

LOUISVILLE METRO HOUSING AUTHORITY
MINUTES OF REGULAR MEETING
NOVEMBER 19, 2019

Roll Call:

The meeting of the Board of Commissioners was called to order by Mr. Manfred Reid Sr., at 3:32 p.m. Members present were Mr. Bryan Cole (arrived at 3:37), Rev. Geoffrey Ellis, Mr. Lance Gilbert, Ms. Gena Harris, Mr. Cary Hearn (arrived at 3:37), Ms. Mary Elizabeth Miles, and Ms. Lisa Nicholson (on Skype). Absent was Ms. Mary Ellen Wiederwohl (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; Janet Dakan, Dr. Jamesetta Ferguson, Heather Hairgrove and Johnetta Roberts.

Announcements:

Ms. Osanka informed the Board that Ken Heacox, Assistant Regional Director, was retiring and introduced Greg Crum as the new incumbent.

Committee Reports:

Mr. Gilbert stated that the Finance and Audit Committee met last week and that the Audit will be produced at the December Board Meeting. Mr. Gilbert said that it was a clean report and that we are in good financial stakes.

Mr. Gilbert also gave an update on the progress of the Strategic Planning Committee mentioning that Dan Farrell will be the Staff person assisting with the framework. Plans are to have the first meeting by the end of January 2020 or beginning of February 2020.

Approval of Minutes:

Mr. Gilbert made a motion to approve the minutes of LMHA's regular meeting held on October 15, 2019, Rev. Ellis seconded. Motion carried by unanimous vote.

Resolutions:

Mr. Cole made a motion to adopt Resolution 5a "Approval of Sheppard Square Property Management Services." Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 89-2019 (11/19/19)

WHEREAS, the Sheppard Square Revitalization is a Federal HOPE VI Revitalization consisting of 287 units covering four (4) individual Low-Income Housing Tax Credit (LIHTC) phases (Block B, Blocks A C and D, Blocks E and F and PCC); and

WHEREAS, LMHA's Financial Advisor, (Duvernay & Brooks), prepared a Request for Proposal (RFP) with the assistance of LMHA staff, and the RFP was advertised in The Courier-Journal and The Louisville Defender, and on August 20, 2019 two proposals were received; and

WHEREAS, the proposals received were thoroughly reviewed and analyzed by the Evaluation Committee comprised of three LMHA staff; and

WHEREAS, the proposal submitted by CT Associates, Inc. has been determined to be the most responsive and responsible proposal received; and

WHEREAS, Ohio Capital Corporation for Housing (OCCH), the tax credit equity investor for Sheppard Square, has given their approval; and

WHEREAS, LMHA would like to enter into a one-year contract with CT Associates, with the option for four (4) additional one-year renewals.

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 Property Management Agreement with CT Associates, Inc. to perform the property management duties at the Sheppard Square HOPE VI development, in an amount not to exceed \$118,818 annually.

Ms. Harris made a motion to adopt Resolution 5b "Authorization for Annual Floor Covering Repair and Replacement Contract". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 90-2019 (11/19/19)

WHEREAS, funds for floor covering repairs and replacements are contained in the 2020 Operating Budget; and

WHEREAS, staff developed a bid proposal for floor covering repairs and replacements at various LMHA sites; and

WHEREAS, on October 22, 2019 bids were received and tabulated; and

WHEREAS, staff reviewed the bids received and determined William Greenwell to be the most responsive and responsible bid received; and

WHEREAS, Management recommends award of this contract to William Greenwell for one (1) year, with four one-year renewal options.

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 contract with William Greenwell for floor covering repair and replacement as needed for various LMHA sites, in an amount not to exceed \$180,000 annually.

Mr. Gilbert made a motion to adopt Resolution 5c "Authorization for Renewal of Computer Software". Mr. Hearn seconded. Motion carried by unanimous vote.

RESOLUTION NO. 91-2019 (11/19/19)

WHEREAS, the Louisville Metro Housing Authority (LMHA) has determined that renewal of Microsoft Office 365 subscription software is necessary; and

WHEREAS, this software is a critical business tool for Louisville Metro Housing Authority in the creation and editing of documents, spreadsheets, and email; and

WHEREAS, funds have been allocated within the 2020 Operating Budget for this plan; and

WHEREAS, the software that is recommended is available for renewal via State Government Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that Lisa Osanka, Executive Director and Contracting Officer is authorized to execute the purchase of Microsoft Open Office 365E Subscription Licenses, in an amount not to exceed \$30,000.00.

Ms. Harris made a motion to adopt Resolution 5d "Approval of 2020 Health Insurance Contract Renewal with Anthem Blue Cross and Blue Shield". Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 92-2019 (11/19/19)

WHEREAS, the current contract with Anthem Blue Cross and Blue Shield to provide employee health insurance coverage will expire on December 31, 2019; and

WHEREAS, the procurement provisions for the Anthem health insurance contract provides for a one-year contract with four subsequent annual one-year renewal options without additional procurement. Renewal of the contract for the 2020 calendar year will represent the third of the four one-year renewal options; and

WHEREAS, the Anthem premium cost for the 2019 calendar year is estimated to be \$3,357,917. Premiums paid through October 2019 were \$2,798,264; and

WHEREAS, Anthem has proposed a 2.0% increase in the premium costs for the 2020 calendar year; and

WHEREAS, the proposed 2.0% increase in the premium costs results in an estimated increase of \$67,158 for calendar year 2020 and generates a total estimated 2020 health insurance cost of \$3,425,076, of which LMHA employees will contribute approximately \$430,511 (approx. 12.57%) and LMHA paying the remaining \$2,994,565 (87.43%); and

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Officer, Lisa Osanka, is authorized to enter into a contract with Anthem Blue Cross and Blue Shield to provide health insurance coverage to LMHA employees for the period of January 1, 2020 through December 31, 2020 for an estimated amount of approximately \$3,425,076.

Ms. Harris made a motion to adopt Resolution 5e "Approval to Renew Contract with Ahead Human Resources and Purcell Staffing to Provide Temporary Employment Services". Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 93-2019 (11/19/19)

WHEREAS, the current contract with Ahead Human Resources to provide primary temporary employment services to LMHA and Purcell Staffing to provide secondary temporary employment services to LMHA will expire November 26, 2019; and

WHEREAS, the procurement provisions for the Ahead and Purcell temporary service contracts provide for a one-year contract with four subsequent annual one-year renewal options without additional procurement. Renewal of the contracts will represent the second of the four one-year renewal options; and

WHEREAS, the cost of temporary services provided by Ahead through October 2019 was \$283,058.20. The cost of temporary services provided by Purcell through October 2019 was \$261,738.43; and

WHEREAS, neither Ahead Human Resources nor Purcell Staffing have proposed an increase to their cost to provide temporary employment services for the November 27, 2019 – November 26, 2020 contract year; and

WHEREAS, staff anticipates a decrease in the utilization of temporary services during the upcoming contract year, barring any unforeseen circumstances.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Officer, Lisa Osanka, is authorized to enter into a contract with Ahead Human Resources and Purcell Staffing to provide temporary employment services to the LMHA for the period of November 27, 2019 - November 26, 2020 in the combined “not to exceed” amount of \$393,000.00

Mr. Gilbert made a motion to adopt Resolution 5f “Approval of Project Based Voucher Award to West Broadway Senior Apartments, LLLP”. Mr. Cole seconded. Motion carried by unanimous vote.

RESOLUTION NO. 94-2019 (11/19/19)

WHEREAS, Louisville Metro Housing Authority staff have reviewed a request from The Housing Partnership, Inc., for a Project Based Voucher (PBV) award for West Broadway Senior Apartments, LLLP, in conjunction with the Russell Choice Neighborhoods Initiative Program; and

WHEREAS, the property is owned by The Housing Partnership, Inc.; and

WHEREAS, the property is a 76-unit adaptive reuse multifamily development located at 1405 West Broadway, Louisville, KY 40203; and

WHEREAS, the scattered site property will provide up to 38 units of PBV off-site replacement housing in conjunction with the Russell Choice Neighborhoods Initiative Program; and

WHEREAS, per approved MTW Activity #48-2018: Local PBV Program, PBV proposals may be selected per issuance of a Request for Proposals; and

WHEREAS, LMHA will not enter into an Agreement to Enter into a Housing Assistance Payment Contract until Louisville Metro Government or HUD has completed a satisfactory Part 58 or Part 50 environmental review; and

WHEREAS, LMHA will not enter into an Agreement to Enter into a Housing Assistance Payment Contract until Kentucky Housing Corporation has completed a satisfactory subsidy layering review; and

WHEREAS, LMHA will not enter into an Agreement to Enter into a Housing Assistance Payment Contract if construction has commenced after proposal submission; and

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 issue a Preliminary Award Letter stating the applicable conditions and timeframes to enter into an Agreement to Enter into a Housing Assistance Payment Contract.

Ms. Harris made a motion to adopt Resolution 5g "Authorization for the Modernization/Upgrade of Elevators at Avenue Plaza". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 95-2019 (11/19/19)

WHEREAS, funds have been identified from the U.S. Department of Housing and Urban Development to award a contract to Abell Elevator International, Inc. for the modernization/upgrade of both elevators at Avenue Plaza; and

WHEREAS, both elevators have recently experienced mechanical failures. Due to the age of the equipment, parts are often obsolete resulting in unexpected downtime; and

WHEREAS, a request was made for Abell Elevator International, Inc., who has the annual service contract, to provide a proposal to upgrade both elevators; and

WHEREAS, Abell Elevator International, Inc. presented a quote of \$327,861.00 to upgrade both elevators.

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 award a contract to Abell Elevator International, Inc. to upgrade both elevators at Avenue Plaza for the amount not to exceed \$350,000.00.

Ms. Harris made a motion to adopt Resolution 5h "Authorization for the Modernization/Upgrade of Elevators at Dosker Manor". Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 96-2019 (11/19/19)

WHEREAS, funds have been identified from the U.S. Department of Housing and Urban Development to award a contract to Abell Elevator International, Inc. for the modernization/upgrade of all six elevators at Dosker Manor; and

WHEREAS, all elevators have recently experienced mechanical failures. Due to the age of the equipment, parts are often obsolete resulting in unexpected downtime; and

WHEREAS, a request was made for Abell Elevator International, Inc., who has the annual service contract, to provide a proposal to upgrade all elevators; and

WHEREAS, Abell Elevator International, Inc. presented a quote of \$933,925.00 to upgrade all elevators.

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 award a contract to Abell Elevator International, Inc. to upgrade all elevators at Dosker Manor for the amount not to exceed \$1,000,000.00.

Mr. Cole made a motion to adopt Resolution 5i "Approval to Renew Computer Software Technical Support Contract". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 97-2019 (11/19/19)

WHEREAS, the Louisville Metro Housing Authority has committed resources to providing technical support for its computer software; and

WHEREAS, the upkeep of both hardware and software is essential to gain maximum benefit from the Authority's investment; and

WHEREAS Emphasys Software has determined that in order to provide adequate technical support services for its clients, it is necessary to increase technical support fees; and

WHEREAS, support from Emphasys Software is required to keep up with the constantly changing needs and requirements of LMHA and HUD; and

WHEREAS, staff has determined that the required funds are available in the budget and all procurement requirements have been satisfied.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that Lisa Osanka, Executive Director, and Contracting Officer is hereby authorized to renew the contract with Emphasys Software for a fee not to exceed \$120,147.00 for Technical Support services. The contract period will be January 1, 2020 through December 31, 2020.

Mr. Gilbert made a motion to adopt Resolution 5j "Authorization to Enter into a Memorandum of Agreement Between the Louisville Metro Housing Authority and MOLO Village CDC for Utilization and Drawdown of Choice Neighborhood Critical Community Improvements Funds". Rev. Ellis seconded. Due to confidentiality, this resolution was briefly discussed then carried into Executive Session. Once back in regular session, Mr. Hearn motioned that Resolution 5j be tabled. Ms. Harris seconded. Motion carried by unanimous vote.

Ms. Miles made a motion to adopt Resolution 5k "Approval of Change Order #2 for Office Fit Up – 600 South Seventh Street". Mr. Cole seconded. Motion carried by unanimous vote.

68 November 19, 2019

RESOLUTION NO. 98-2019 (11/19/19)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Section 8 HUD Held Reserve Funds for the Office Fit Up at 600 South Seventh Street; and

WHEREAS, the contract with Martin Construction Company executed on July 10, 2019, in the amount of \$1,897,000.00 requires Change Order #2 to facilitate additional work and a contract time extension; and

WHEREAS, Martin Construction Company submitted a price increase of \$87,409.00 to perform the necessary work, and the project architect and Louisville Metro Housing Authority staff have reviewed the proposal and determined that it is a reasonable and acceptable proposal for the work; and

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 approve Change Order #2 with Martin Construction Company for an increase of \$87,409.00 for additional work.

Discussions:

None.

Executive Session:

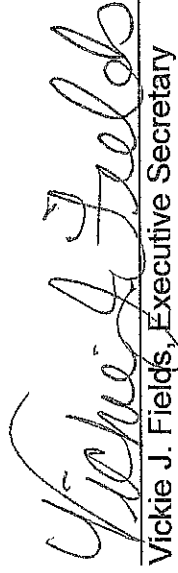
Mr. Gilbert motioned to go into Executive Session, seconded by Rev. Ellis. Motion carried by unanimous vote. The Board retired to Executive Session at 5:48 p.m.

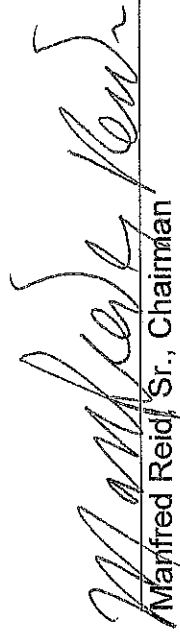
The Board returned to Open Session at 6:12 p.m.

Other Business:

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

The Board adjourned at 6:13 p.m.


Vickie J. Fields, Executive Secretary


Marfred Reid, Sr., Chairman