

LOUISVILLE METRO HOUSING AUTHORITY
MINUTES OF REGULAR MEETING
NOVEMBER 16, 2021

Roll Call:

The meeting of the Board of Commissioners was called to order by Mr. Manfred Reid Sr., at 3:36 p.m. Due to the COVID-19 Outbreak, participants may call in by way of Zoom Conference Video Call or attend In-Person. Members present were Mr. Chad Collier (3:43 p.m.), Rev. Geoffrey Ellis, Mr. Brian Evans, Ms. Gena Harris (3:45 p.m.), Mr. Cary Hearn, Ms. Mary Elizabeth Miles, Ms. Lisa Nicholson, and Ms. Mary Ellen Wiederwohl (3:38 p.m.).

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; LMHA Staff; Lance Gilbert and other individuals of the public.

On recommendation of LMPHW and the CDC guidelines on social distancing, LMHA is doing its part to prevent the spread of COVID-19 by using 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:

There were no comments from the Public. Ms. Osanka did mention the lengthy Agenda and encouraged the Board to keep the meeting moving.

Committee Reports:

None.

Approval of Minutes:

Rev. Ellis made a motion to approve the minutes of LMHA's regular meeting held on October 19, 2021. Ms. Nicholson seconded. Motion carried by unanimous vote.

Mr. Gilbert wanted the Minutes to reflect that he was in attendance at the last Board Meeting.

Resolutions:

Ms. Nicholson made a motion to adopt Resolution 5a "Authorization to Sell 1638 W. Kentucky Street Condo Units #1, 4, 5, 7, 8, 9, 10, 11, 14 & 16." Mr. Hearn seconded. Motion carried by unanimous vote.

RESOLUTION NO. 75-2021 (11/16/21)

WHEREAS, the Louisville Metro Housing Authority (LMHA) owns ten Condominium Units located at 1638 W. Kentucky; and

WHEREAS, LMHA requested and received an amended approval from the HUD Special Applications Center on July 13, 2018 to advertise the units for sale. LMHA considered several options, including retaining ownership of the subject units as well as listing with a real estate agent and selling to a successful bidder, but such efforts were unsuccessful. LMHA advertised the units on July 2, 2021 and two bids were received. One bidder was responsive but declined to proceed with purchase. The units were re-advertised on September 22, 2021. One responsive bid was received; and

WHEREAS, REBOUND, Inc. was the responsive bidder and has agreed to purchase the units for a sum of \$205,000.00. The appraised value is \$205,000.

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 execute documents necessary to sell 1638 W. Kentucky Street (10 units) to REBOUND, Inc. for \$205,000.00.

Rev. Ellis made a motion to adopt Resolution 5b "Authorization to Renew Shingle Roof Repair and Replacement Contract." Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 76-2021 (11/16/21)

WHEREAS, the Louisville Metro Housing Authority (LMHA) is required to maintain, repair and replace all roofs as needed at all LMHA properties; and

WHEREAS, specifications were developed, advertised, and bids received on November 5, 2019, for Shingle Roof Repair and Replacement at Various Sites as needed for all LMHA sites; and

WHEREAS, the Evaluation Committee reviewed the bids received and determined L.H. Barrett Co., LLC to be the most responsive and responsible bid received; and

WHEREAS, the Evaluation Committee and Management recommended award of this contract to L.H. Barrett Co., LLC for one year, with four one-year renewal options; and

WHEREAS, the initial year contract and first one-year renewal has expired; and LMHA and L.H. Barrett Co., LLC would like to execute the second one-year renewal option.

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 L.H. Barrett Co., LLC for repairs and replacement of roofs as needed for all LMHA sites, in an amount not to exceed \$100,000 annually.

Ms. Harris made a motion to adopt Resolution 5c “Approval to Renew Sheppard Square Property Management Services Contract.” Ms. Nicholson seconded. Motion carried by unanimous vote.

RESOLUTION NO. 77-2021 (11/16/21)

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 entered into a one-year contract with CT Associates, with the option for four (4) additional one-year renewals; and

WHEREAS, LMHA is pleased with the management services CT Associates, Inc. has provided; and

WHEREAS, the initial and first year renewal has expired; and LMHA and CT Associates, Inc. would like to execute the second one-year renewal option.

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 \$118,818.00 annually.

Ms. Harris made a motion to adopt Resolution 5d “Approval of 2022 Health Insurance contract with Anthem Blue Cross and Blue Shield.” Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 78-2021 (11/16/21)

WHEREAS, the current contract with Anthem Blue Cross and Blue Shield to provide employee health insurance coverage will expire on December 31, 2021; 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 2021 calendar year represented the fourth and final of the four one-year renewal options; and

WHEREAS, a Request for Proposals (RFP) for the procurement of health insurance coverage for all LMHA employees was released on October 5, 2021. The response from Anthem Blue Cross and Blue Shield was the only response LMHA received; and

WHEREAS, a total of sixteen companies expressed interest, but decided not to bid; and

WHEREAS, HUD granted approval for Anthem as a single-source procurement on November 2, 2021; and

WHEREAS, Anthem has proposed an 8.0% premium increase for the 2022 calendar year in the total amount of \$4,387,476, based on the current annual premium of \$4,062,478; and

WHEREAS, the proposed 8.0% increase in the premium costs results in an increase of \$324,998 for calendar year 2022 of which LMHA employees will contribute approximately 8.85% (approx. \$388,292) and LMHA will pay the remaining 91.15% (approx. \$3,999,184); and

WHEREAS, the proposed 8.0% increase will be included in the FY 2021 AND FY 2022 operating budgets; and

WHEREAS, all procurement requirements have been satisfied and met within the Request for Proposals procurement process dated October 5, 2022; and

WHEREAS, the procurement process provides for a one-year contract with Anthem Blue Cross and Blue Shield, with four additional one-year renewal options subject to the LMHA Board of Commissioner's approval for each annual contract renewal.

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, 2022 through December 31, 2022 for an annual premium amount of \$4,387,476.

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

RESOLUTION NO. 79-2021 (11/16/21)

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, 2021; 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 fourth and final of the four one-year renewal options; and

WHEREAS, the cost of temporary services provided by Ahead through October 2021 was \$24,786.40. The cost of temporary services provided by Purcell through October 2021 was \$102,138.14; and

WHEREAS, the utilization of temporary services decreased during the 2020-2021 contract year. However, the need to utilize temporary services remain moderately high due to various factors, including the COVID-19 pandemic; and

WHEREAS, staff requests approval for a combined "not to exceed" amount of \$227,000.00 for the 2021-2022 contract year.

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, 2021 - November 26, 2022 in the combined "not to exceed" amount of \$227,000.00.

Ms. Nicholson made a motion to adopt Resolution 5f "Approval of Contract Amendment for Annual Architectural Contract with Lockett & Associates." Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 80-2021 (11/16/21)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for architectural services when necessary in the course of agency operation; and

WHEREAS, on May 1, 2019, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract to Lockett & Associates to provide the requisite services for an initial period of one year in the amount of \$500,000; and

WHEREAS, the contract awarded to Lockett & Associates included an option provision whereby LMHA may renew the contract up to four additional years; and

WHEREAS, the first renewal option of the contract was implemented on May 1, 2020 in the amount of \$300,000; the second renewal was awarded on May 1, 2021 for the same amount, and it requires an amendment for additional funding to accommodate work associated with the Capital Improvements Projects; and

WHEREAS, Lockett & Associates and the Louisville Metro Housing Authority agreed to an additional amount not to exceed \$200,000 to perform the additional 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 approve an amendment to the contract with Lockett & Associates in a not to exceed amount of \$200,000 for additional funding required to complete additional work at various sites.

Ms. Miles made a motion to adopt Resolution 5g "Approval to Renew Russell Choice Neighborhoods HUD & Miscellaneous Legal Consultant Services Contract with Reno & Cavanaugh, PLLC." Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 81-2021 (11/16/21)

WHEREAS, the U.S. Department of Housing and Urban Development provided the Louisville Metro Housing Authority (LMHA) Capital Funds to be utilized in

conjunction with the Russell Choice Neighborhoods program for HUD and miscellaneous legal services; and

WHEREAS, in 2020, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract for Russell Choice Neighborhoods legal services to Reno & Cavanaugh, PLLC to provide the requisite legal services for a period of one year; and

WHEREAS, the contract awarded to Reno & Cavanaugh, PLLC included an option provision whereby LMHA may renew the contract up to four additional years.

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 exercise the first option to renew the contract for Russell Choice Neighborhoods HUD & Miscellaneous Legal Consultants Services Contract with Reno & Cavanaugh, PLLC for one year with an annual fee not to exceed \$200,000.

Ms. Nicholson made a motion to adopt Resolution 5h “Approval of Second Contract Amendment for Annual Architectural Contract with Sherman-Carter-Barnhart.” Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 82-2021 (11/16/21)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for architectural services when necessary in the course of agency operation; and

WHEREAS, on May 1, 2019, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract to Sherman-Carter-Barnhart Architects, PSC to provide the requisite services for an initial period of one year; and

WHEREAS, the contract awarded to Sherman-Carter-Barnhart Architects, PSC included an optional provision whereby LMHA may extend the contract for up to four additional years; and

WHEREAS, the second one-year renewal option of the contract was implemented in May 1, 2021 in the amount of \$500,000; it was amended for an additional \$530,000 on May 18, 2021 to be used exclusively for development and construction oversight of the Baxter Community Center Renovation, and it now requires a second amendment for additional funding to accommodate continued work associated with various major capital improvement projects already started or under construction; work associated with the Beecher Terrace Revitalization Project and other miscellaneous work including the assessment of the former Iroquois Homes sites; and

WHEREAS, Sherman-Carter-Barnhart Architects PSC and the Louisville Metro Housing Authority agreed on a not to exceed amount of \$300,000 to perform the additional work, for a new total contract amount of \$1,330,000.

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 a second amendment to the contract with Sherman-Carter-Barnhart Architect PSC in a not to exceed amount of \$300,000 for additional funding required to complete additional work at various sites.

Ms. Miles made a motion to adopt Resolution 5i “Approval of Change Order No. 1 for Dosker B Electrical Upgrades.” Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 83-2021 (11/16/21)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for Dosker B Electrical Upgrades; and

WHEREAS, the contract with Howell & Howell Contractors, Inc. awarded on June 3, 2021, for the Dosker B Electrical Upgrades will require Change Order No. 1 to address the deteriorated conditions of the plumbing piping that was discovered during the demolition of the kitchens and bathrooms; and

WHEREAS, the contractor submitted a proposal of \$266,551.05 for completing the additional work, and both the A/E Consultants and project LMHA team found the proposal to be justified and reasonable; and

WHEREAS, the additional work will be performed by the plumbing subcontractor, which will increase the MBE participation percentage for this project by 6% for a total MBE participation of 24%, and

WHEREAS, the additional necessary work increases the project by 13.98%, which is within the acceptable threshold per LMHA Procurement Policy.

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 No. 1 with Howell & Howell Contractors, Inc. in the amount of \$266,551.05 for Dosker B Electrical Upgrades.

Discussion Items:

After lengthy conversations of the LMHA Employee Policy regarding the Presidential Executive Order and Occupational Safety & Health Administration's (OSHA) Emergency Temporary Standards (ETS) on COVID-19 Vaccination and/or Testing, a determination was reached.

The ETS requires covered employers, to develop, implement, and enforce a policy on vaccination. This ETS requirement must be met by December 6, 2021. Covered companies are given an option of the following two methods on which to establish their policy:

(1) Adopt a mandatory vaccination policy in which all employees are required to be fully vaccinated. In this option weekly COVID-19 testing and wearing face covering while at work, will be used only as a reasonable accommodation for employees with disabilities or sincerely held religious beliefs;

or

(2) Adopt a policy requiring employees to either get fully vaccinated **or** undergo regular COVID-19 testing and wear a face covering while at work. The company must ensure that each employee who is not fully vaccinated is tested for COVID-19 at least weekly.

Ms. Nicholson made a motion to adopt ETS Option 1 for all LMHA employees. Rev. Ellis seconded. Motion carried with 6 yeas (Mr. Reid, Mr. Collier, Rev. Ellis, Ms. Harris, Ms. Miles, Ms. Nicholson) and 2 nays (Mr. Evans and Mr. Hearn).

Executive Session:

Rev. Ellis motioned to go into Executive Session, seconded by Ms. Harris. Motion carried by unanimous vote. The Board retired to Executive Session at 5:47 p.m.

The Board returned to Open Session at 5:59 p.m.

Other Business:

There being no further business to come before the Board, Ms. Nicholson motioned to adjourn, seconded by Mr. Collier. Motion carried by unanimous vote. The Board adjourned at 6:00 p.m.

Vickie J. Fields, Executive Secretary

Manfred Reid, Sr., Chairman