

Legend:  
AGENDA - green  
MINUTES - white  
ATTACHMENTS - blue  
RESOLUTIONS - yellow

HOUSING AUTHORITY OF THE CITY OF NORMAN  
BOARD OF COMMISSIONERS  
ANNUAL BOARD MEETING  
APRIL 08, 2024  
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

Chairman Cummins declared a quorum present and called the meeting to order at 12:33 P.M.

COMMISSIONERS PRESENT:

Jeff Cummins	Chairman
Rick McKinney	Commissioner
Lee Lawrence	Commissioner

COMMISSIONERS ABSENT:

Marianne Ratliff	Vice-Chairperson
Peggy Stockwell	Commissioner

STAFF PRESENT:

Karen Canavan	Executive Director
Barbra Ruth	Executive Assistant
Mike Domingos	Housing Navigator

VISITORS PRESENT:

Forrest Neal	Redland Childers Architects
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**ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER LAWRENCE.**

**ITEM 3. APPROVAL OF AGENDA**

**ACTION REQUESTED:** A motion to approve the Agenda for the April 08, 2024, Annual Board Meeting, as presented.

**ACTION TAKEN:** A motion was made by Commissioner McKinney and seconded by Commissioner Lawrence to approve the Agenda for the April 08, 2024, Annual Board Meeting. The following vote was recorded:

**YEAS:** All

**NAYS:** None

Chairman Cummins declared motion carried.

**ITEM 4. ELECTION OF OFFICERS**

<b>CHAIRMAN</b>	<b>JEFF CUMMINS</b>
<b>VICE-CHAIRPERSON</b>	<b>MARIANNE RATLIFF</b>
<b>COMMISSIONER</b>	<b>RICK MCKINNEY</b>
<b>COMMISSIONER</b>	<b>LEE LAWRENCE</b>
<b>COMMISSIONER</b>	<b>PEGGY STOCKWELL</b>

**ACTION REQUESTED:** As desired by the Board.

**ACTION TAKEN:** A motion was made by Commissioner McKinney and seconded by Commissioner Lawrence to approve the current slate of Officers as presented for the April 08, 2024, Annual Board Meeting. The following vote was recorded:

**YEAS:** All

**NAYS:** None

Chairman Cummins declared motion carried.

**ITEM 5. 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 6 thru 10 be placed on the Consent Docket.

**ACTION REQUESTED:** A motion to place items 6 thru 10 on the Consent Docket to be approved by one motion.

**ACTION TAKEN:** A motion was made by Commissioner McKinney and seconded by Commissioner Lawrence to approve items 6 thru 10 to be placed on the Consent Docket for the April 08, 2024, Annual Board Meeting. The following vote was recorded:

**YEAS:** All

**NAYS:** None

Chairman Cummins declared motion carried.

**ITEM 6. APPROVAL OF MINUTES FROM THE JANUARY 08, 2024, REGULAR BOARD MEETING.**

**ACTION REQUESTED:** A motion to approve the minutes from the January 08, 2024, Regular Board Meeting, as presented.

**ACTION TAKEN:** Item approved on the Consent Docket.

**ITEM 7. APPROVAL OF MINUTES FROM THE JANUARY 31, 2024, SPECIAL BOARD MEETING.**

**ACTION REQUESTED:** A motion to approve the minutes from the January 31, 2024, Special Board Meeting, as presented.

**ACTION TAKEN:** Item approved on the Consent Docket.

**ITEM 8. APPROVAL OF MINUTES FROM THE MARCH 05, 2024, SPECIAL BOARD MEETING.**

**ACTION REQUESTED:** A motion to approve the minutes from the March 05, 2024, Special Board Meeting, as presented.

**ACTION TAKEN:** Item approved on the Consent Docket.

**ITEM 9. CONSIDERATION OF FINANCIAL STATEMENTS FOR JANUARY, 2024 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR MARCH, 2024.**

The low-rent program had a net income of \$7,404.59 for the month.

Maintenance overtime for the month was \$122.33.

Credit Card expense for the month was \$3,158.00.

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** Item approved on the Consent Docket.

**ITEM 10. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF MARCH, 2024.**

Section 8 has a total of 1,190 vouchers under lease. Currently there are 689 families on the waiting list.

Rose Rock Villa is 100% occupied. There were 0 approved applicants on the waiting list and 1 application pending.

General Occupancy (Scattered Sites) and Redbud Village were both 100% occupied.

**ACTION REQUESTED:** No action necessary.

**ACTION TAKEN:** Item approved on the Consent Docket.

**ITEM 11. AWARD OF BID TO REPLACE ROSE ROCK VILLA GENERATOR & COMMON AREA LIGHTING.**

Under the 2022 and 2023 CFP programs, the NHA is budgeted \$150,000 to replace the Rose Rock Villa Generator and the common area lighting.

Redland Childers, on the NHA's behalf, solicited and obtained two conforming bids. After verifying references and the bids, Redland Childers recommends awarding the bid to Tomahawk Construction Management, LLC (lowest bidder) in the amount of \$124,350. Forrest Neal, Project Manager, was in attendance to answer any technical questions that the Board might have had.

Executive Director Canavan mentioned that the current generator is getting old and needs to be replaced. The existing ceiling tiles will be changed from 2x4 tiles to 2x2 tiles and they will also be replacing the common area lighting to help make it look nicer. The hallway lighting will be updated to 8'x48" LED and the lighting over the doors will be replaced with recessed can lighting.

Commissioner Lawrence commented that she likes the idea of the updates and that it will help it look more like a home instead of institutionalized.

Commissioner McKinney asked if all of the lights were LED. Forrest Neal responded yes, that they are increasing the lumens and lowering the energy cost.

Commissioner McKinney asked what would be the duration of the work. Forrest Neal replied that once the contract is signed, they will have a better idea of a time frame. Once they have the material in, the interior lights should take about a month depending on how much drywall work they have from removing the old fixtures. The generator could be awhile. It could take anywhere from 16 weeks to 6 months, they are not sure yet.

Staff recommends awarding the contract to Tomahawk Construction Management, LLC in the amount of \$124,350.

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** A motion was made by Commissioner McKinney and seconded by Commissioner Lawrence to approve the bid of \$124,350 by Tomahawk Construction Management, LLC as submitted. The following vote was recorded:

**YEAS:** All

**NAYS:** None

Chairman Cummins declared motion carried.

**ITEM 12. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 3/31/2024.**

Faith Lynn was recognized as Employee of the Quarter ending 3/31/2024.

**ACTION REQUESTED:** No action necessary.

**ACTION TAKEN:** None.

**ITEM 13. CONSIDERATION OF RESOLUTION NUMBER NHA 23-24-020, A RESOLUTION TO REVISE THE PUBLIC HOUSING LOW RENT ANNUAL PLAN.**

Attached, was the standard Resolution furnished by the U.S. Department of Housing and Urban Development; PHA Certificates of Compliance with the PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that have changed. The Resolution is to show evidence of acceptance by the PHA's Board of Commissioners and completion of all appropriate steps in preparation of the Annual PHA Plan.

Staff has completed the necessary legal notification, with the resident meeting and the public hearing. The Plan has to be submitted by April 17, 2024.

Chairman Cummins asked how much information in this policy changes from year to year. Executive Director Canavan mentioned that other than some of the Capital Funding activities that they are projecting out, not much changes.

Staff respectfully requests approval of Resolution Number NHA 23-24-020 as presented.

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** A motion was made by Commissioner Lawrence and seconded by Commissioner McKinney to approve Resolution Number NHA 23-24-020. The following vote was recorded:

**YEAS:** All

**NAYS:** None

Chairman Cummins declared motion carried.

**ITEM 14. CONSIDERATION OF RESOLUTION NUMBER NHA 23-24-021,  
A RESOLUTION TO REVISE THE PUBLIC HOUSING ADMISSIONS AND  
CONTINUED OCCUPANCY POLICY, LATE FEES AND NON-PAYMENT.**

This item was tabled.

**ACTION REQUESTED:** Approve as presented.

**ACTION TAKEN:** A motion was made by Commissioner McKinney and seconded by Commissioner Lawrence to table item 14. The following vote was recorded:

**YEAS:** All

**NAYS:** None

Chairman Cummins 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**

Commissioner Lawrence shared with the Board that another resident mentioned to her that Rose Rock Villa is one of the nicest places that they have lived at.

**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 April 08, 2024, Annual Board Meeting.

**ACTION TAKEN:** A motion was made by Commissioner McKinney and seconded by Commissioner Lawrence to adjourn the April 08, 2024, Annual Board Meeting.

The following vote was recorded:

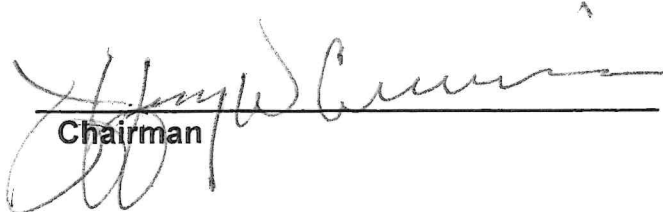
**YEAS:** All

**NAYS:** None

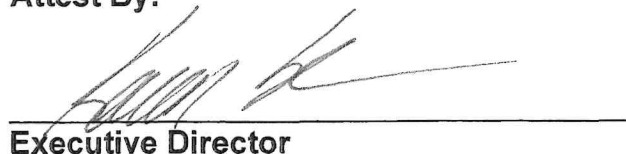
Chairman Cummins declared motion carried.

**ADJOURNED AT 1:02 PM**

**PASSED AND ADOPTED THIS 13th DAY OF MAY 2024.**

  
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**Chairman**

**Attest By:**

  
\_\_\_\_\_  
**Executive Director**

