

LOUISVILLE METRO HOUSING AUTHORITY  
MINUTES OF REGULAR MEETING  
JULY 21, 2020

Roll Call:

The meeting of the Board of Commissioners was called to order by Mr. Manfred Reid Sr., at 3:35 p.m. Due to the COVID-19 Outbreak, participants were encouraged to call in by way of Zoom Conference Call. Members present were Mr. Bryan Cole, Rev. Geoffrey Ellis, Mr. Lance Gilbert, Ms. Gena Harris, Ms. Mary Elizabeth Miles, Ms. Lisa Nicolson and Ms. Mary Ellen Wiederwohl. Absent was Mr. Hearn (excused).

Others present were Ms. Lisa Osanka, Executive Director; Mr. Wavid Wray, Deputy Executive Director; Directors; Mr. Richard Nash, III, Attorney; Ms. Vickie Fields, Executive Secretary; Staff; and individuals of the public.

On recommendation of LMPHW and the CDC guidelines on social distancing, LMHA is doing our part to prevent the spread of COVID-19 by using the available technology to conduct the necessary and vital business of the agency. All public meetings will be held adhering to federal and state standards while maintaining the health and well-being of LMHA staff, residents and partners.

Announcements:

Ms. Osanka addressed the Board on the following subjects:

- 1) Protocol for Persons addressing the Board.
- 2) HUD Negotiating Investment without Displacement Activity
- 3) Disaster Housing Recovery Efforts
- 4) COVID Resources for Eviction Prevention-Outreach to families in the Voucher and Public Housing Programs

Committee Reports:

Mr. Gilbert addressed the Board on the following subjects:

- 1) Choice Housing Subcommittee: Nothing to Report
- 2) Finance Committee: Report on CARES funding is in the Monthly Report
- 3) Strategic Planning: Due to pandemic, a hold has been placed on Facilitator, Stan Quy, coming to Louisville. Meanwhile, Mr. Quy will be sending out customer service surveys to a sample of Public Housing residents and Housing Choice Voucher participants.

Mr. Gilbert along with other Board Members congratulated Chairman Reid on his segment with WDRB.

Ms. Osanka stated that the Safety Committee is conducting an insurance review to make sure LMHA has both belts and suspenders in the insurance with the contracted entities. Once that information is received, a more complete report will be given to the Board.

Approval of Minutes:

Ms. Nicholson made a motion to approve the minutes of LMHA's regular meeting held on June 16, 2020. Mr. Gilbert seconded. Motion carried by unanimous vote.

Resolutions:

Mr. Gilbert made a motion to adopt Resolution 5a "Authorization of COVID-19 August 2020 Rent Relief for LMHA Public Housing Residents". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 54-2020 (7/21/20)

WHEREAS, COVID-19 pandemic has caused worldwide disruption and economic loss for families served by LMHA; and

WHEREAS, some of the relief programs offered by local, state and federal government have been insufficient to the needs of low-income families; and

WHEREAS, many of the relief efforts have given some level of support, LMHA families continue to face mounting bills and inadequate resources; and

WHEREAS, the estimated monthly rent charge for August 2020 rent for LMHA is nearly \$520,000 for approximately 2,400 Public Housing residents; and

WHEREAS, LMHA has identified non-federal fund to be used to offset Public Housing resident rental payments for the month of August 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Board authorizes Lisa Osanka, the Executive Director, to take such actions and execute any documents as needed to implement the COVID-19 August Rent Relief in the amount of approximately \$520,000.

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Rev. Ellis made a motion to adopt Resolution 5b "Award of Construction Contract for Roof Replacement at Parkway Place Buildings 1-35) Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 55-2020 (7/21/20)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for Roof Replacement at Parkway Place, Buildings 1-35; and

WHEREAS, Sherman, Carter, Barnhart, Inc. (SCB); developed construction documents for this project; and

WHEREAS, the project was advertised for bids in The Courier-Journal and The Louisville Defender and on June 23, 2020 bids were received and tabulated for the contractor to perform the work; and

WHEREAS, the term of the construction contract will be for 300 calendar days; and

WHEREAS, staff reviewed the bids received and determined that the bid submitted by Martin Construction Company in the amount of \$1,735,000.00 is the most responsive and responsible bid received and recommends award of the contract to them.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter a contract with Martin Construction Company in the amount of \$1,735,000.00 for Roof Replacement at Parkway Place Buildings, 1-35.

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Ms. Harris made a motion to adopt Resolution 5c "Approval of Revisions to the Public Housing Admissions and Continued Occupancy Policy". Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 56-2020 (7/21/20)

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that Public Housing providers adopt an Admissions and Continued Occupancy Policy (ACOP) to set local policies for the administration of the program in accordance with HUD requirements and local priorities; and

WHEREAS, the ACOP and any revisions to said document must be formally adopted by the Louisville Metro Housing Authority (LMHA) Board of Commissioners; and

WHEREAS, LMHA finds it necessary to revise the existing ACOP to administer the program in a more effective and efficient manner and to remain in compliance with HUD rules and regulations; and

WHEREAS, the LMHA is proposing revisions to the following sections of the LMHA ACOP: "Eligibility for Admission: Suitability" (Section 8.2) "Eligibility for Admission: Grounds for Denial" (Section 8.3); "Eligibility for Admission: Informal Review" (Section 8.4) "Recertifications: Effective Date of Rent Changes for Annual and Biennial Reexaminations" (Section 15.5); "Repayment Agreements" (Section 19); "Policy Against Trespassing" (Appendix C); and "Protections for Victims of Domestic Violence, Dating Violence , Sexual Assault, or Stalking Policy (Appendix F); and

WHEREAS, the full text of the proposed revisions is given as an attachment to this resolution; and

WHEREAS, these proposed revisions were made available for public comment from June 12, 2020 through July 11, 2020 and a public hearing was held on June 23, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Public Housing Program Admissions and Continued Occupancy Policy for LMHA owned properties revisions are adopted.

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Mr. Cole made a motion to adopt Resolution 5d "Approval of Revisions to the Housing Choice Voucher Program Administrative Plan". Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 57-2020 (7/21/20)

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that Housing Choice Voucher (HCV) providers adopt an Administrative Plan to set local policies for the administration of the program in accordance with HUD requirements and local priorities; and

WHEREAS, the HCV Program Administrative Plan and any revisions to said document must be formally adopted by the Louisville Metro Housing Authority (LMHA) Board of Commissioners; and

WHEREAS, the LMHA finds it necessary to revise the existing HCV Program Administrative Plan to administer the program in a more effective and efficient manner and to remain in compliance with HUD rules and regulations; and

WHEREAS, the LMHA is proposing revisions to the following sections of the HCV Program Administrative Plan: "Inspection Policies, Housing Quality Standards, and

Damage Claims” (Section 13 and 13F); “Rental Assistance Demonstrations” (Section 18A-D); and “Commonly Used Documents” (Appendix 3); and

WHEREAS, the full text of the proposed revisions is given as an attachment to this resolution; and

WHEREAS, these proposed revisions were made available for public comment from June 12, 2020 through July 11, 2020 and a public hearing was held on June 23, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Housing Choice Voucher Program Administrative Plan revisions are adopted.

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Mr. Gilbert made a motion to adopt Resolution 5e “Authorization for the Purchase of Furniture for the United Building”. Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 58-2020 (7/21/20)

WHEREAS, The Louisville Metro Housing Authority relocated the HCV department to the United Building located at 600 S. 7<sup>th</sup> Street. The first floor has been under renovation for the past year and completion is expected in July 2020; and

WHEREAS, the purchase of office furniture is needed for the first floor in order to conduct business and to accommodate the staff and the public; and

WHEREAS, the purchase of the furniture will be from Munson Business Interiors for products manufactured by Kimball and HON office furniture companies through state contract.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Office, Lisa Osanka, is hereby authorized to enter into a contract with Munson Business Interiors for the purchase of the furniture in the amount of \$21,538.02

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Ms. Miles made a motion to adopt Resolution 5f “Authorization for the Purchase of Office Stacker Panels for the United Building”. Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 59-2020 (7/21/20)

WHEREAS, funds have been allocated to the Louisville Metro Housing Authority's 2020 CARES Act funds (Coronavirus Aid, Relief, and Economic Security Act) for the purchase of office stacker panels for all cubicles located at the United Building; and

WHEREAS, the purchase of these panels will extend the wall height of the cubicles to add an extended protective barrier for staff while working in close proximity to each other, resulting in continued efforts for a Healthy at Work environment; and

WHEREAS, the purchase and installation of these panels will be procured from ORI (Office Resources, Inc.) under Kentucky State Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Office, Lisa Osanka, is hereby authorized to enter into a contract with ORI (Office Resources, Inc.) for the purchase and installation of the panels in the amount of \$50,266.47.

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Rev. Ellis made a motion to adopt Resolution 5g "Approval of Special Projects Consultant Contract". Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 60-2020 (7/21/20)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Housing Choice Voucher Program, which may be used for program and project related consulting services when necessary in the course of agency operation; and

WHEREAS, Louisville Metro Housing Authority staff prepared a Request for Proposals to acquire needed Special Projects consulting services for an annual fee not to exceed \$100,000 and advertised the project in the Courier-Journal and the Louisville Defender, and on June 9, 2020, three proposals for providing the requisite services were received and evaluated; and

WHEREAS, staff reviewed the proposals and determined the proposal from Hairgrove Consulting acceptable for the work to be performed and staff recommends award of the contract to Hairgrove Consulting for the not to exceed annual amount of \$100,000 with projects to be assigned based on the type of work.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a Special

Projects Consultant contract with Hairgrove Consulting with an annual fee not to exceed \$100,000 (including four yearly renewal options).

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Rev. Ellis made a motion to adopt Resolution 5h “Authorization to Enter into a Professional Services Contract with the Nelrod Company”. Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 61-2020 (7/21/20)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for a Professional Services Contract for the “Physical Needs Assessment and Energy Audit”, which is required every five-years in the course of agency operations; and

WHEREAS, Louisville Metro Housing Authority (LMHA) staff prepared a Request for Proposal to acquire the needed consulting services was advertised in The Courier-Journal and The Louisville Defender, and on June 16, 2020 proposals were received and evaluated; and

WHEREAS, staff reviewed the proposals and determined that The Nelrod Company is the acceptable proposal for the work to be performed and staff recommends award of the Professional Services Contract to this firm in the amount of \$67,499.00.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a Professional Services Contracts with The Nelrod Company in the amount of \$67,499.00.

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Mr. Gilbert made a motion to adopt Resolution 5i “Authorization to Renew Excess Workers’ Compensation Coverage”. Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 62-2020 (7/21/20)

WHEREAS, the Louisville Metro Housing Authority (LMHA) has been successfully self-insured with excess coverage for workers’ compensation claims; and

WHEREAS, the LMHA submitted requests for proposals for Excess Workers’ Compensation Insurance on June 12, 2019; and

WHEREAS, proposals were received and publicly opened on July 2, 2019; and

WHEREAS, the original contract award to Arch Insurance Company included four, one-year renewal options; and

WHEREAS, staff is requesting approval of the fourth, one-year renewal option.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE LOUISVILLE METRO HOUSING AUTHORITY, that the Louisville Metro Housing Authority purchase Excess Workers' Compensation Insurance with a self-insured retention of \$600,000 offered by Arch Insurance Company, through Underwriters Safety and Claims, Inc. for a one-year deposit premium of \$78,896 for the policy year of July 1, 2020 to June 30, 2021.

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Rev. Ellis made a motion to adopt Resolution 5j "Approval to Contract with OpenHealth Advisors LLC to Provide Voluntary COVID-19 Testing for Louisville Metro Housing Authority Residents and Staff". Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 63-2020 (7/21/20)

WHEREAS, accessing testing for the novel coronavirus (COVID-19) can be challenging for many participants in Louisville Metro Housing Authority's (LMHA) public housing (PH) and Housing Choice Voucher (HCV) programs, especially those who are elderly, frail or have transportation issues or childcare needs; and

WHEREAS, many of LMHA's employees interact directly with other staff and residents on a regular basis and in high density environments, and could benefit from easy access to COVID-19 testing on an ongoing basis; and

WHEREAS, OpenHealth Advisors LLC, the company currently holding the Kentucky State contract for COVID-19 testing, can provide testing on location at LMHA properties and offices, including at individual apartments for persons who are homebound or at high risk; and

WHEREAS, Sensiva Health, a national COVID testing laboratory that will working with OpenHealth Advisors, can conduct tests and directly bill Medicare, Medicaid and other insurance providers for persons with coverage and invoice LMHA for non-insured or underinsured PH and HCV program participants and/or part-time employees without health coverage; and

WHEREAS, LMHA has allocated up to \$200,000 in CARES Act Supplemental Operating Funds that are available through December 31st, to cover the cost of testing for non-insured or underinsured individuals.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to contract with OpenHealth Advisors LLC for COVID-19 testing in an amount not to exceed \$200,000.

Discussions:

Bill Weyland and Mariah Gratz updated the Board on the past, present, and future of the market rate component of Liberty Green HOPE VI.

Executive Session:

Mr. Gilbert motioned to go into Executive Session, seconded by Rev. Ellis. Motion carried by unanimous vote. The Board retired to Executive Session at 5:02 p.m.

The Board returned to Open Session at 6:09 p.m.

Other Business:

There being no further business to come before the Board, Mr. Gilbert motioned to adjourn, seconded by Ms. Nicholson. Motion carried by unanimous vote.

The Board adjourned at 6:09 p.m.

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Vickie J. Fields, Executive Secretary

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Manfred Reid, Sr., Chairman