	0	14
05/26/23	119	22	141	4	4	0	18
05/30/23	75	21	96	2	2	0	19
	2,495	402	2,897	66	66	0	336
			(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 16% of the service work orders completed
- (b) No Response 84% 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	34	35	69
Units in Mod	31	40	71
Juniper in Mod	203	0	203
Fire Units	1	1	1
Defer Maint	0	0	0
Rentable Units	34	35	69
Move-Ins	4	13	17
Move-Outs	14	19	33
Units Available	5	6	11

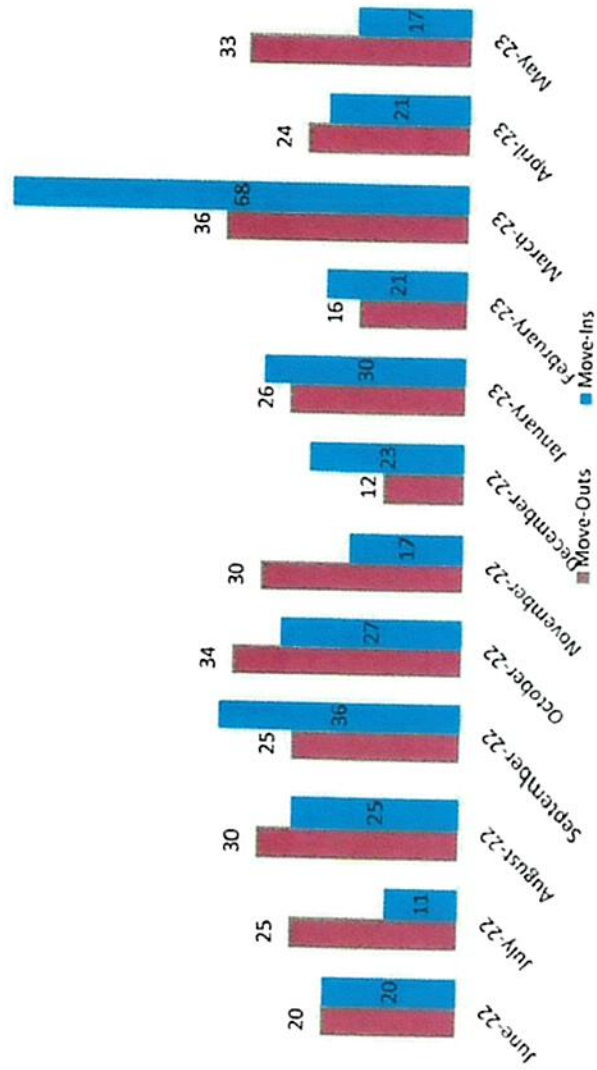
**Kansas City, Kansas Housing Authority
May 2023 Occupancy Report**

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	50	-	12	203	100%	100%
K1-2 D(1) ST. MARGARETS PARK	100	97	2	1		98%	99%
K1-3 D(1) CYRUS K. HOLIDAY	60	51	2	1	6	97%	97%
K1-4 *M(1) D(8) WYANDOTTE TOWERS	302	278	18	6	-	94%	97%
K1-5 *M(2) D(1) BELROSE MANOR	90	81	6	1	2	93%	93%
K1-6 Elderly DOUGLAS HEIGHTS	101	98	3	-	-	97%	97%
K1-7 D(1) DOUGLAS HEIGHTS	99	88	8	3		92%	95%
K1-8 D(1) SCATTERED SITES	24	21	1	2		96%	96%
K1-9 D(1) SCATTERED SITES	30	29	-		1	100%	100%
K1-10 *M(2) SCATTERED SITES	42	39	1		2	98%	93%
K1-11 M(1) D(1) GRANDVIEW PARK	40	34	4	1	1	90%	90%
K1-12 D(2) CHALET MANOR	66	49	-	2	15	100%	100%
K1-13 WELBORN VILLA	80	80	-	-		100%	100%
K1-14 BETHANY PARK TOWERS	153	149	4	-		97%	98%
K1-15 *M(6) SCATTERED SITES	20	14	-	-	6	100%	100%
K1-17 *M(1) GLANVILLE TOWERS	108	104	4		-	96%	94%
K1-18 ROSEDALE TOWERS	122	111	1	-	10	99%	98%
K1-20 D(1) WESTGATE TOWERS	163	157	5	1		97%	98%
K1-21 D(1) SCATTERED SITES	8	8	-			100%	100%
K1-22 WESTGATE VILLA	20	20	-			100%	95%
K1-23 D(1) SCATTERED SITES	38	37	1			97%	95%
K1-24 M(18) PLAZA TOWERS	115	85	-		30	100%	99%
K1-25 D(1) SCATTERED SITES	12	10	1	1		92%	92%
AMP 58 Bonner Springs (absorbed 7/1/21)	50	42	8	-		84%	92%
Total Units Available for Occupancy	2,108	1,732	69	31	276	97%	97%

2,039

15,292.5

Kansas City, Kansas Housing Authority
The Last 12 Months



MODERNIZATION AND DEVELOPMENT REPORT **June, 2023**

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. This program is being prepared for close out.

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 \$4,718,488.00. 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 Rise, v and Glanville Towers, K1-57 Westgate Tower Fire Alarm Panel Replacement, and K1-20 Westgate Tower Chiller Replacement.

CAPITAL FUND PROGRAM 2019

The funding amount for this program is \$4,914,294.00. 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, K1-54 Scattered Site (15) Interior Modernization Phase 2, K1-57 Plaza Tower Interior

Modernization Phase 2 (floors 4, 5, and 6), and K1-54 Maintenance Facility Metal Roof Retrofit.

K1-57 PLAZA TOWER RELOCATION

All relocations for Phase 3 Interior Modernization have been completed. However, one handicapped resident will need to be moved back to a handicapped unit once it is completed, in this final phase.

K1-54 SCATTERED SITES 15 EROSION REPAIR 4515 PARKVIEW AVENUE

Bids were received on March 31st, 2023, for erosion repair at 4515 Parkview Avenue. The repair work is to shore up an exposed footing and build a retaining wall to hold back the soil. A contract was awarded to Tailor Made Exteriors, in the amount of \$34,907.61. Work is to begin soon.

CAPITAL FUND PROGRAM 2019 LEAD-BASED PAINT GRANT

The funding amount for this grant is \$519,960.00. These grant funds are to be used for the identification, remediation and/or elimination of lead-based paint hazards in Housing Authority family developments that house children up to 6 years of age. The implementation of this grant was delayed due to Covid. The first step is a lead-based paint assessment and inspection of family developments. The Board authorized the award of a contract at the May 19th, 2022, meeting to Professional Environmental Engineers, Inc., in the amount of \$77,921.68 for a lead-based paint assessment and inspection at 14 housing authority family developments. Assessments and inspections are complete. This program is being prepared for close out.

CAPITAL FUND PROGRAM 2020

The funding amount for this program is \$5,288,808.00. 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 project is complete: Douglas Heights Elevator Modernization, and K1-52 and K1-53 Foundation Repair and Stabilization.

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 has approved 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. The Board authorized a contract for relocation services, at its 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. Meetings with Juniper Gardens residents was held on February 24th and 27th, 2023. Relocation has begun. Of the 69 residents that will require relocation, 11 have been moved from Juniper Gardens to other housing.

K1-54(7) SCATTERED SITES RETAINING WALL REPAIR

Bids were received on January 12, 2022, for the repair of a retaining wall that has failed at approximately 5th Street and Cleveland Avenue. The Board authorized the award of a contract, at the February 2022 meeting, to Heartland Foundation Solutions, in the amount of \$250,802.88. Pre-construction meeting was held on March 10, 2022. Notice to Proceed was issued May 27, 2022. This project is substantially complete. Punchlist items are being addressed. Awaiting final paperwork to close out this project.

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 has procured environmental testing of the various projects, and Architectural and Engineering services to prepare plans for the various projects.

K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 3 (Floors 1, 2, & 3)

Bids were received on March 30th, 2022, for this project. The Board authorized the award of a contract at the April 22nd, 2022 meeting, to Infinity Group LLC, in the amount of \$2,398,348.00. Pre-construction meeting was held on May 3rd, 2022. A Notice to Proceed was issued on May 16th, 2022. Work on 3rd floor is complete and accepted. 2nd floor work is nearly complete. A final inspection of the 2nd floor should be requested in a few weeks. 1st Floor work is progressing well, electrical and plumbing rough-in and drywall installation and taping is complete. Painting and cabinet installation is underway.

K1-54 SCATTERED SITES 15 INTERIOR MODERNIZATION PHASE 3 (4529, 4545, 4551, AND 4555 OAK AVENUE, AND 4515 AND 4543 PARKVIEW AVENUE)

A bid was received on December 20th, 2022, for the final phase of interior modernization for the last 6 houses at this development. The Board authorized the award of a contract at the January 19th, 2023, meeting, to Taylor Made Exteriors LLC, in the amount of \$470,448.97. Asbestos abatement is required in two of the houses. Asbestos abatement bids were received on March 13th, 2023, and awarded to Jacobson Asbestos Company, in the amount of \$11,350.00. Asbestos abatement is complete. A pre-

construction meeting was held on February 9th project. A Notice to Proceed was issued on March 22nd, 2023. Work has begun and is progressing well. Demolition is completed. Electrical rough-in, plumbing rough-in, and carpentry work has begun and is progressing well. VCT flooring installation is scheduled to begin as soon as material is delivered.

K1-56 GLANVILLE TOWER ELEVATOR MODERNIZATION

A bid was received on December 20th, 2022, for this project. The Board authorized the award of a contract at the January 19th 2023 meeting, to MEI Total Elevator Solutions, in the amount of \$834,481.00. A pre-construction meeting was held on February 9th project. Equipment has been ordered and is expected in June of 2023. A Notice to Proceed will be issued when the equipment is expected to arrive.

CAPITAL FUND PROGRAM 2022

The funding amount for this program is \$6,843,959.00. The public hearing and final budget were presented to the residents on December 8th, 2021. The Capital Fund Program 2022 was approved at the December 16th, 2021, Board meeting. Staff has submitted the necessary paperwork to HUD. HUD has accepted and approved this grant for implementation. Staff has procured environmental testing of the various projects, and Architectural and Engineering services to prepare plans for the various projects. Plans are being prepared for the projects in this program.

The following project is complete: K1-53 Chalet Manor Emergency Window Repair.

K1-54 SCATTERED SITES 10 HVAC REPLACEMENT

Bids were received on August 31, 2022, for the replacement of furnaces and air conditioning equipment at Scattered Sites 10 family development. The Board authorized the award of a contract, at the September 15th, 2022 meeting, to AAIM Services Inc, in the amount of \$451,000.00. A pre-construction meeting was held on September 30th, 2022. Notice to Proceed was issued on January 3, 2023. All furnaces and air conditioners have been installed. The project is complete. Awaiting submission of final paperwork to close out this project.

K1-58 VAUGHN DALE BONNER SPRINGS STRUCTURAL REPAIR

Bids were received on March 22nd, 2023, for structural repair needed in the 30 unit, three story building in Bonner Springs. Southtown Glass Inc., doing business as SGI, is the low bidder with a bid of \$25,345.00. Award of a contract is awaiting the completion of the required HUD environmental review. HUD is conducting the environmental review. A notice of proposed work has been sent to the State Historical society for comment, awaiting their reply prior to finalize the environmental review. Work will begin as soon as the environmental review is signed and approved by HUD.

CAPITAL FUND PROGRAM 2023

The funding amount for this program is \$6,890,000.00. The public hearing and final budget were presented to the residents on December 7th, 2022. The Capital Fund Program 2023 was approved at the January 19th, 2023, Board meeting. Staff has submitted all necessary paperwork to HUD and is awaiting HUD review and approval.

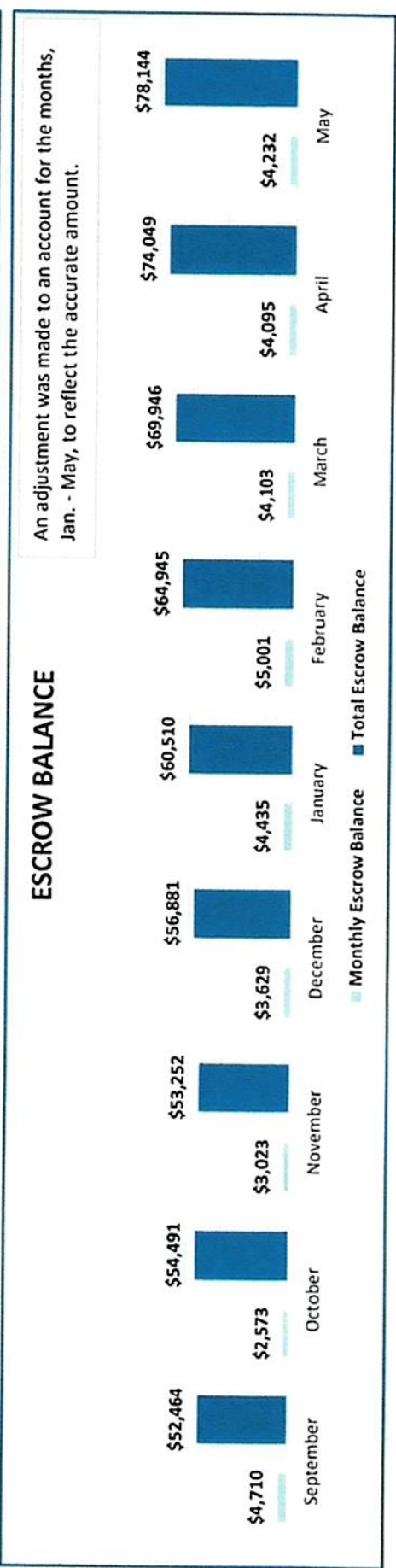
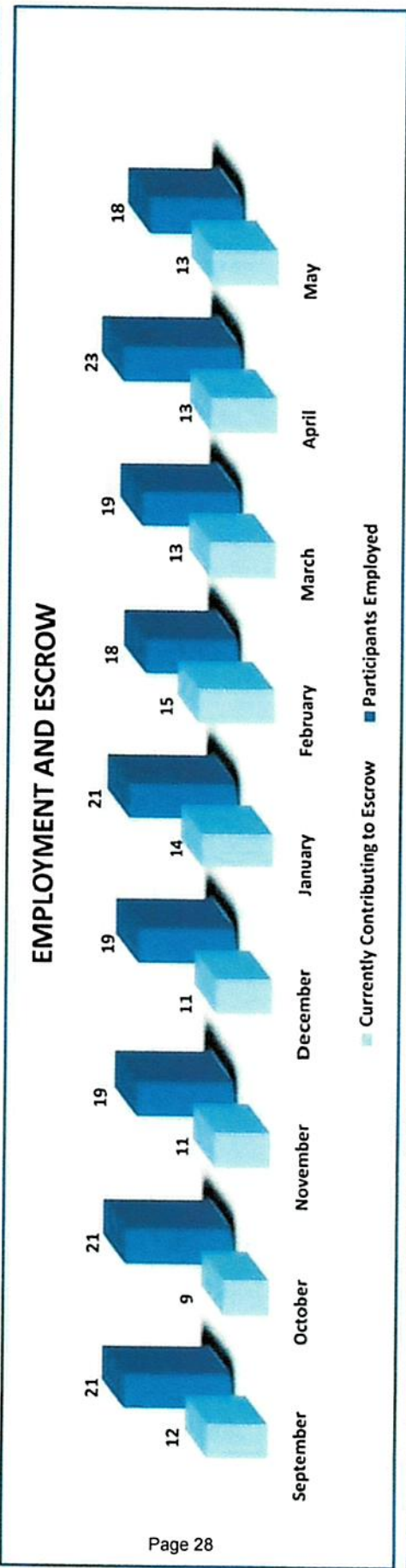
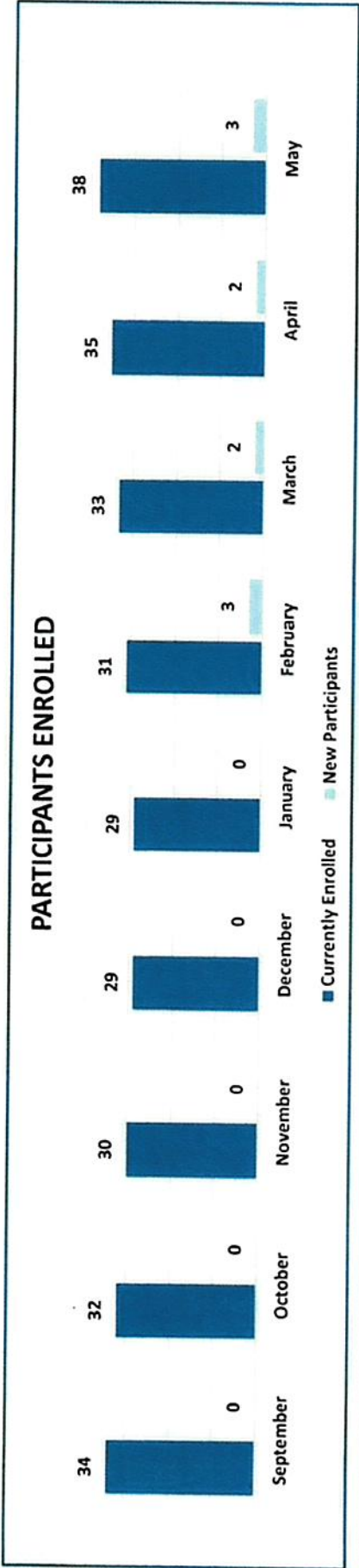
FAMILY SELF-SUFFICIENCY PROGRAM SUMMARY- May 2023

Month	September	October	November	December	January	February	March	April	May
Currently Enrolled	34	32	30	29	29	31	33	35	38
New Participants	0	0	0	0	0	3	2	2	3
Exited	1	2	0	2	1	0	0	0	0
Ported	0	0	0	0	0	0	0	1	0
Graduated	1	0	0	0	0	0	0	0	0
Participants Employed	21	21	19	19	21	18	19	23	18
Participants with Escrow	19	17	12	12	18	18	14	18	18
Currently Contributing to Escrow	12	9	11	11	14	15	13	13	13
Total Escrow Balance	\$ 52,464	\$ 54,491	\$ 53,252	\$ 56,881	\$ 60,510	\$ 64,945	\$ 69,946	\$ 74,049	\$ 78,144
Monthly Escrow Balance	\$ 4,710	\$ 2,573	\$ 3,023	\$ 3,629	\$ 4,435	\$ 5,001	\$ 4,103	\$ 4,095	\$ 4,232
Appts with Participants	9	14	11	9	13	13	20	25	15
Initial Appts	0	0	0	0	3	3	2	2	3
SSI Only	2	2	2	2	2	3	3	4	4
TANF	0	0	0	0	0	0	0	0	0
Credit Pulled/Reviewed	0	2	0	0	1	2	3	2	1
Interim Withdrawls	0	0	0	0	0	0	0	0	0
Money Dispersed	0	0	0	0	0	0	0	0	0

RESIDENT SERVICES AND SELF-SUFFICIENCY PROGRAM SUMMARY

Month	May
Assessments Completed	29
Referrals	2
Individual Training Plan	0
Employment	1
Goal Completions	0

Family Self-Sufficiency Dashboard At a Glance - May 2023



GREAT THINGS ARE HAPPENING IN FAMILY SELF-SUFFICIENCY *and* RESIDENT OPPORTUNITY AND SELF-SUFFICIENCY



Rosedale Tower residents waiting for lunch delivered by Area Agency on Aging. These two ladies have been long time residents and have had a special friendship for over 25 years. They "look out for each other."

The lady on the left celebrated her 96th birthday, May 30. She worked up until she was 90 years old. She has been living at Rosedale for over 30 years, still very independent, and is their eldest resident.

The lady on the right has lived independently at Rosedale for 27 years.



KCKHA held its second quarter Housing 101 Informational Session. Sixteen local agencies attended to learn how HA programs work and the process for applying.



The Learning Club provides one-on-one after school tutoring to KCK students residing in PH. These seniors received a \$2,500 scholarship; one student from Chalet Manor and one from Cyrus K.

The Housing Authority was recognized at the graduation ceremony for the internship program for providing the property sites.

Youth Build will be building raised garden beds for the residents at Rosedale. Their current garden beds are too low for many residents who love to work in the garden.

The Workforce Project Director and Youth Build Program Director met with the Rosedale Resident Council Treasurer, property manager, and head maintenance to discuss the project.



PC's for People spent time at three high rise towers to sign residents up for free WiFi.

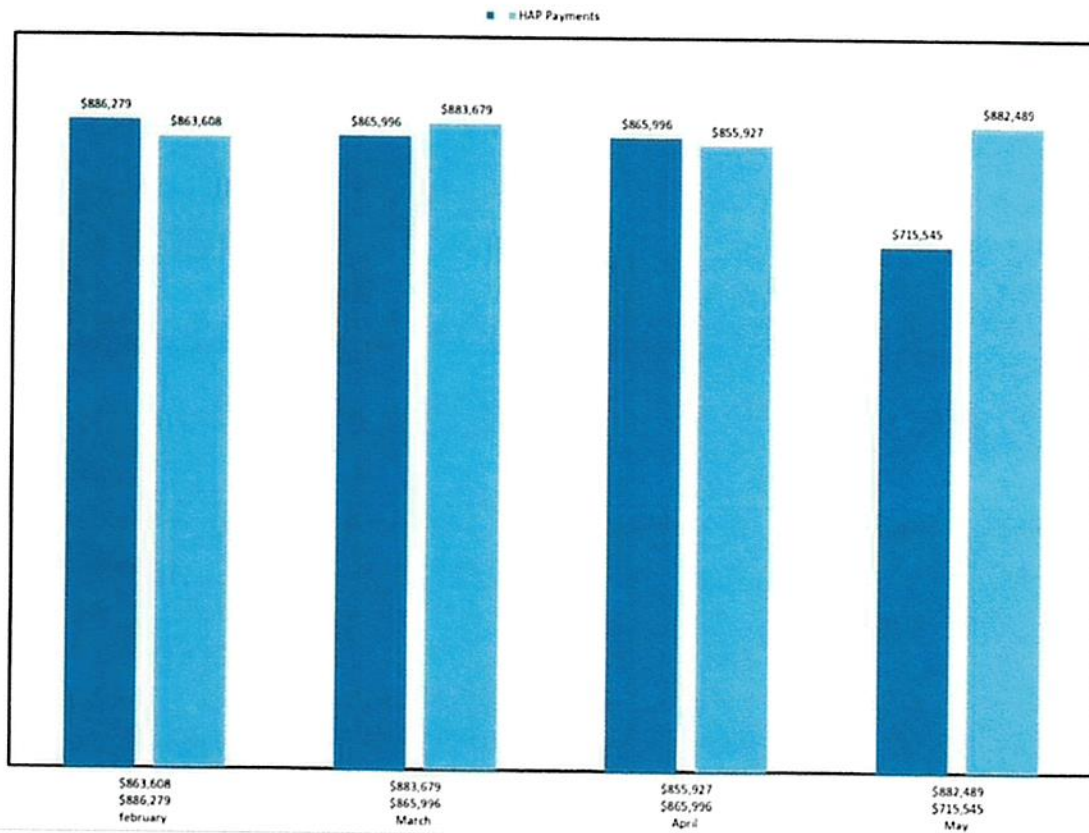
Currently, 195 residents have signed up for the Affordable Connectivity Program.

A *Wow!* **moment!**

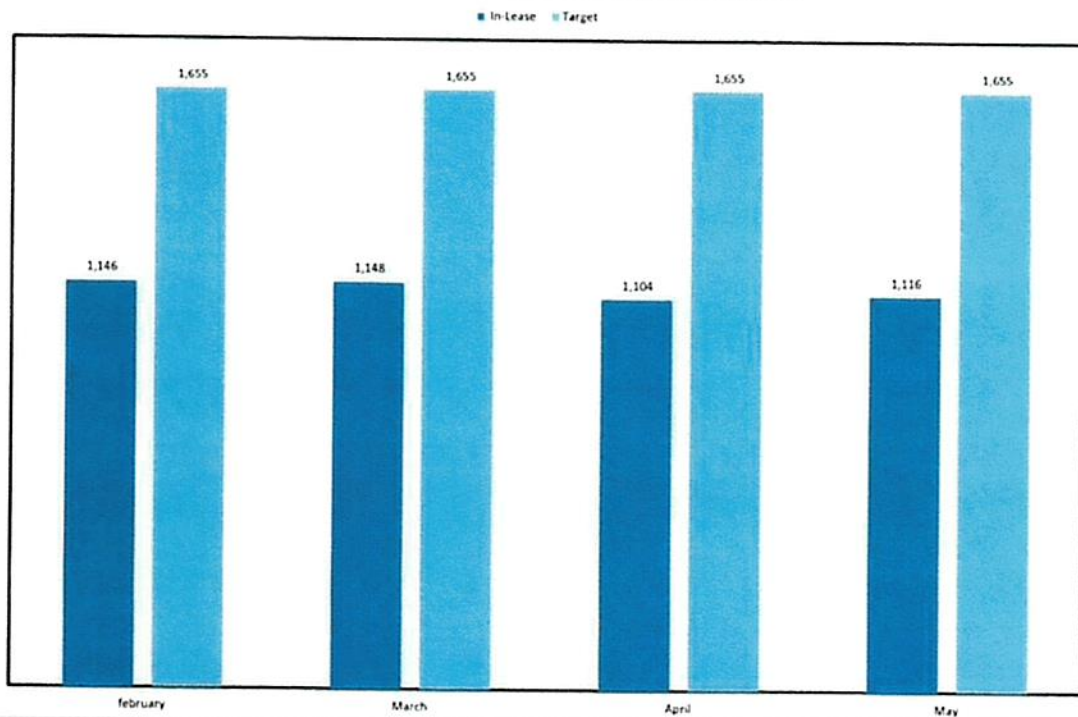
FSS participant, R. Mahan, will be receiving up to \$500 free technology from PC's for People to help her start her business. Her goal is to start her own practice as a licensed clinician in Social Work.

May 2023

Section 8 Monthly Housing Assistance Payments



Section 8 Vouchers In-Lease and Target Leasing Rate



RESOLUTION NO. 2023-21

AUTHORIZE THE REVISION TO THE PERSONNEL POLICY

WHEREAS the Kansas City, Kansas Housing Authority (KCKHA) has a legal obligation to provide a work environment where harassment and bullying is not tolerated; and

WHEREAS it is necessary to periodically review and update the Personnel Policy; and

WHEREAS it is important for the Housing Authority to put into place policies and provide training to prevent bullying and harassment towards participants and staff; and

WHEREAS KCKHA seeks to revise its Personnel Policy, Section 1.5 Discrimination, Harassment or Coercion to include bullying.

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Kansas City, Kansas authorizes this revision of its Personnel Policy.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2023-21.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Old Business Consent Item: Authorize Revision to the Personnel Policy

Resolution No. 2023-21

Background:

As an employer, the Kansas City, Kansas Housing Authority (KCKHA) has a legal obligation to provide a work environment where harassment and bullying is not tolerated. It is important for Housing Authorities to consider putting into place policies and providing training to prevent bullying and harassment towards participants and staff. KCKHA would like to revise Section 1.5 Discrimination, Harassment or Coercion of the KCKHA Personnel Policy to include bullying.

Current Issue:

The personnel policy does not have a clear policy to address bullying. This resolution would incorporate the following additions to Section 1.5 Discrimination, Harassment, or Coercion (by adding Bullying).

~~1.5 Discrimination, Harassment or Coercion~~ Discrimination, Harassment, Coercion or Bullying

Bullying

The KCKHA defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others. Such behavior violates the Housing Authority's policies, which ensures all residents, employees, guests, and community participants are treated with dignity and respect.

Examples

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration unless action is taken to correct the bullying. As in sexual harassment, it is the effect of the behavior on the individual that is important. The Housing Authority considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his or her family, persistent name calling that is hurtful, insulting or humiliating, using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to a person's living or work area, or property.
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.

- **Online bullying:** The use of social media to malign someone's character.
- **Exclusion:** Socially or physically excluding or disregarding a person in Housing Authority related activities.

In addition, the following examples may constitute or contribute to evidence of bullying:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Ignoring or interrupting an individual at meetings.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Deliberately excluding an individual or isolating him or her from Housing Authority activities, such as meetings.
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing or marking up property).

All Housing Authority employees have a responsibility to come forward and report offensive or other improper behavior they believe may constitute harassment. Most incidents of harassment can be effectively addressed with a minimum of disruption to the affected person and the Housing Authority if promptly reported. Failure to report harassment or other improper conduct on a timely basis may make it difficult for the Housing Authority to take effective corrective action.

If you believe you have been harassed by an employee, supervisor, agent, vendor, resident, or other participant in an activity at the Housing Authority, or if you have witnessed such harassment, you should promptly report the facts of the incident, and names of the individuals involved, to your immediate supervisor, the Human Resource Manager, or to the Executive Director/CEO.

Violations or suspected violations of company policy may also be submitted through our Anonymous Online Reporting Tool, the link for this tool may be found on our website at: <http://www.kckha.org/HR>. Whenever possible, KCKHA will make every effort to maintain confidentiality during an investigation.

While it may take a short time for the Housing Authority to review and investigate reports of harassment, employees may inquire about the status of their report at any time by contacting the KCKHA manager to whom the initial report was made.

Board Action:

Approve Resolution No. 2023-21, if Appropriate.

RESOLUTION 2023-24

A RESOLUTION AUTHORIZING THE KANSAS CITY, KANSAS HOUSING AUTHORITY TO AMEND THE ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM CHAPTER 4: APPLICATIONS, WAITING LIST AND TENANT SELECTION

WHEREAS HUD requires housing authorities to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow policies and procedures consistently; and

WHEREAS HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the Housing Authority affirmatively further fair housing goals in the administration of the program; and

WHEREAS the KCKHA Administrative Plan currently does not clearly define the weights and rankings in its waiting list preference system to ensure that it administers its waiting list according to compliance requirements; and

WHEREAS a public notice will be issued on June 15, 2023 allowing the public a 45-day comment period regarding this proposed amendment to be received and considered.

BE IT RESOLVED that the Board of Commissioners of the Kansas City, Kansas Housing Authority authorizes an amendment to the Administrative Plan Chapter 4: Applications, Waiting List, and Tenant Selection to provide structure and program efficiency under the Housing Choice Voucher program.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2023-24.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
June 15, 2023

New Business Consent Item: A Resolution Authorizing the Kansas City, Kansas Housing Authority to Amend the Administrative Plan for the Section 8 Housing Choice Voucher Program Chapter 4: Applications, Waiting List and Tenant Selection

Resolution No. 2023-24

Background:

HUD requires the Housing Authority to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the Housing Authority must select families from the waiting list in accordance with HUD requirements and Housing Authority policies as stated in the Administrative Plan and the Annual Plan. (24 CFR 982.207)

Current Issue:

Section 8 Housing Choice Voucher Selection Method

HUD permits the Housing Authority to establish local preferences for its waiting list, at its discretion to describe the method for selecting applicant families from the waiting list. Presently the Administrative Plan has local preferences that are not being utilized, nor does it define the weights and ranking in its waiting list preferences.

Currently there are some preferences that are not being used properly. This has caused applicant confusion with improper use, applicants having to be placed back on the waiting list, and a delay in determining eligibility for program participation.

Currently the Administrative Plan does not provide a method of allocating points for the preferences that can display the current local housing needs and priorities for the families being served.

The Housing Authority would like to remove the following preferences:

Involuntary Displacement

Substandard Housing

Frail Elderly

The Housing Authority would like to add the following preferences that more clearly define the needs:

Foster Youth to Independence

Working Families

The Housing Authority would like to establish the following preference points for admission with preference certification:

(35 Points) Foster Youth to Independence/FYI: Referred by a service provider to serve youth 18 years of age and under the age of 25 with a history of child welfare involvement, for up to 36 months.

(30 Points) Working Families: Families where the head, spouse or sole member is employed. However, an applicant shall be given the benefit of the working family preference if the head and or spouse, or sole member is age 62 or older, or is a person with disabilities.

(25 Points) Homeless: A supervised, publicly, or privately-operated shelter designed to provide temporary accommodations including hotels, motels, shelters, and transition housing; or a public or private place not designated for, or ordinarily used as a sleeping accommodation for human beings. A certification from a public or private facility that provides shelter or from the local police department or social service provider

(25 Points) Local Residency: A resident of Wyandotte County Kansas City, Kansas with certification of current lease agreement, current utility bill or current valid photo ID.

(25 Points) Domestic Violence: Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family. The actual or threatened violence must have occurred within the past 30 days or be of a recurring nature and verified by law enforcement, domestic violence agency or battered person's shelter.

(25 Points) Military/Veteran: A Veteran where the head, spouse, co-head, or sole member is a Veteran of the United States Military. Applicants must have a copy of their certificate of release or discharge from active duty (DD214), showing they have been honorably discharged in order to receive the preference.

A copy of the full chapter, with the proposed changes, was provided to all Board members prior to the June 15, 2023, Board meeting.

Chapter 04 Applications, Waiting List and Tenant Selection Pages 4-1 to 4-18

Board Action:

Approve Resolution No. 2023-24, if Appropriate.

RESOLUTION 2023-25

Resolution for the Kansas City, Kansas Housing Authority to Submit a Request for Proposal for Developer Consultant Services

WHEREAS on May 11, 2023 HUD discussed repositioning options for Kansas City, Kansas Housing Authority; and

WHEREAS HUD discussed the administrative, financial and community benefits of repositioning and identified a \$35—\$50 billion-dollar gap in Capital Fund needs and what Housing Authorities receive; and

WHEREAS HUD fails to provide enough funds needed for Public Housing modernization, operations, and administration which contributes to low PHAS scores and substandard designation.

WHEREAS the staff is recommending a request to draft and advertise a request for proposal to enter into a contract with a qualified consulting firm which specializes in affordable housing programs that will assist with the processing and implementation of all phases of renovation and/or new construction of affordable housing.

BE IT RESOLVED the Board of Commissioners of the Kansas City, Kansas Housing Authority authorizes the Executive Director to prepare a request for proposal for Developer Consulting Services for review and approval by the KCKHA Development Committee for advertisement and assimilation.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2023-25.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
June 15, 2023

New Business Consent Item: Resolution for the Kansas City, Kansas Housing Authority to Submit a Request for Proposal for Developer Consultant Services

Resolution No. 2023-25

Background:

On May 11, 2023, Kansas City, Kansas Housing Authority (KCKHA) Board of Commissioners met with the U.S. Department of Housing and Urban Development (HUD) Representatives to discuss repositioning options for KCKHA. HUD discussed the administrative, financial and community benefits of repositioning. HUD presentation included a historical perspective that identified a \$35-\$50 billion-dollar gap in capital fund needs and what housing authorities receive.

Current Issue:

KCKHA's aging infrastructure and the financial structure provided by HUD fails to provide enough funds needed for public housing modernization, operation, and administration, leading to low PHAS scores and substandard designation.

Objective:

To enter into a contract with a qualified consulting firm that specializes in affordable housing programs that will assist with the processing and implementation of all phases of renovation and/or new construction of affordable housing, consult with HUD on repositioning options, and has experience with the following:

- Federal Low-Income Housing Tax Credits
- HOME and other Kansas Housing Resource funding opportunities
- Assisting Public Housing Authorities with redevelopment efforts
- HUD Rental Assistance Demonstration Program (RAD)
- Federal Home Loan Bank Applications
- County/City Administered CDBG & HOME Applications
- Tax Exempt Bond Financing with 4%, 9% LIHTC Projects
- Developing and implementing strategies for MBE, WBE and Section 3 inclusions

KCKHA staff following the procurement policy will prepare a Request for Proposal (RFP) for Developer Consulting Services for review and approval by the KCKHA Development Committee for advertisement and assimilation.

Board Action:

Approve Resolution No. 2023-25, if Appropriate.