

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
NOVEMBER 14, 2022
12:30 p.m.**

(Board Member Lunch 12:00pm-12:30pm in Executive Office)

**Administration/Resident Initiatives Building
(Handicap Accessible)
700 North Berry Road
Norman, Oklahoma 73069**

MINUTES

ITEM 1. ROLL CALL

Vice-Chairperson Ratliff declared a quorum present and called the meeting to order at 12:38 P.M.

COMMISSIONERS PRESENT:

Marianne Ratliff	Vice-Chairperson
Rick McKinney	Commissioner
Paul Austin	Commissioner
Lee Lawrence	Commissioner

COMMISSIONERS ABSENT:

Jeff Cummins	Chairman
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STAFF PRESENT:

Karen Canavan	Executive Director
Sherri Hunt	Deputy Executive Director
Barbra Ruth	Executive Assistant
Allison Failing	Section 8 Supervisor
James Henslee	Maintenance Supervisor

VISITORS PRESENT:

None

ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER LAWRENCE.

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the November 14, 2022, Regular Board Meeting, as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve the Agenda for the November 14, 2022, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM 4. CONSENT DOCKET

INFORMATION:

This Item is placed on the Agenda so that the Board, by unanimous consent, can designate those routine Agenda Items that they wish to be approved or acknowledged by one motion. If any Item proposed does not meet with approval of all Board Members, that Item will be heard in regular order. Staff recommends that Items 5 thru 7 be placed on the Consent Docket.

ACTION REQUESTED: A motion to place Items 5 thru 7 on the Consent Docket to be approved by one motion.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to accept items 5 thru 7 to be placed on the consent docket for the November 14, 2022, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM 5. APPROVAL OF MINUTES FROM SEPTEMBER 12, 2022, REGULAR BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the September 12, 2022, Regular Board Meeting, as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM 6. CONSIDERATION OF FINANCIAL STATEMENTS FOR JULY, 2022 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR OCTOBER, 2022.

The low rent program had a net income of \$44,530.57.

The Routine Claims and Credit Card Expense Reports were attached for review.

Maintenance over time for the month was \$78.75.

Credit Card expense for the month was \$5,112.69.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM 7. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF OCTOBER, 2022.

Section 8 has a total of 1,157 vouchers under lease. Currently there are 274 families on the waiting list.

Rose Rock Villa is 100% occupied. There are 14 approved applicants on the waiting list.

General Occupancy (Scattered Sites) and Redbud Village: The Status of Occupancy for the month was attached for the Boards' review. The scattered sites were 96% occupied. Redbud Village was 100% occupied. There are 9 approved applicants on the waiting list.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM 8. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 9/30/2022.

Olivia Northam was recognized as Employee of the Quarter ending 9/30/2022. She was not present at the meeting due to being scheduled out of the office for personal reasons.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM

9. CONSIDERATION OF CONTRACT FOR INDEPENDENT AUDITOR.

Fifteen (15) firms were solicited for proposal of our 2023 independent audit needs; firms contacted were:

Audit Solutions LLC	Chesterfield, Missouri
John Blakeway, CPA	Kennedale, Texas
David A. Boring, CPA	Lubbock, Texas
Eide Bailly	Tulsa, Oklahoma
Barry E. Gaudette, CPA	Traverse City, Michigan
Kriegel & Co., LTD	Las Cruces, New Mexico
Malcolm Johnson & Co., P.A.	DeBary, Florida
Niewedde & Wiens	York, Nebraska
Petit & Company LLC	Indianapolis, IN
Sartain Fishbein & Co.	Tulsa, OK
Rob Seay	Denton, Texas
Smith & Klaczkiewicz, PC	Saginaw, Michigan
Smith Marion & Co.	Brentwood, Tennessee
John Vercher	Jena, Louisiana
Wohleberg Ritzman Co., CPA	Madison, South Dakota

We received the following three (3) proposals:

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Audit Solutions, LLC	\$11,860.00	\$11,860.00	\$11,860.00
(If three-year contract is signed amounts will remain unchanged, if signed on a yearly basis then audit prices are subject to an approximately 5% increase each year.)			
Eide Bailly	\$33,750.00	\$35,350.00	\$36,750.00
(Billed separately for out-of-pocket expenses such as travel time, mileage, lodging and meals.)			
Smith Marion & Co.	\$21,570.00	\$21,993.00	\$22,043.00
(If three-year contract is signed each audit will be lowered by \$2,000.00.)			

The Norman Housing Authority used Eide Bailly for the last several years and we have been pleased. Audit Solutions, LLC has completed the audits for our PRAC properties for the last several years and we have been very pleased as well. We reached out to our fee accountant and received wonderful recommendations for both Eide Bailly and Audit Solutions, LLC.

As indicated Audit Solutions, LLC provided proposals for a much lower cost than Eide Bailly.

With the recommendation from our fee accountant, along with the references provided, staff would like to request approval of the contract with Audit Solutions, LLC for the Norman Housing Authority's 2023, 2024 and 2025 Annual Audit.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Lawrence to approve Audit Solutions for \$11,860 for the next three years. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM 10. CONSIDERATION OF AWARD OF CONTRACT FOR THE REPLACEMENT AND SURVEILLANCE EQUIPMENT AT ROSE ROCK VILLA.

Within our 2020 Capital Fund Grant, we set aside \$53,223 to upgrade our security cameras at Rose Rock Villa. They are very old with extremely poor picture quality. In addition, we have found locations that should have a camera.

After much consideration and realization NHA staff was not experienced enough in this venture to design a plan for surveillance equipment, we opted to solicit a professional service to design and install such equipment.

The Norman Housing Authority sent out a Request for Qualifications September 21st, 2022 to BNB Technology, Boyd Security, and Digital Protective Systems, Inc. seeking a qualified company to design and install a surveillance system. The areas needing coverage are Rose Rock Villa, administration building, 2 maintenance garages, and 4 complexes of duplexes within the City of Norman, OK.

All responses were to be received no later than close of business October 13, 2022. We received two responses; BNB Technology, and Digital Protective Systems, Inc. Letters of Qualification for both are attached. We did not receive a response from Boyd Security.

BNB Technology provided a great deal of information as well as a presentation, within their store. It was quite impressive. The NHA has also been using BNB Technology for IT services since January 2016. We continue to be very satisfied with services from BNB.

Since BNB already understands our computers/networking as well as being very informative on the latest equipment available, we recommend approving BNB to design and install our surveillance equipment.

Discussion was had reminding staff to follow due diligence in obtaining a price list and design before implantation.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Lawrence to hire BNB Technology to design and install the security system as long as it is kept within the \$53,223 budget.

DISCUSSION: The Board voiced their concern over not having an itemized price list of what would be included in the install.

ACTION TAKEN: Commissioner Austin withdrew his motion.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve BNB Technology to proceed with a design of a system with the understanding that the NHA will receive a unit price list of equipment upon execution of the contract prior to the design and then approved by staff. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM

11. CONSIDERATION TO AWARD CONTRACT FOR EXTERIOR PAINTING OF ADMINISTRATIVE BUILDING AND ROSE ROCK VILLA BENCHES.

The exterior metal window frames along with the metal doors around the administration building are in need of painting. In addition, we would like to have the benches around Rose Rock Villa painted.

Three bids were obtained and are attached. Tem McCutchen has completed projects of this nature for us in the past and we have been very pleased with his work. Also, Tem McCutchen had bid is the lowest bid.

Staff recommends the bid from Tem McCutchen Enterprises, LLC in the amount of \$5,230.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve the proposal from Tem McCutchen Enterprises to do miscellaneous painting at the Administrative Building and RRV for \$5,230. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM 12. EXECUTIVE SESSION TO DISCUSS YEAR END INCENTIVES.

ACTION REQUESTED: A motion to go into executive session.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to go into executive session and ask that everyone leave except the Commissioners and the Executive Director. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM 13. OPEN SESSION.

Returned to open session at 1:24 p.m. For the record, no votes were taken and no decisions were made.

ACTION REQUESTED: A motion to conclude executive session and go into open session.

ACTION TAKEN: No Motion Needed.

ITEM 14. AWARD OF YEAR END INCENTIVES.

It is that time of year to recognize the outstanding professionals of the NHA team.

We continued to operate a "High Performing" and very well managed Public Housing and Section 8 Housing Choice Voucher Program; as acknowledged by HUD's rating factors and our annual independent auditors. This can only be accomplished through the outstanding leadership of the NHA Board of Commissioners and the professional staff of the NHA.

We budgeted \$21, 200 within our FYE 2023 budget which was approved by our Board in June 2022. I am requesting approval to expend \$20,168 of the budgeted amount. The \$20,168 includes keeping the Executive Director's year end incentive the same as last year.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Lawrence to approve year end incentives, to include the Executive Director at her previous years amount, for a total of \$21,168. The following vote was recorded:

YEAS: 3

NAYS: 1 – Commissioner Austin

AMENDED MOTION: A motion was made by Commissioner McKinney and seconded by Commissioner Lawrence to approve year end incentives, to include the Executive Director at her previous years amount, not to exceed \$21,200. The following vote was recorded:

YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ITEM 15. NEW BUSINESS

None

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 16. RECOGNITION OF VISITORS

None

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 17. COMMISSIONER'S COMMENTS

The Board discussed the idea of later adding cameras to the scattered sites.

Executive Director Canavan wanted to share with the Board that Sherri Hunt and Barbra Ruth were rock stars for helping out while she was recently out of town and then that following week, she was out sick. They really did an amazing job taking care of things while she was out.

Commissioner Austin commented that the staff rocked and did a great job this last year.

INFORMATION: This item appears on the Authority's Agenda for the Board to make comments and to afford an opportunity for citizens to address the Board.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 18. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the November 14, 2022, Regular Board Meeting.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to adjourn the November 14, 2022, Regular Board Meeting.

The following vote was recorded:

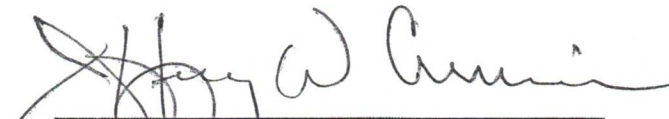
YEAS: All

NAYS: None

Vice-Chairperson Ratliff declared motion carried.

ADJOURNED AT 1:35 PM

PASSED AND ADOPTED THIS 9th DAY OF JANUARY 2023.



Chairman

Attest By:



Executive Director

