



Agenda

Housing Authority of the City of Kansas City, Kansas

Special Meeting

Thursday, February 22, 2024
12 noon

Boardroom
1124 N. 9th Street

- I. Roll Call
- II. Approval of the Minutes
Regular Board Meeting January 18, 2024
(Pages 1—13)
- III. Approval of the Minutes
Special Board Meeting February 6, 2024
(Pages 14—18)
- IV. Executive Director's Report
(Pages 19—40)
- V. 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.
- VI. Committee Reports
- VII. New Business Consent Items:
 - Resolution No. 2024-06 Recognizing Hazel Davis for her Valuable Service to the Housing Authority of the City of Kansas City, Kansas
(Page 41)
 - Resolution No. 2024-07 Recognizing Rev. Jimmie L. Banks for his Valuable Service to the Housing Authority of the City of Kansas City, Kansas
(Page 42)
- VIII. New Discussion Consent Items: None
- IX. Executive Session
- X. Adjournment

Lunch will be served at 12 noon for Board members.

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

Thursday, January 18, 2024
12 noon

Boardroom
1124 N. 9th Street

On the 18th day of January 2024 at 12 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular session. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman
Jacques Barber, Commissioner
Raul Escarcega, Commissioner
Carla Whiteside-Hicks, Commissioner
Paul Jones, Commissioner
P. Anne McDonald, Commissioner
J.D. Rios, Commissioner
Chandra Ward, Commissioner
Linda Warner, Commissioner

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

ALSO, PRESENT: Andrea Tapia, Executive Director/CEO
Worku Alem, Director of Finance
Anwar Crockett, Assistant Director of Housing Operations
Stephanie Drake, Human Resources Officer
Cherrie Escobar Sutton, Director of Section 8
Jen Garrison, IT Administrator
Gerald Glavin, Director of Contract Administration
Alexander Kump, Director of Public Safety
Susan Martin, Modernization/504 Coordinator
Solomon Mekennon, Asst. Director of Finance
Robert Purduski, Asst. Director of Housing Operations
Jacqueline D. Randle, Executive Services Manager
Elaine Stroud, Director of Housing Operations
Chenaye Sutton, Family Self-Sufficiency Coordinator
Tim Allen, Johnson Controls
Matt Fulson, Fulson Group
Nakhi Norwood, Fulson Group

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

Chairman Watkins advised that Hazel Davis had exited the Board. A resolution will be done next month to thank Commissioner Davis for her service. The Honorable Judge Timothy Dupree then administered the Oath of Office to Paul Jones making him the newest Commissioner of the Kansas City Kansas Housing Authority Board. Commissioner Jones stated Rev. Banks, Stranger's Rest Baptist Church, was his pastor. He worked 32 years with KCK Fire Department, retiring as a Battalion Chief. He also did substitute teaching for the same time span of 32 years on his off days. Commissioner Jones said he is married to Karen E. Jones and has a son who is a pilot for Fed Ex. He expressed he was happy to be here. Chairman Watkins stated we are excited to have Commissioner Jones who has a lot of history with the city, and he knows the mission of this agency. Board members then introduced themselves, followed by staff introductions.

Chairman Watkins called for approval of the minutes which were amended and sent out prior to the board meeting. Commissioner Rios made the motion to approve the minutes of November 16, 2023 as amended. 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, McConnell

ABSTAIN: Jones

Motion carried.

Executive Director's Report

- Ms. Tapia welcomed everyone back from the holidays and the snow days. She also welcomed Commissioner Jones as he joins the board.
- Ms. Tapia's report began with the Human Resource Department. She stated we hired a Human Resources Officer and added this job description during the salary study. Ms. Drake was hired as the first HR Officer for the Kansas City Kansas Housing Authority. Ms. Drake has done a wonderful job ensuring we are doing what we are supposed to be doing. Ms. Tapia said we have seen an increase in hiring. Ms. Drake did a Job Fair and

people walked in and were interviewed on the spot. Ms. Drake is getting with staff to review job descriptions. She is collaborating with supervisors to ensure our onboarding has improved. She also meets to go over training needs with new and existing staff. Ms. Tapia said Ms. Drake has done so much in the short time she has been with us. Ms. Drake is no stranger to Human Resources and has been doing this work for 20 years. The largest organization Ms. Drake worked for had 750 employees. Ms. Tapia said she wanted to make the Board aware of the changes discussed and changes being made.

- Ms. Tapia said we have spoken about a Safety Department and have had security at only one property, but it is needed at all properties. We are building an in-house Safety Department, similar to what Ms. Drake is doing with Human Resources. Mr. Kump was hired as our Director of Public Safety. He is working on a policies and procedures for safety. He will begin visiting our residents before there are concerns. Mr. Kump then introduced himself stating he is happy to be here. He worked for 27 years at the KCK Police Department retiring as Captain. He stayed retired for a while and then worked for the Housing Authority of Kansas City's (Missouri) Safety Department. He considers working for the Kansas City, Kansas Housing Authority as a great challenge to help staff and residents. He is here to provide security until the police arrive, if necessary. His goal is to help. Mr. Kump said he is also working on training for his officers and staff. He is excited to be here and said he will do a great job. His door is always open. Commissioner Jones asked about mental illness and how it would be dealt with. Mr. Kump noted this will be part of de-escalation training. The Police and Sheriff's departments will provide training so our training will be consistent with their training. Ms. Tapia stated Mr. Kump would be providing monthly status reports about incidents.
- Ms. Tapia stated we have established an IT department and are collaborating with Artic Wolf to ensure our data is secure and our staff is trained. Ms. Garrison said they are working to close the gaps in data security. She explained Artic Wolf monitors us online. She said employee training with Artic Wolf is going really well. The next step is to make sure we have access controls in place to give us the best security. Ms. Tapia said they have done a wonderful job with our inventory and the exchange of laptops and phones. She stated Ms. Garrison was responsible for the push-to-talk on our cellphones so if there is an event, it goes out to everyone at once. Ms. Garrison has volunteered to do monthly Lunch'n Learns for staff to help them become more proficient. She collaborates with our vendors to make sure our platform is secure. Commissioner Escarcega asked if every employee had access to push-to-talk and Ms. Tapia stated not every employee has access, but before push-to-talk, you had to make a phone call or contact someone for emergencies. We had our first incident and staff was able to communicate the message to others. The message goes out to Managers and Senior Staff.

- Ms. Tapia said the Housing Choice Voucher program held a landlord event. There were a lot of positive comments from landlords who want to help individuals. Ms. Tapia said landlords are interested in homeownership for our tenants. One landlord wants to give his home to his tenant when he passes on, and there were some individuals at the meeting who are interested in becoming Section 8 landlords. Ms. Escobar Sutton noted they hosted a breakfast buffet complete with give-a-ways. Over 50 landlords participated in the meeting. There are less than 300 landlords in the HCV program. We are still getting the word out to include more landlord participation. Landlords are excited about the new incentive program. The event went really well, and staff worked really hard on it. Commissioner Rios asked if there was a target number of landlords we would want to participate in the program. Ms. Escobar Sutton indicated there are about 280 currently in the program and we would like to get back to over 300 landlords. Chairman Watkins noted this is not just Mrs. Escobar Sutton's job, but our collective job to encourage interested, potential landlords to participate in the Section 8 program. He stated we are under utilized by about 400 vouchers.
- Ms. Tapia said there are currently 1,102 applicants on the waitlist combined. There were 16 participants whose program participation ended in the months of November and December. Public Housing has an occupancy rate of 96 percent.
- A HUD Monitoring Review will take place the week of January 29, 2024. Ms. Tapia said this will be a busy week for staff. A report from the review can take up to three weeks or a month.
- Ms. Tapia stated Juniper Gardens was sold and we are no longer the owners. The new owner is Iron Door, and it will remain as residential. Chairman Watkins stated he believes this is a new chapter for this Housing Authority. He commended Ms. Tapia and staff, saying, it took a Herculean effort to get this accomplished by the end of the year. Commissioner McDonald quipped Ms. Tapia is dragging us into the next century.

Public Comments

Chairman Watkins called for public comments. Commissioner McConnell had advised that Holly Duff would make comments, but neither Commissioner McConnell nor Mr. Duff were present. There were no public comments.

Commissioner's Conference Update: Commissioners Escarcega and Rios

Commissioner Rios advised he and Commissioner Escarcega attended the Commissioner's Conference last week. They found it to be highly informative and did a de-briefing with our Executive Director. They attended several sessions and each month they will provide a brief synopsis of the workshops they attended. However, they are not representing themselves as experts. Commissioner Rios said reading the Commissioner's Handbook provides 70 percent of what they learned at the conference. He advised they learned RAD has been around for 10 years and was celebrated at the conference. He noted while we are progressing, we are still far behind. He expressed we will be part of the revitalization of Wyandotte County. Handouts were provided to the Board and Commissioner Rios gave highlights. He referenced fiduciary responsibility and what it means. Commissioner Rios said it means the KCKHA acts on behalf of other persons, putting the client's interest ahead of our own, with a duty to preserve good faith and trust. Being a fiduciary requires being bound legally and ethically to act in the best interest of our residents. Commissioners should believe in the ability to transform communities and the people who live in those communities. Other highlights were to understand the housing industry is subject to federal legislation and community acceptance. Commissioners should keep abreast of legislative and programmatic changes which occur in the housing field. With the guidance of the Executive Director, the Housing Authority must operate within the law. He said the Board would need to read further on this. Commissioners are responsible for setting *ALL* policies of the Housing Authority to be administered by our Executive Director. The Executive Director administers day-to-day operations, not the Board. Commissioners must be willing and able to conduct the demands of the appointed position. Commissioner Rios indicated the *don'ts* are just as important as the *do's*. Never ask special favors of the staff including requests for information. Consult with the Executive Director for information. Never second guess the Executive Director. Communicate with the Executive Director over concerns and complaints while being sensitive to the public. Commissioners should not allow others to bypass the Executive Director. Do not meet individually with the residents, but you may attend with staff. You should not be a spectator at board meetings. Participation is critical. Do not interfere with the day-to-day operations of the Housing Authority. Do not criticize the Housing Authority operations or staff in the press or with others outside of the organization. Your board meeting is where you address concerns. You should not discuss business outside of the Housing Authority meetings. This was Commissioner Rios' synopsis and Commissioner Escarcega will present next time.

Commissioner Escarcega added he and Commissioner Rios went to various meetings and there is a lot of information out there. He said the Commissioner Handbook is a great start. HUD is everchanging and we need to be always learning. He thanked the Board for listening. Ms. Tapia said it is helpful for

Board and staff to attend these training sessions. It is good to understand the different changes and why as you attend training. She said another conference is in June and she would like to see the Board in attendance. Commissioner Rios said it is also important for staff to attend training as we are moving into a new arena. Chairman Watkins thanked Commissioners Escarcega and Rios for their review of the training they received.

Commissioner Barber asked if there was someone who watches the Federal Registry and keeps up with new regulations. Ms. Tapia said the PIH notices get pushed out to all staff on a regular basis. Chairman Watkins said board members and staff could contact their legislatures about concerns. Commissioner Barber noted he was once a lobbyist which can be frustrating at times. He noted he has paid visits to Legislators on Capitol Hill in Washington, D.C. He asked if we do lobbying activities? Ms. Tapia stated we are grant funded and we do not lobby. Chairman Watkins explained NAHRO and Nan McKay do our lobbying for us.

Bylaws

Commissioner Barber stated a resolution was put before the Board on Commissioner performance and minor changes to the By-laws to coordinate with changes in the policies and procedures. There was a lot of discussion between 2/3 and 3/4 vote. He could not recall if there was a resolution, and the discussion was put off until this meeting. He noted there still needs to be discussion on the election which will take place in March 2024. He said today, they will continue the discussion on Commissioner performance and get to a vote. Chairman Watkins said this was on the board agenda and we could vote on it. He said we will sort out the 2/3 and 3/4 vote when there is a full board. He also said the resolution could be pulled for further discussion when we get to this part of the agenda. Commissioner Rios said he was fine with moving forward with the resolution and adding to it later. He has concern about Commissioner attendance which could be added later but did not think it was worth holding up the vote on the resolution.

Finance

Commissioner McDonald stated they will meet after the audit and before the February board meeting.

Personnel

Chairman Watkins stated the Personnel Committee did not meet.

Inclusion and Public Information

Chairman Watkins stated the Inclusion and Public Information Committee did not meet.

Development

Commissioner Warner said the Development Committee met yesterday and she passed out written notes from the meeting. The committee reviewed the conclusion of the sale of Juniper Gardens and Ms. Tapia was completing the payment for settling the JCI Energy Performance contract and paying them out \$1.5 Million in order to be clean and clear. Commissioner Warner advised Scattered Sites at 1034 and 1036 Ohio may need to be demolished. The foundation is in terrible disrepair and attempts to fix it have not been successful. HUD is asking for environmental studies, but it looks like the units will not be salvageable. Plaza Towers had some contention, and we are down to the painting of two floors. She thanked staff for bringing this project to the high quality it needed. The committee will meet on January 24, 2024 with Tier One and Select Development Group to review their recommendations for a master plan to develop Housing Authority properties. A Housing Authority contract has been drafted for these services. The Housing Authority has developed a coordinator position to provide oversight for redevelopment activities. Ms. Tapia said it was important to have someone who knows the history of the Housing Authority and its properties. We have someone on staff who has been with the agency for 28 years. This position is on the agenda to be voted on today. Matt Fulson is present as one of the developers and consultants. Commissioner Rios said it is part of our fiduciary responsibilities to ensure the highest quality standards and it sometimes takes a point person to facilitate that. We have Human Resources, IT, a Contract Coordinator and Security. He said we have to follow our responsibilities as Commissioners and allow them to do their work. Commissioner Warner said pending board approval of the position, there will be an announcement. Ms. Tapia introduced Sue Martin as Director of Contract Management as taking on the role. She noted Ms. Martin has been diligent ensuring contractors have been doing what they should be doing at Plaza Towers. Commissioner Warner said Mr. Glavin will be the coordinator for redevelopment projects and Ms. Martin will take his position former position. Ms. Tapia added we are doing background checks on another individual who should begin working on January 22, 2024. Commissioner Warner said we are getting assistance to set up the 501(c)3 for the transfer of our HUD properties in the RAD process which is ongoing. The finance department expenses for remodeling are, \$300K and does not provide additional space, which is needed. Therefore, we will begin looking for additional office space. This concluded Commissioner Warner's report. Commissioner McDonald asked if the \$1.5 Million was Juniper Garden's share and is there still more out there to pay off?

Ms. Tapia said this was correct. We had to pay off the \$1.5 Million. Chairman Watkins said they learned a lot more yesterday on a phone call which will be shared when the time is right. Part of the proceeds from the sale of Juniper Gardens will go to pay off the JCI debt dedicated to that property.

Resident Participation

Chairman Watkins asked Ms. Stroud and she indicated there was no resident meeting in December.

Chairman Watkins stated he will be speaking to Board members about staffing the committees and preparing Ms. Tapia's review.

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

New Business Consent Items

Chairman Watkins called for the vote on the Consent Agenda items. Commissioner Rios made a motion to approve Resolution No. 2023-42 and Resolution Nos. 2024-01 through 2023-05. Commissioner McDonald seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: Banks, McConnell

ABSTAIN: None

Motion carried.

Resolution No. 2023-42, approving amendments to By-laws and Policies and Procedures providing for guidance regarding Commissioner performance.

This resolution amends the By-laws, and Policies and Procedures to provide clear language on how the Kansas City, Kansas Housing Authority Board of Commissioners will respond when Commissioner performance is questioned.

RESOLUTION NO. 2023-42—APPROVING AMENDMENTS TO BY-LAWS AND POLICIES AND PROCEDURES PROVIDING FOR GUIDANCE REGARDING COMMISSIONER PERFORMANCE.

Resolution No. 2024-01, approving two job descriptions.

This resolution approves two new job descriptions: Public Safety Officer, and Development and Revitalization Coordinator. The Public Safety Officer will assist the Director of Public Safety in providing security to Kansas City, Kansas Housing Authority staff and residents. The Development and Revitalization Coordinator will champion affordable housing initiatives.

RESOLUTION NO. 2023-04—APPROVING TWO JOB DESCRIPTIONS.

Resolution No. 2024-02, authorize rejection of the bid for K1-55 Finance Office renovation and conversion of bathroom to ADA/AFAS standards.

The Board of Commissioners is asked to reject Finance Office Interior renovations and bathroom conversions to ADA/AFAS standards. The Finance Office requires interior renovation. Staff followed the agency's procurement policy to hire an architect and prepare plans for this work. The Invitation to Bid was advertised in local papers and posted on the agency's website. It was mailed to 176 general contractors which include Section 3 contractors. A Pre-bid conference was held on December 3, 2023 to answers questions and allow contractors to visit the Finance Department and review the area. Bids were opened December 4, 2023 and six contractors bids this project. They are:

Axis Construction Group	North Kansas City, Missouri
Vazquez Commercial Contracting	Lee's Summit, Missouri
The Wilson Group	Greenwood, Missouri
Herner Construction, Inc.	St. Joseph, Missouri
Royal Construction Services	Leewood, Kansas
Diamond Contractors	Lee's Summit, Missouri

Bids ranged from \$326,375—\$477,691 with Axis Construction Group being the apparent responsive low bidder. The previous budget was estimated to be \$125,000. Staff is recommending the Board reject this bid for being excessively over budget. This project will not be rebid.

RESOLUTION NO. 2024-02—AUTHORIZE REJECTION OF THE BID FOR K1-55 FINANCE OFFICE RENOVATION AND CONVERSION OF BATHROOM TO ADA/AFAS STANDARDS.

Resolution No. 2024-03, authority to reject the bid received for selected housing units slope repair at K1-52(3) Belrose Manor and K1-52(6) Douglas Heights family developments from Engineered GC Services, LLC.

The Board of Commissioners is asked to reject this bid for selected slope repair at K1-52(3) Belrose Manor and K1-52(6) Douglas Heights family development which has deteriorated. Staff followed the agency's procurement policy to hire an architect and prepare plans for this work. The Invitation to Bid was advertised in local newspapers and posted on the agency's website. It was mailed to 176 general contractors and Section 3 contractors, and 21 landscape and excavation contractors. A Pre-bid conference was held on November 29, 2023 to answer questions and give contractors an opportunity to visit the sites. Bids were opened on December 13, 2023. One contractor bid this project:

Engineered GC Services, LLC Kansas City, Missouri

The bid price was \$2,874,399; much higher than the architect's estimate of \$813,760. Therefore, staff and architect recommending rejecting this single bid received for this project. This project will be redesigned and rebid.

RESOLUTION NO. 2024-03—AUTHORITY TO REJECT THE BID RECEIVED FOR SELECTED HOUSING UNITS SLOPE REPAIR AT K1-52(3) BELROSE MANOR AND K1-53(6) DOUGLAS HEIGHTS FAMILY DEVELOPMENT FROM ENGINEERED GC SERVICES, LLC.

Resolution No. 2024-04, authority to accept the bid and authorize a contract for parking lot repairs at K1-55(4) Wyandotte Towers, K1-57(24) Plaza Towers and K1-52(5) Belrose Manor with Asphaltic Surfaces, LLC.

This resolution authorizes a contract with Asphaltic Surfaces, LLC for parking lot repairs at K1-55(4) Wyandotte Towers, K1-57(24) Plaza Towers and K1-52(5) Belrose Manor. Repairs are needed due to crumbling asphalt, and uneven and crumbling curbs and sides. The work will be done at 915 Washington Blvd., 1200 N. 75th Place and 40th Ave. and Mission Road in Kansas City, Kansas. Staff followed the procurement policy to have an architect design and modernize the parking lots. The Invitation to Bid was advertised in the Kansas City Star, The Globe, and Dos Mundos. It was posted on the Housing Authority's website

and mailed directly to 175 general contractors, 29 concrete and asphalt companies to include Section 3 contractors. Twelve contractors picked up plans for this work. The Pre-bid conference was held on November 12, 2023. Bids were opened December 6, 2023. Seven contractors bid this project:

Asphaltic Surfaces, LLC	Independence, Missouri
Little Jones Asphalt	Bonner Springs, Kansas
NcAnany Construction	Shawnee, Kansas
McConnel & Associates Corp.	North Kansas City, Missouri
Paradise Asphalt Maintenance	Kansas City, Missouri
PCC Build	Lee's Summit, Missouri
Phillips Site Work, Inc.	Kansas City, Missouri

Asphaltic Surfaces, LLC is the apparent responsive low bidder with a bid amount of \$471,612.10 plus an allowance of \$40,700 for a total bid or \$512,312.10. Asphaltic Surfaces, LLC has been in business for five years and the Housing Authority has no previous experience with this contractor. References were checked and positive comments were received. Funds are available in the 2022 and 2023 Capital Fund Program budget for this project. Asphaltic Surfaces, LLC and its principals do not appear on the List of Parties Excluded from Federal Procurement and Non-procurement Programs. Contacts in excess of \$75,000 require Board approval. Staff and architect are recommending approval of this bid for parking lots repairs at Wyandotte Towers, Plaza Towers and Belrose Manor in the amount of \$512,312.10.

RESOLUTION NO. 2024-04—AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR PARKING LOT REPAIRS AT K1-55(4) WYANDOTE TOWERS, K1-57(24) PLAZA TOWERS AND K1-52(5) BELROSE MANOR WITH ASPHALTIC SERVICES, LLC.

Resolution No. 2024-05, authorizing the disposal of an air handler.

The Housing Authority has identified an air handler for sale according to the agency's procedure for the disposal of personal property. The Accurex heated air handler is identified by manufacturer serial number and PHA decal numbers. The model number is XDG-120-H30, and serial number is 16826567; and was sold for \$5,000 to Troy Allenbrand, Dale's Body Shop, Olathe, Kansas.

RESOLUTION NO. 2024-05—AUTHORITY TO DISPOSE OF AIR HANDLER

Commissioner Watkins called for an Executive Session to discuss a personnel matter for 10 minutes. Commissioner McDonald made the motion to go into Executive Session. Commissioner Rios seconded the motion, and the following vote was recorded.

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

NAYS: None

ABSENT: Banks, McConnell

ABSTAIN: None

Motion carried.

Executive session took place from 1:45 p.m. to 1:55 p.m. No staff were present.

Executive Session was extended five minutes. Commissioner Barber made the motion to continue Executive Session for another five minutes. Commissioner Escarcega seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: Banks, McConnell

ABSTAIN: None

Motion carried.

Extended Executive Session took place from 1:55 p.m. until 2:00 p.m. No staff were present.

Commissioner Rios made the motion to reconvene the meeting. Commissioner Warner seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: Banks, McConnell

ABSTAIN: None

Motion carried.

Chairman Watkins called for adjournment, and it passed unanimously.

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, February 6, 2024
12 noon

Boardroom
1124 N. 9th Street

On the 6th day of February 2024 at 12 noon 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
Raul Escarcega, Commissioner (via Zoom)
Carla Whiteside-Hicks, Commissioner
Paul Jones, Commissioner
P. Anne McDonald, Commissioner
J.D. Rios, Commissioner
Chandra Ward, Commissioner
Linda Warner, Commissioner

ABSENT: Jacques Barber, Commissioner
Pastor Roderick McConnell, Commissioner

ALSO, PRESENT: Andrea Tapia, Executive Director/CEO
Jen Garrison, IT Administrator
Gerald Glavin, Director of Contract Administration
Jacqueline D. Randle, Executive Services Manager
Matt Fulson, Fulson Housing Group
Eric McMahon, Select Development, LLC

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

Chairman Watkins thanked the Board for their presence today. He also thanked staff and the Development Committee for their council. He welcomed Matt Fulson and Eric McMahon for their presence. He noted they would inform us on their plan and the Board would vote authorizing us to move forward for the LIHTC application for the state of Kansas. The Chairman advised there will be an Executive Session to discuss a property issue once a decision is made today.

Fulson Group/Select Development Presentation

- Matt Fulson provided the board with a written presentation which Eric McMahon would be presenting. *The presentation was also available in PowerPoint on the television screen.* He thanked the Board for having them at today's meeting. He noted their first meeting with the Board was back in October and the tax credit application was four months away. He stated this is the beginning of the process and they will get into the timeline as we go further. The intentions are to improve the Kansas City, Kansas Authority's position as a provider of affordable housing in Wyandotte County. This may consist of renovations of existing projects, tear downs of existing projects, and replacing units which were sold at Juniper Gardens with new construction units to expand opportunities for people the Housing Authority serves. Mr. Fulson stated the projects will be discussed which will be submitted to KHRC.
- Eric McMahon provided a presentation of the projects using PowerPoint as his guide. The KHRC submissions deadline is February 9, 2024. The low-income tax credit was initiated for the first-time last year and the credit is significantly bigger than the legislature estimated. He stated there is a strong chance the credit will be drastically altered next year which created a sense of urgency to get the application in. Mr. McMahon explained they are working with Ms. Tapia and her team to select the most viable options to apply for this round of funding. He went over the first-round timeline with the application due on February 9, 2024 and awards announced May 3, 2024; RAD processing and approval concurrent with KHRC process, closing 6-12 months from award (more likely 12 months) and construction 12-16 months. He said applying now we might be done in two years on the first project.
- Mr. McMahon discussed why they selected Glanville Towers and Chalet Manor. He noted they think it is a nice mix of a senior and a family development. Glanville is in good shape but needs systems. He said, overall, the Housing Authority has done a good job keeping the building together, but the interior is dated, it needs new windows, and the roofs are bad. This work will modernize the units and make the building more attractive. This will help to improve the urban core and revitalize the area. Chalet Manor was selected because there was already a plan in place for the exterior. The units are tired, the systems are bad and could benefit from a major renovation. Vacancies are high in the development, as well.
- Mr. McMahon continued his PowerPoint presentation noting LIHTC is a finite resource which can be reduced, paused, or limited. This application is the starting point.
- Commissioner McDonald asked about where the engineering fees are to verify the structural integrity and Mr. McMahon stated the Architect would

have Structural and Mechanical Engineers under their contact. Mr. McMahon then proceeded with a discussion on the calculation of tax credits. He showed the Board visuals of rehab possibilities for Chalet Manor.

- Mr. McMahon went over the budget for Glanville Towers saying there was \$8.9 Million in the construction budget. There is less site work in this project because it is all in one building. Glanville Towers' total development cost is \$18,945,823. He then showed visuals of rehab possibilities for Glanville Towers. The designs were done in-house. They want people to drive by and see work was done at the building. Development Team Members and potential Debt and Equity Partners were noted at the end of the presentation. This concluded the presentation. *Commissioner Jones arrived in person, having been previously on Zoom.*

Chairman Watkins opened the meeting for Commissioners Warner and Rios to speak. Commissioner Warner expressed confidence in the process. They have asked lots of tough questions and do not know if we will get funding. Mr. Fulson said we have to be prepared for getting one, both or none of these two applications approved and where does this put us for July. Mr. McMahon said this was part of the reason for doing two applications. Commissioner Rios said a good part of their discussion centered on why they selected these two properties, realizing every property needs work. He said there is a bond issue being proposed by the Kansas City, Kansas Public Schools, the significance of this, is there would be two new elementary and a middle school within a mile radius of Chalet Manor. Commissioner Rios advised this is sound economic development and we would be a part of the solution in making things better for our residents. Another thing is having something visible in downtown to go along with other redevelopment happening in the area. He discussed having the Housing Authority take care of affordable housing. Commissioner Rios said we have maintained housing for decades and have done nothing to improve or add to housing. He said the Naysayers will be at the grand opening when we begin to make a positive difference. He believes we will need to be strategic about where we go after July. One project will be good, but two will be a catalyst to moving forward. He is convinced this is needed and fulfills the Boards' fiduciary responsibility. There should also be a plan B if this does not go through. Chairman Watkins stated if we are successful, we will not have to wait on what we get from HUD or what we are allowed to do. Commissioner Escarcega asked if residents would be put in the right size unit during the renovations. Mr. McMahon said yes, and there have been only a couple of over-housed families during the renovations. Ms. Tapia added there are policies for under-housed and over-housed households and HUD wants to make sure the unit size is correct. HUD will not cover the difference, so we want to make sure people are housed adequately. Mr. McMahon said HUD rules change and there are waivers. More often families are under-housed than over-housed. Ms. Tapia said this is a great opportunity for our Housing Authority to upgrade its properties.



Kansas City, Kansas Housing Authority

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www.kckha.org

To: Board of Commissioners
From: Andrea Tapia, Director/CEO
Date: February 22, 2024
Re: Executive Director's Report

Safety Department

Safety Inspections

KCKHA's Safety Department has begun the process of inspecting our housing properties to identify possible safety deficiencies. Wyandotte Towers was identified as a property that needed additional lighting in areas identified by residents and staff as not well-lit during evening hours. Safety with the assistance of BPU, added additional lighting in the dark areas including the parking lot. These lights have reduced the gathering of non-residents in the parking lots during the evening hours and offers a sense of security to residents. Safety will continue to work with BPU to provide additional lighting for walkways and other areas on KCKHA properties where additional lighting is needed. Safety will also meet with resident councils and staff to discuss safety concerns they may have.

Naloxone Training

As the United States experiences a rise in opioid, heroin, and fentanyl overdoses, KCKHA recognizes the need to arm our employees with the tools needed to help protect themselves, and others from any opioid or fentanyl exposure. KCKHA's Safety Department will provide staff with Narcan training. Narcan is a life saving medication that can reverse an overdose from opioids, fentanyl, and heroin. In September 2023, HUD supported the use and access to safe Naloxone products for Public Housing Agencies. HUD believes Naloxone is a valuable tool that provides an extra layer of protection for individuals with a higher risk for overdose.

IT Department

Equipment

KCKHA's IT Department is in the process of securing KCKHA's network equipment at all locations. This will require inventorying all equipment and equipment cables and ensuring proper connectivity to internet access and/or devices. This is an important process that requires IT to conduct the mapping of connections to confirm status, ownership, and security of equipment. It is expected to take several hours over multiple days to complete the mapping of all connections.

KCKHA Website

As KCKHA continues to grow and change, we know it is important that we utilize technology in a way that matches our growth. During the last couple of months KCKHA staff have met with

Website designers to discuss ways KCKHA can meet the demands of our consumers while providing a one-stop platform for our employees. Many of the vendors discussed ways KCKHA can incorporate several features into the webpages, such as a resident communication app, citizen engagement app, staff productivity app, site administration and security features and access to the website via a mobile app. The additional features also provide KCKHA with ability to provide online bill pay for tenants, fillable forms and add alerts to the homepage. These were informative meetings, which identified areas lacking within our current website, while providing our agency with options to create change.

The vendors we have spoken to will provide a summary report on our current website and what changes need to be made. We are looking forward to having those discussions with staff and the Resident Advisory Board in the near future.

Remote Support Access

Our IT Department cannot be in all places at all times, and when staff are needing help with accessing the network or issues with software, IT has to be there physically to solve the problem and at times it can be impossible. IT has purchased the GoTo Resolve Software package that includes a Remote Support tool. This tool allows IT to access a computer network from a geographical distance through a remote network connection. This tool allows for continued flow in employee productivity while resolving the issues quickly.

Human Resources

Staff Training

During the month of January all employees participated in Fraud, Waste and Abuse training videos sponsored by HUD. The training included an overview for employees of the potential of fraud schemes, including bribery, kickbacks, bid rigging, conflict of interest, and billing schemes.

The monthly trainings also included Diversity Awareness that was assigned through HTVN on-line training. This training provided employees with an awareness of how a diverse workforce strengthens an organization. It also examined behaviors, both intentional and unintentional, that can create discriminatory actions or contribute to a hostile work environment.

The third training for the month was How to deal with Difficult Co-workers and Employees. The learning objective for the employees was to identify the kinds of behaviors that may be unacceptable at work, understanding what happens when an employee or co-worker behaves in a way that triggers a negative internal response by recalling the four steps to unhooking and understanding how to unhook physically, mentally, and verbally.

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 1,122 HCV and 27 VASH vouchers that are leased with 122 voucher holders searching for a place to rent, and 10 new voucher holders who have leased up. All applicants on the 2021 waitlist have been pulled. The 2023 waitlist has 1,500 applicants. HCV will begin pulling from the 2023 waitlist in March 2024. During the

month of January 2024, 6 individuals ended participation in the program. The attached chart shows exit dates, and reason for exiting the program. The Housing Assistance Payments (HAP) paid to the landlords in January 2024 totaled \$994,976.

Tenant Name	Bdrms	EOP Reason	Project Name
S8 - EOP - Report			
From: 01/01/2024 Thru: 01/31/2024			
Programs: All Projects: All			
Processed Records: 6 Selected Records: 6			
Order By: Tenant Name			
1/31/2024	3	S8-Zero HAP/Over Income	Voucher HCV
1/31/2024	2	S8-Request off Program	Voucher HCV
1/31/2024	3	S8-Request off Program	Voucher HCV
1/31/2024	2	S8-Fail to report Family or Income Chg	Voucher HCV
1/31/2024	3	S8-Left Owing Money	Voucher HCV
1/31/2024	1	S8-Request off Program	Voucher PB - Delaware Highlands

On February 7, 2024, HCV Staff participated in six webinar training videos hosted by HUD regarding HOTMA changes to regulations concerning income and assets. HUD's changes to Section 102 & 104 were implemented to modernize the documentation requirements in order to reduce the burden on families seeking program subsidies. The video training topics included Income & Assets, and Interim Reexaminations. More training is currently being sought to further the knowledge for staff regarding HOTMA.

HUD Monitoring Review

HUD completed its onsite monitoring review on February 2, 2024. HUD will provide KCKHA with the written results by March 18, 2024.

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 JANUARY 31, 2024**

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$597,864.57	Liberty
Payroll Account	0.00%		\$5,105.55	Liberty
ACH Pymt Account	0.00%		\$542.95	Liberty
Rent Depository Account	0.00%		\$10,554,992.16	Bank of Labor
Rent Bank Deposit Accounts	0.019%		\$406,218.65	Various Rent Banks
Homeless Prevention Program	0.049%		5,523.25	Bank of Labor
Sponsorship Program	0.019%		20,311.29	Bank of Labor
Section 8 Checking	0.00%		1,351,203.46	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,974.49	Liberty
Family Self Sufficiency	0.019%		\$99,600.13	Bank of Labor
KCKHA Debt Service Account			\$725,273.54	Deutsche Bank
CD#120245349	4.50%	03/01/24	\$500,000.00	Bank of Labor

(a) Represents Rates as of February 15, 2024 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 January 31, 2024

	Rent & Other Charges	Repayment Agreements	Net Total
Accounts Receivable (Amounts Delinquent)	\$194,424.65	(\$80,897.50)	\$113,527.15

Total Charges to Tenants for Month \$473,700.84

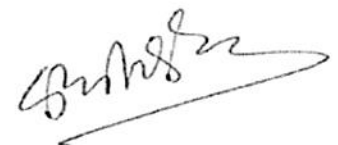
Delinquency Ratio 23.97%

Petitioned to Court 31

Praecipes Issued 24

Evictions 8

Pending Evictions 2



Worku Alem
Director of Finance

Kansas City, Kansas Housing Authority	
Payments Over \$1,000.00	
For The Month of JANUARY '24	
CONTRACTS	
MAINTENANCE COSTS	
Arrow Cold Control	\$1,433.52
BLUELINX CORPORATION	\$3,302.30
Chadwell Supply, Inc	\$1,826.04
CINTAS CORPORATION No. 2	\$1,944.50
Clifford Power System Inc	\$1,580.00
ConvergeOne, Inc	\$6,935.00
COOL HEAT KC, LLC	\$4,867.29
COOL HEAT KC, LLC	\$3,726.71
COOL HEAT KC, LLC	\$1,611.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
DORMAKABA USA INC	\$1,693.93
F & C REMODELING & CLEANING SERVICE	\$4,850.00
Ferguson Enterprises, LLC.	\$3,736.29
Ferguson Enterprises, LLC.	\$3,334.28
GE APPLIANCES,A HAIER COMPANY	\$15,175.00
GE APPLIANCES,A HAIER COMPANY	\$2,616.00
GE APPLIANCES,A HAIER COMPANY	\$1,406.00
Grainger	\$1,755.39
H.D. Supply	\$34,229.80
H.D. Supply	\$8,259.07
H.D. Supply	\$7,534.88
H.D. Supply	\$2,552.08
Integrated Openings Solutions, LLC	\$1,120.00
James Hanson dba Jim's Services	\$1,875.00
James Hanson dba Jim's Services	\$1,300.00
Johnson Controls Inc.	\$17,458.26
KANSAS FENCING,INC	\$1,485.58
Knapheide Truck Equip. Co.-Kc	\$10,527.00
Martin Mechanical, Inc	\$1,108.68
McCray Lumber & Millwork	\$3,240.28
MEI TOTAL ELEVATOR SOLUTIONS	\$3,626.00
MEI TOTAL ELEVATOR SOLUTIONS	\$8,020.94

MEI TOTAL ELEVATOR SOLUTIONS	\$5,769.94
METRO PUBLIC SAFETY & INVESTIGATION LLC	\$2,000.00
MIDWEST BED BUG SERVICES	\$13,300.00
MIDWEST BED BUG SERVICES	\$2,700.00
Mylo, LLC	\$44,030.26
Mylo, LLC	\$22,015.13
National Fire Suppression	\$48,441.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$5,040.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$3,060.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,130.00
PDQ Supply Inc.	\$2,295.07
POE MAN LAWN SERVICE	\$15,400.00
POE MAN LAWN SERVICE	\$3,150.00
Precision Plumbing & Construct, Inc	\$19,149.00
Ralph Friedland & Brothers	\$2,193.60
REPUBLIC BUSINESS CREDIT	\$3,795.38
REPUBLIC BUSINESS CREDIT	\$2,262.00
Sherwin-Williams Co	\$7,412.17
Sherwin-Williams Co	\$4,274.70
Smallwood Locksmiths, Inc	\$2,507.41
SOS Pest Control	\$1,350.00
Stanion Wholesale Elec. Co.	\$10,015.95
SUPER PAINTERS KC, LLC	\$6,600.00
SUPER PAINTERS KC, LLC	\$6,000.00
TEC DISTRIBUTION LLC dba	\$2,048.52
Vestals Welding & Fabrication	\$1,800.00
Waste Management	\$6,610.54
MISCELLANEOUS	
Amazon Capital Services, inc	\$2,446.82
AT&T	\$13,556.64
AT&T	\$1,175.13
ENTERPRISE FM TRUST	\$13,083.58
Evans & Mullinix, P.A.	\$1,279.00
Lewis Brisbois Bisgaard & Smith LLP	\$2,104.00
MARCUM LLP	\$23,500.00
MASTERCARD	\$5,528.27
MRI Software LLC (HAB, INC)	\$6,935.50
Nebraska Furniture Mart	\$1,043.93
ONLINE INFORMATION SERVICES, INC	\$1,359.51
ONLINE INFORMATION SERVICES, INC	\$1,303.50

PayLease, LLC	\$3,616.30
Postmaster	\$5,000.00
U.S BANK EQUIPMENT FINANCE	\$2,748.87
Verizon Wireless	\$2,523.58
WEX BANK DBA WRIGHT EXPRESS FSC	\$4,254.94
WILLIAM W. HUTTON ATTORNEY AT LAW	\$4,725.00
MODERNIZATION	
Appreciate Property Management	\$1,100.00
Centurion Moving & Storage	\$1,700.00
COLEMAN WORLDWIDE MOVING	\$3,369.00
CVR Associates, Inc	\$14,800.00
Fatumo Mohamoud	\$1,358.00
GE APPLIANCES,A HAIER COMPANY	\$2,948.00
H.D. Supply	\$2,072.54
H.D. Supply	\$1,906.48
HEARTLAND FOUNDATIONS SOLUTIONS LLC	\$22,160.12
Janice Meggerson	\$1,000.00
McClatchy Company, LLC	\$1,007.10
MEI TOTAL ELEVATOR SOLUTIONS	\$201,658.50
MEI TOTAL ELEVATOR SOLUTIONS	\$134,990.10
PAYROLL	
AFLAC PREMIUM HOLDING	\$3,339.36
Blue Cross Blue Shield Of KC	\$102,030.62
Colonial Life & Accident Ins	\$9,235.08
Delta Dental	\$4,445.02
JAMES A. JENKINS	\$2,054.32
Kansas Payment Center	\$2,055.34
Kansas Payment Center	\$2,055.34
Kansas Payment Center	\$1,936.72
Kansas Public Employ Ret Syst	\$39,733.86
Kansas Public Employ Ret Syst	\$39,647.67
Kansas Public Employ Ret Syst	\$36,965.33
Nationwide Retirement Solution	\$2,182.00
Nationwide Retirement Solution	\$1,862.00
Nationwide Retirement Solution	\$1,812.00

[illegible]

Kansas City, Kansas Housing Authority
Operating Income and Expenditure
For the Period Ended December 31, 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	%	FSS BUDGET	ROSS YR TO DATE	TOTAL YR TO DATE	%	TOTAL BUDGET
OPERATING INCOME:																
Dwelling Rent				\$3,955,870.68	80%	\$4,934,708.00								\$3,955,870.68	80%	\$4,934,708
Fraud Recovery Income							\$46,920.69							\$46,920.69		\$46,920.69
Interest Income	\$864.01	617%	\$140.00	\$14,181.78	1640%	\$860.00								\$15,045.79	1505%	\$1,000
Tenant Income				\$243,520.36										\$243,520.36		
Transfer from CFP	\$334,393.91					\$1,031,654.00								\$334,393.91		\$1,031,654
Other Income	\$39,110.28			\$139,985.00	41%	\$344,460.00	\$10,779.19							\$189,874.47	55%	\$344,460
Fee for Services - COCC	\$1,360,309.74	70%	\$1,957,265.00	\$2,712,240.33										\$1,360,309.74	70%	\$1,957,265
Gain/Loss - Disp. Property										\$55,559.90				\$2,712,240.33		
Grant Income	\$1,502,967.30	56%	\$2,689,665.00											\$133,245.51	56%	\$2,689,665
Management Fees	\$3,237,645.24	70%	\$4,647,070.00	\$7,065,798.15	112%	\$6,311,682.00	\$57,699.88			\$55,559.90				\$1,502,967.30	96%	\$10,958,752
Total Operating Income				\$7,888,415.00	78%	\$10,137,661.00								\$7,888,415.00	78%	\$10,137,661
Operating Subsidy							\$713,691.00	78%	\$911,273.00					\$713,691.00	78%	\$911,273
Section 8 Admin Fees																
Total Operating Receipts	\$3,237,645.24	70%	\$4,647,070.00	\$14,054,213.15	91%	\$16,449,343.00	\$771,300.88	85%	\$911,273.00	\$55,559.90			\$77,685.61	\$19,096,494.78	87%	\$22,007,686
OPERATING EXPENSES:																
Administrative Salaries	\$923,852.55	70%	\$1,327,545.00	\$843,116.16	60%	\$1,406,207.00	\$221,797.33	62%	\$360,254.00	\$38,296.64			\$53,899.08	\$2,080,961.76	67%	\$3,094,006
Management Fees				\$1,309,078.80	84%	\$1,549,910.00	\$193,888.50	67%	\$289,533.00					\$1,502,967.30	82%	\$1,839,443
Other Admin Expenses	\$161,549.73	38%	\$280,649.00	\$400,275.90	93%	\$431,908.00	\$60,538.05	48%	\$126,088.00					\$622,563.68	74%	\$838,645
Tenant Services																
Tenant Services Salaries				\$2,918.93	21%	\$16,554.00								\$2,918.93	21%	\$16,554
Resident Assoc Expenses				\$3,484.52										\$3,484.52		\$16,554
Other Expenses				\$1,875.09	8%	\$24,785.00								\$1,875.09	8%	\$24,785
Utilities																
Maintenance Salaries	\$36,776.94	81%	\$45,546.00	1,914,969.24	64%	\$2,991,573.00								\$1,951,746.18	64%	\$3,037,119
Maint Materials	\$848,198.32	66%	\$1,282,985.00	\$1,372,650.91	68%	\$2,025,449.00								\$2,220,849.23	67%	\$3,308,434
Fee for Services - COCC	\$464,896.43	85%	\$545,754.00	\$638,290.94	84%	\$758,129.00	\$2,140.68	83%	\$2,584.00					\$1,105,328.05	85%	\$1,306,467
Other Maint Contracts	\$209,500.82	170%	\$123,248.00	\$1,360,309.74	70%	\$1,957,265.00								\$1,360,309.74	70%	\$1,957,265
Other Security Expense	\$1,187.71			\$1,794,556.55	75%	\$2,408,627.00	\$76,860.24	152%	\$50,474.00					\$2,080,917.61	81%	\$2,582,349
Insurance	\$11,477.05	94%	\$118,334.00	\$5,137.91	2%	\$208,853.00								\$6,325.62	3%	\$208,853
Terminal Leave Payments				\$590,480.68	87%	\$681,978.00	\$24,493.22	95%	\$25,756.00					\$726,450.95	88%	\$826,068
Employee Benefit Contributions	\$547,742.01	59%	\$921,768.00	\$735,081.25	57%	\$1,285,450.00	\$73,151.96	58%	\$127,204.00	\$17,263.26			\$19,826.53	\$1,393,065.01	60%	\$2,334,422
Collection Losses	(\$173.25)			\$62,137.94	75%	\$82,740.00								\$61,964.69	75%	\$82,740
Interest Expense				\$373,459.50	75%	\$498,062.00								\$373,459.50	75%	\$498,062
Other General Expense	\$3,409.66	203%	\$1,680.00	\$6,746.53	222%	\$3,041.00	\$11,186.56	102%	\$11,000.00					\$25,302.75	161%	\$15,721
Total Routine Expenses	\$3,308,417.97	71%	\$4,647,509.00	\$11,414,570.59	70%	\$16,330,531.00	\$664,056.54	67%	\$992,893.00	\$55,559.90			\$77,685.61	\$15,520,290.61	71%	\$21,970,933
COVID																
Casualty Losses - Net				(\$367,208.85)										(\$367,208.85)		
Total Operating Expenses	\$3,308,417.97	71%	\$4,647,509.00	\$11,047,361.74	68%	\$16,330,531.00	\$664,056.54	67%	\$992,893.00	\$55,559.90			\$77,685.61	\$15,153,081.76	69%	\$21,970,933
Prior Year Adjustments																
Total Operating Expenditures	\$3,308,417.97	71%	\$4,647,509.00	\$11,047,361.74	68%	\$16,330,531.00	\$664,056.54	67%	\$992,893.00	\$55,559.90			\$77,685.61	\$15,153,081.76		\$21,970,933
Gain/(Loss) from Operations	(\$70,772.73)		(\$439.00)	\$3,906,851.41		\$118,812.00	\$107,334.34		(\$81,620.00)					\$3,943,413.02		\$36,753

*** December is the 8th month of the Fiscal Year Ending March 31st
 *** Percentage 75% or 91.2th of the year



Worku Alem, Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY
MAINTENANCE REPORT
FOR THE MONTH OF January 2024**

CUSTOMER SERVICE & SATISFACTION SURVEY - January 2024

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
01/02/24	127	25	152	6	6	0	19
01/04/24	60	12	72	1	1	0	11
01/05/24	163	20	183	2	2	0	18
01/08/24	172	20	192	3	3	0	17
01/10/24	109	17	126	5	5	0	12
01/16/24	59	23	82	5	5	0	18
01/17/24	49	19	68	2	2	0	17
01/18/24	165	32	197	5	5	0	27
01/19/24	194	30	224	3	3	0	27
01/22/24	124	28	152	4	4	0	24
01/23/24	54	20	74	4	4	0	16
01/24/24	80	28	108	8	8	0	23
01/25/24	66	20	86	5	5	0	15
01/29/24	120	26	146	6	6	0	21
01/30/24	87	19	106	5	5	0	14
01/31/24	134	18	152	5	5	0	13
	1,763	357	2,120	69	69	0	292
				(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.

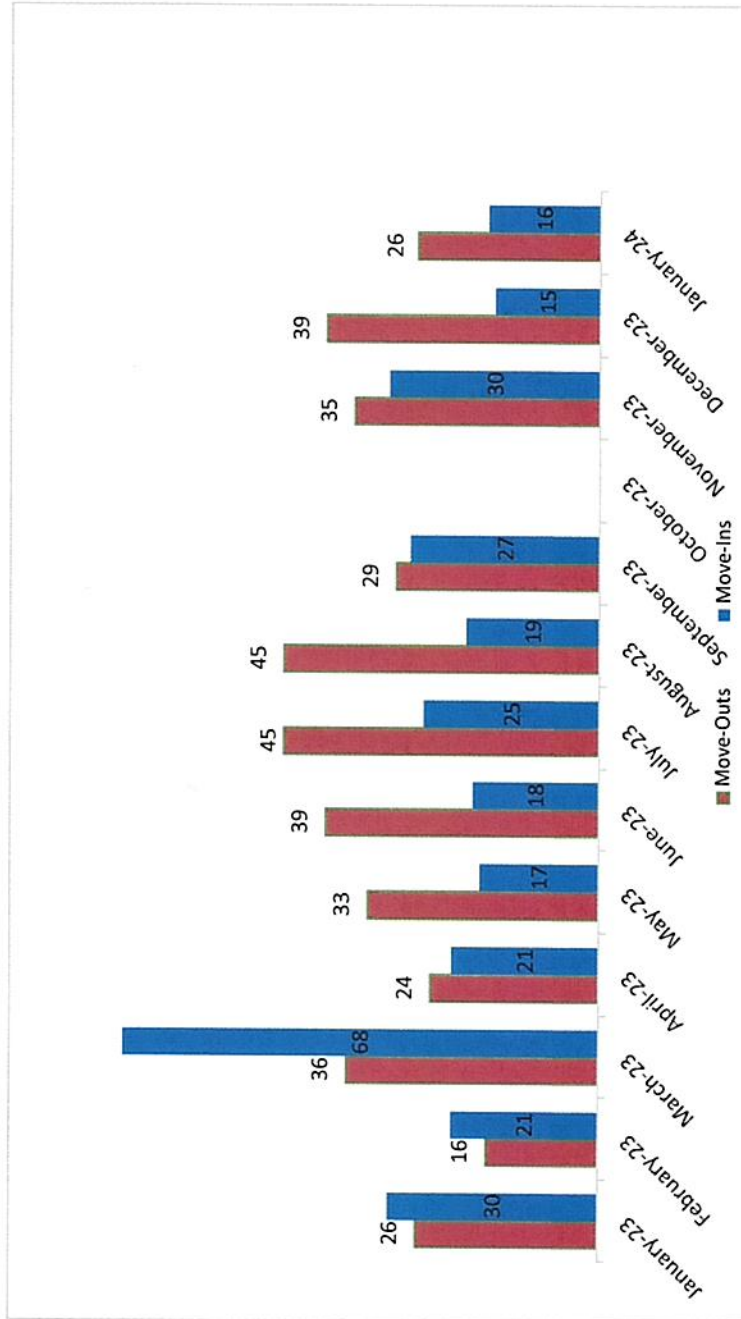
- (a) Residents Contacted 19% of the service work orders completed
- (b) No Response 82% of the service work orders completed
- (c) Favorable Response 100% of the residents contacted
- (d) Unfavorable 0% of the residents contacted

* 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	53	101	154
Units in Mod	40	26	66
Fire Units	3	0	3
Defer Maint	0	0	0
Rentable Units	50	101	151
Move-Ins	4	12	16
Move-Outs	12	14	26
Units Available	4	31	35

**Kansas City, Kansas Housing Authority
January 2024 Occupancy Report**

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	HUD APPROVED SPECIAL USE UNITS	UNITS IN MOD	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-2 D(1) ST. MARGARETS PARK	100	92	7	1		93%	93%
K1-3 D(1) CYRUS K. HOLIDAY	60	50	3	1	6	95%	95%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	254	42	6	-	86%	92%
K1-5*M(2) D(1) BELROSE MANOR	90	81	6	1	2	93%	94%
K1-6 Elderly DOUGLAS HEIGHTS	101	90	11	-	-	89%	89%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	83	13	3		87%	88%
K1-7 D(1) SCATTERED SITES	24	21	1	2		96%	96%
K1-9 D(1) SCATTERED SITES	30	24	3		3	90%	90%
K1-10 *M(2) SCATTERED SITES	42	36	4		2	90%	90%
K1-11 M(1) D(1) GRANDVIEW PARK	40	30	8	1	1	80%	83%
K1-12 D(2) CHALET MANOR	66	49	-	2	15	100%	100%
K1-13 WELBORN VILLA	80	77	3	-		96%	98%
K1-14 BETHANY PARK TOWERS	153	137	16	-		90%	90%
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	104	6	-	12	95%	98%
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	20	-			100%	100%
K1-23 D(1) SCATTERED SITES	38	35	3			92%	97%
K1-24 M(18) PLAZA TOWERS	115	75	10		30	91%	86%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	100%
AMP 58 Bonner Springs (absorbed 7/1/21)	50	43	7	-		86%	90%
Total Units Available for Occupancy	1,843	1,591	156	19	77	92%	94%



MODERNIZATION AND DEVELOPMENT REPORT – February 2024

CAPITAL FUND PROGRAM 2019

The funding amount for this program is \$4,914,294.00.

Completed Projects:

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.
2019 LEAD-BASED PAINT GRANT – Completed
K1-54 SCATTERED SITES 15 EROSION REPAIR 4515 PARKVIEW AVENUE

Upcoming Projects:

None

CAPITAL FUND PROGRAM 2020

The funding amount for this program is \$5,288,808.00.

Completed Projects:

K1-6 Douglas Heights Elevator Modernization
K1-52 and K1-53 Foundation Repair and Stabilization.

Ongoing Projects/Progress:

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 completed and contractor has requested final payment.

Upcoming Projects:

None

CAPITAL FUND PROGRAM 2021

The funding amount for this program is \$5,485,060.00.

Completed Projects:

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

Ongoing Projects/Progress:

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 complete, and first floor is complete. Punch list items still remain but they are making progress completing it.

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 has been issued and project is nearing completion. Project is near completion.

Upcoming Projects:

None

CAPITAL FUND PROGRAM 2022

The funding amount for this program is \$6,843,959.00.

Completed Projects:

K1-53 Chalet Manor Emergency Window Repair.
K1-54 Scattered Sites 10 HVAC Replacement
K1-58 Vaughn Dale Bonner Springs Structural Repair
K1-14 & K1-4 Wyandotte Towers Domestic Boilers (2)
K1-7 Retaining Wall Repair
K1-20 Westgate DHW Boiler Replacement
K1-15 Erosion Control
K1-15 Interior Modernization and Repairs Phase 3
K1-54 (15) Scattered sites Asbestos Abatement

New Projects:

K1-12 Chalet Manor Exterior Repair/almost ready to bid, in process of finalizing plans
K1-3, K1-6 Select Site Improvements – Project is in the process of rebidding.
K1-18 Rosedale Towers Interior Modernization
K1-58 Bonner Springs Roof and HVAC Replacement
K1-18 Rosedale Towers, replace smoke detector heads.

Project in progress:

K1-All Parking Lot Improvements - Bid Received and awarded, project expected to start at least in part by end of February.
K1—58 Vaughn Dale Elevator Modernization- started on 1/29/2024, progressing as scheduled.
K1-52 & K1-53 Select Interior and Exterior Modernization, NTP issued 1/2/2024 progressing as scheduled.

Upcoming Projects:

K1-55 Wyandotte Towers Main Door Replacement

K1-3, K1-6 Select Site Improvements – Project is in the process of rebidding.

Completed Projects:

K1-18 Rosedale Towers 12th floor Asbestos abatement/completed 2/09/2024

CAPITAL FUND PROGRAM 2023

The funding amount for this program is \$6,890,000.00.

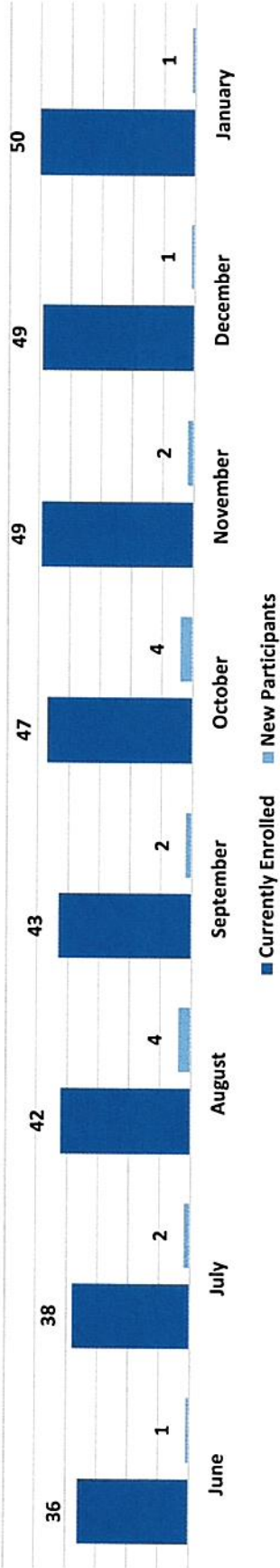
In process of planning project for this fund year.

FAMILY SELF-SUFFICIENCY PROGRAM SUMMARY - January 2024

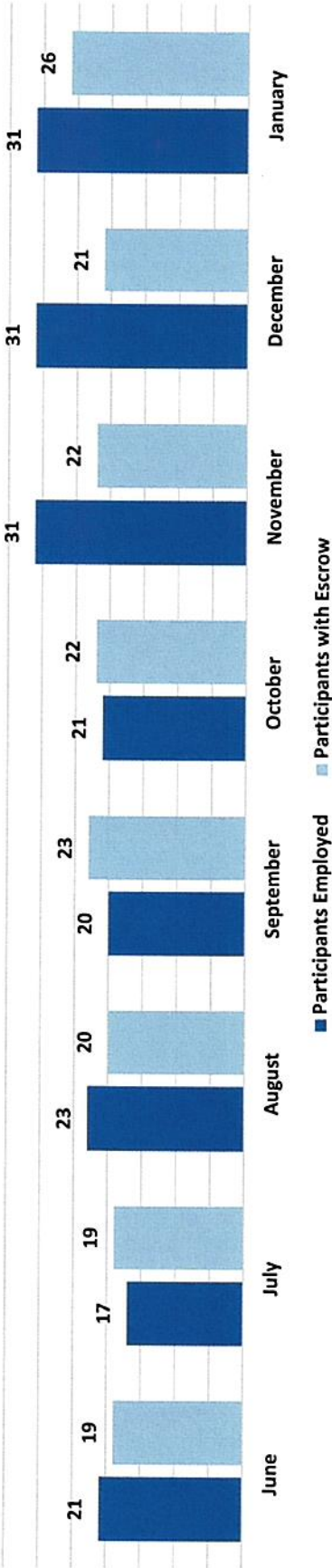
Month	June	July	August	September	October	November	December	January
Currently Enrolled	36	38	42	43	47	49	49	50
New Participants	1	2	4	2	4	2	1	1
Exited	1	0	0	0	0	0	1	0
Ported	0	0	0	0	0	0	0	0
Graduated	0	0	0	1	0	0	0	0
Participants Employed	21	17	23	20	21	31	31	31
Participants with Escrow	19	19	20	23	22	22	21	26
Currently Contributing to Escrow	13	11	12	14	16	17	16	18
Total Escrow Balance	\$ 72,407	\$ 75,516	\$ 78,716	\$ 83,767	\$ 89,019	\$ 93,749	\$ 98,987	\$ 105,524
Monthly Escrow Balance	\$ 3,526	\$ 3,138	\$ 3,138	\$ 5,051	\$ 5,252	\$ 4,730	\$ 5,238	\$ 6,537
Appts with Participants	18	16	15	21	20	14	13	10
Initial Appts	2	2	4	2	4	2	1	1
SSI Onyx	4	4	4	4	4	4	4	5
TANF	0	0	0	2	2	2	3	3
Credit Pulled/Reviewed	1	2	1	2	3	1	0	1
Interim Withdrawals	0	0	0	0	0	0	0	0
Money Dispersed	0	0	0	0	\$ 7,286.11	0	0	0

FAMILY SELF-SUFFICIENCY AT A GLANCE - January 2024

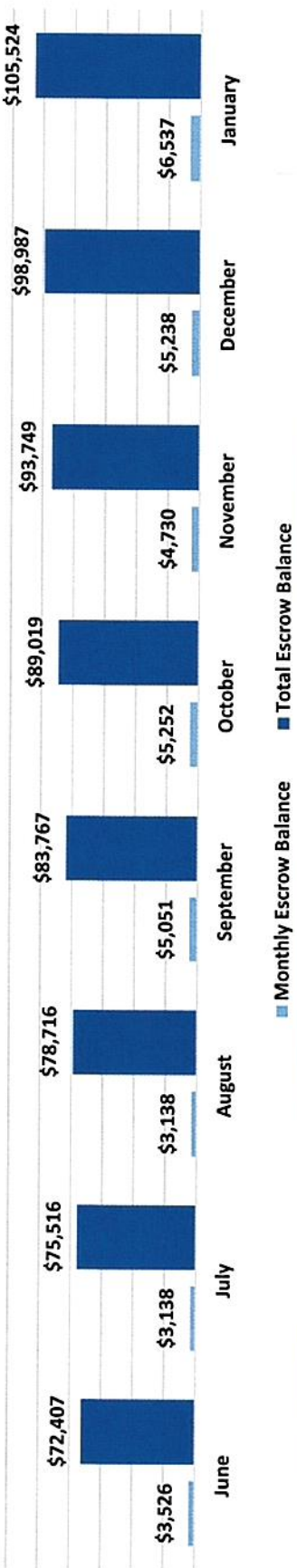
PARTICIPANTS ENROLLED



EMPLOYMENT AND ESCROW



ESCROW BALANCE



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

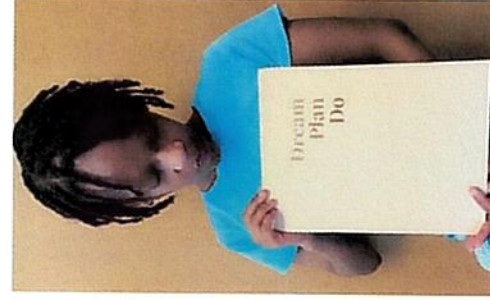
Looking forward to a year of many opportunities and successes. A year to...

Make IT HAPPEN

Michael Jordan once said,

"Some people want it to happen, some wish it would happen, others make it happen."

"This year is for me." ~S. Manning



New FSS participant, S. Manning is working on her vision board. This is an interactive board that comes with inspirational quotes, positive thinking phrases, and motivating words. This helped her map out her dreams and goals and plan the necessary action steps to accomplish them. This is a powerful visualization tool so she can stay focused on her way to achieving self-sufficiency.

Education. Action. Outcome.

Banking, budgeting, saving, credit, debt, and investing are the pillars that support the financial decisions that we'll make in our lives. Making informed financial decisions is more important than ever.



FDIC

This year, we will use the financial education program, Money Smart, to provide participants with practical knowledge, skills-building opportunities, and resources they can use to manage their finances with confidence.



February 29th, the first SWAP meeting of the year!



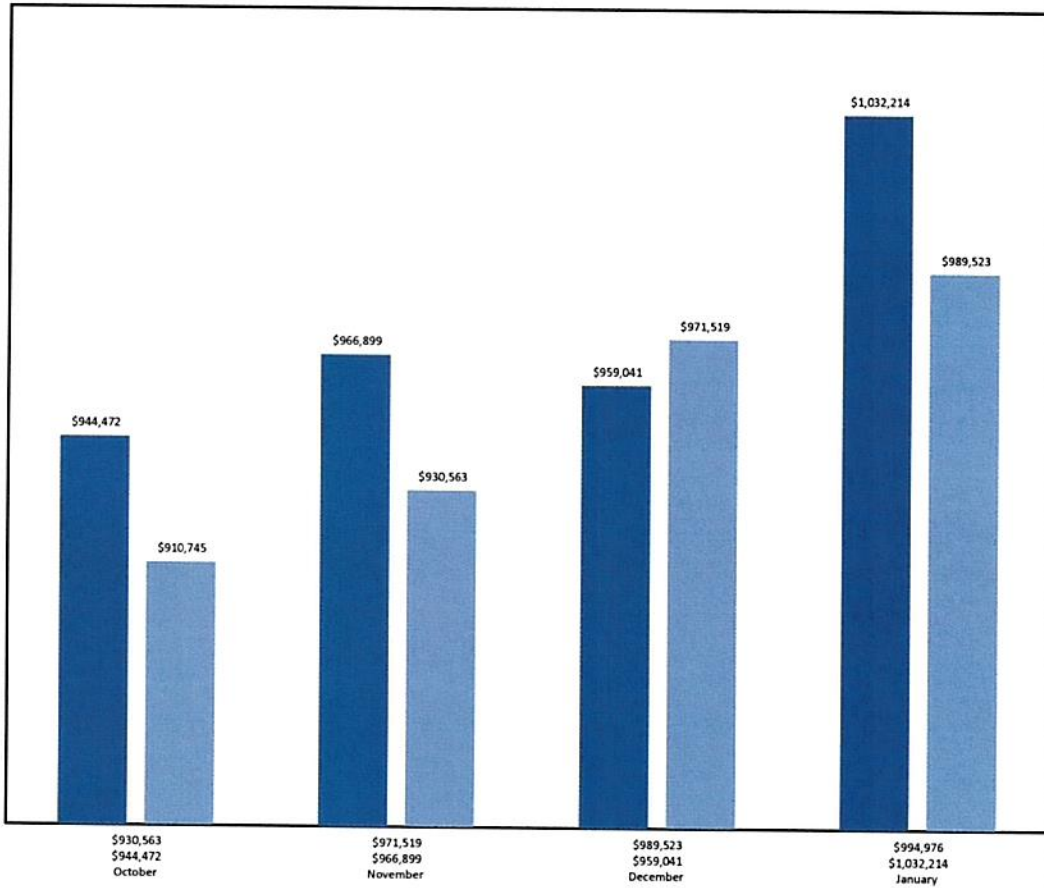
The ROSS Coordinator held a workshop for residents at Douglas Heights on February 7.

"Healthy Minds" was taught by Dr. Chaquita Miller, a Home and Family agent from K-State Extension, who brings a broad base of expertise to help solve complicated problems by teaching essential living skills.

January 2024

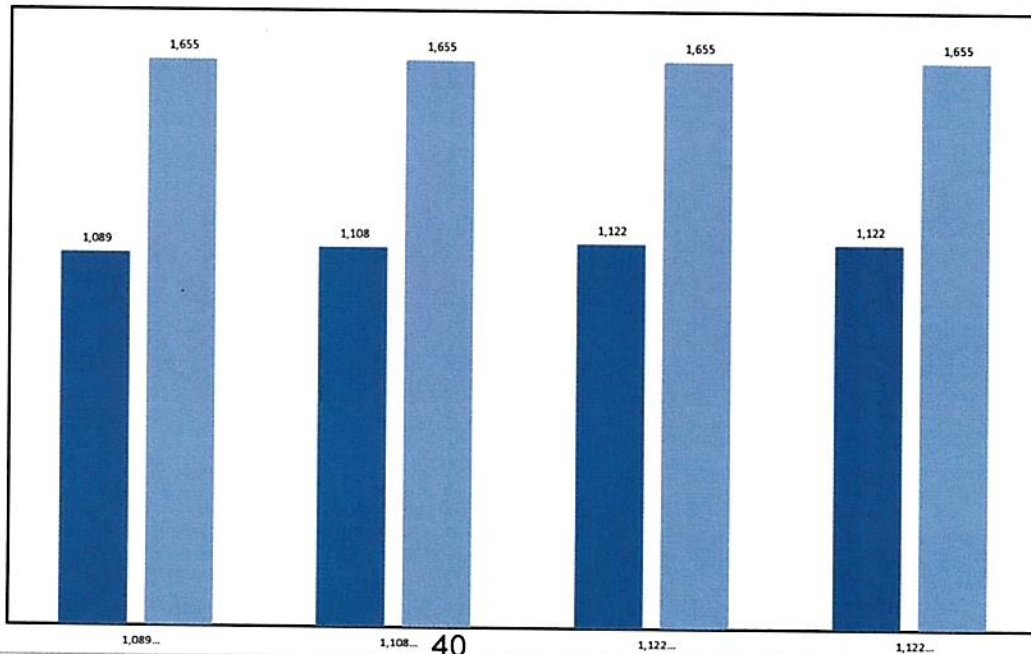
Section 8 Monthly Housing Assistance Payments

■ HAP Payments



Section 8 Vouchers In-Lease and Target Leasing Rate

■ In-Lease ■ Target



Resolution No. 2024-06

**RECOGNIZING HAZEL DAVIS FOR HER VALUABLE SERVICE
TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS**

WHEREAS Hazel Davis was appointed by the Unified Government Board of Commissioners on April 1, 2022 to serve as Commissioner for the Housing Authority of the City of Kansas City, Kansas; and

WHEREAS she served faithfully during her tenure on the Board; and

WHEREAS her appointment ended December 14, 2023; and

WHEREAS the Housing Authority Board would like to recognize Hazel Davis for her commitment, dedication, service, and good counsel.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Kansas City, Kansas that we to officially recognize and thank Hazel Davis for her valuable contributions to the staff, residents, and citizens of this community.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2024-06.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Resolution No. 2024-07

**RECOGNIZING REV. JIMMIE L. BANKS FOR HIS VALUABLE SERVICE
TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS**

WHEREAS Rev. Jimmie L. Banks was appointed by the Unified Government Board of Commissioners on October 7, 2007 to serve as Commissioner for the Housing Authority of the City of Kansas City, Kansas; and

WHEREAS he served faithfully during his tenure on the Board; and

WHEREAS his appointment ended January 19, 2024; and

WHEREAS the Housing Authority Board would like to recognize Rev. Jimmie L. Banks for his commitment, dedication, service, and good counsel.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Kansas City, Kansas that we to officially recognize and thank Rev. Jimmie L. Banks for his valuable contributions to the staff, residents, and citizens of this community.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2024-07.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO