

LOUISVILLE METRO HOUSING AUTHORITY  
MINUTES OF REGULAR MEETING  
SEPTEMBER 20, 2022

**Roll Call:**

The meeting of the Board of Commissioners was called to order by Chairperson Gena Harris, at 3:32 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, Commissioner Chad Collier, Commissioner Geoffrey Ellis, Commissioner Cary Hearn, Commissioner Mary Elizabeth Miles, Commissioner Nicole Nally, Commissioner Lisa Nicholson, and the Mayor's Proxy, Mary Ellen Wiederwohl (3:35). Absent was Commissioner Leah Peale (excused).

Others present were Lance Gilbert, Emeritus Member; Lisa Osanka, Executive Director; Wavid Wray, Deputy Executive Director; Directors; Richard Nash, III, Attorney; Vickie Fields, Executive Secretary; LMHA Staff, 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 public comments.

Attorney Richard Nash administered the Oath of Office to Ms. Nicole Nally.

**Committee Reports:**

None.

Commissioner Ellis advised the Board that over 100 employees attended an Active Shooters Response class and that additional classes are scheduled this month for over 100 additional LMHA employees.

**Approval of Minutes:**

Commissioner Nicholson made a motion to approve the minutes of LMHA's regular meeting held on August 16, 2022. Commissioner Ellis seconded. Motion carried by unanimous vote.

**Resolutions:**

Commissioner Nicholson made a motion to adopt Resolution 5A "Adoption of New Payment Standards Effective October 1, 2022." Commissioner Miles seconded. Motion carried by unanimous vote.

**RESOLUTION NO. 46-2022 (9/20/22)**

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) mandates that all Housing Choice Voucher (including Homeownership and Project-Based Voucher), Emergency Housing Voucher (EHV), and Veterans Affairs Supportive Housing (VASH) Program providers utilize HUD's Metro Area and/or Small Area Fair Market Rents as a basis for payment standards to determine the maximum amount of assistance that can be paid by the agency for gross rents (rent to owner + utility allowance) for Program participants; and

WHEREAS, HUD issued revised Metro Area and Small Area Fair Market Rents for FFY 2023, which will be effective on October 1, 2022; and

WHEREAS, HUD allows public housing authorities to use payment standards that are set between 90 and 110 percent of the published Metro Area Fair Market Rents as noted in the Quality Housing and Work Responsibility Act of 1998, and the Louisville Metro Housing Authority's HUD-approved Moving to Work (MTW) Annual Plan allows for both Homeownership payment standards for exception rent areas at up to 120 percent of the Metro Area Fair Market Rents and for Project-Based Voucher payment standards that are the higher of 110% of Metro Area Fair Market Rent or Small Area Fair Market Rent; and

WHEREAS, in the Emergency Housing Voucher (EHV) and Veterans Affairs Supportive Housing (VASH) programs, HUD allows payment standards to be set between 90 and 120 percent of Small Area Fair Market Rents.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that rental payment standards be adopted at 100 percent (and for exception payment census tracts at 110 percent) of Metro Area Fair Market Rents effective October 1, 2022; that Homeownership payment standards be adopted at 110 percent (and for exception payment census tracts at 120 percent) of Metro Area Fair Market Rents; and that Project-Based Voucher payment standards be adopted at the higher of 110% of the Metro Area Fair Market Rent or Small Area Fair Market Rent effective October 1, 2022.

Be it further resolved that the Emergency Housing Voucher (EHV) and Veterans Affairs Supportive Housing (VASH) payment standards be set at 120 percent of the Small Area Fair Market Rents effective October 1, 2022.

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Commissioner Nally made a motion to adopt Resolution 5B “Authorization to Renew Contract for Park DuValle Property Management Services.” Commissioner Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 47-2022 (9/20/22)

WHEREAS, the Park DuValle Revitalization Housing is a federal HOPE VI development consisting of four (4) individual Low-Income Housing Tax Credit (LIHTC) phases (Park DuValle Limited Partnership I, Park DuValle Limited Partnership II, Park DuValle Limited Partnership III and Park DuValle Limited Partnership IV); and

WHEREAS, LMHA prepared a Request for Proposal (RFP) for the Property Management function of Park DuValle, with the assistance of LMHA’s Financial Advisor, (Duvernay & Brooks). The RFP was advertised in The Courier-Journal, The Louisville Defender, and using the E-Procurement Marketplace and on June 22, 2021 two proposals were received; and

WHEREAS, the proposals received were thoroughly reviewed and analyzed by an evaluation committee comprised of three LMHA staff; and

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

WHEREAS, Winterwood Inc. currently manages Park DuValle and LMHA is satisfied with the management services they have provided; and

WHEREAS, LMHA would like to enter into a one-year contract with Winterwood Inc., with the option for four (4) additional one-year renewals subject to LMHA Board approval.

WHEREAS, Winterwood Inc. has exercised the initial one-year contract; and

WHEREAS, LMHA and Winterwood Inc. would like to exercise the first 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 Winterwood Inc. to perform the property management duties at the Park DuValle development, in an amount not to exceed \$278,088 annually.

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Commissioner Miles made a motion to adopt Resolution 5C “Authorization for the Emergency Procurement for Replacement of Deck and Stairs at Norbrook Apartments 4506-4522 Fegenbush Lane.” Commissioner Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 48-2022 (9/20/22)

WHEREAS, funds have been identified from the U.S. Department of Housing and Urban Development under the Capital Fund Program to award a contract to Daleos Construction for the emergency replacement of the deck and stairs that provides access to Norbrook Apartments on the second floor located at 4506 – 4522 Fegenbush Lane; and

WHEREAS, LMHA’s review of the deck and stairs conclude these structures have become structurally unsecure and should be replaced as soon as practical to assure the continued functional access to the units located in these properties; and

WHEREAS, on August 1, 2022, Executive Director, Lisa Osanka deemed an emergency procurement as a result of the condition of the deck and stairs not being sound; and

WHEREAS, the sealed bid process was not followed due to this emergency; however, the Capital Improvements Department obtained a quote from an experienced contractor to perform the needed repairs; and

WHEREAS, the quote submitted by Daleos Construction, an MBE firm, was reasonable, responsive and staff found them to be well qualified to perform the required replacement 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, after the fact because of the emergency, to award a contract to Daleos Construction to replace the deck and stairs at Norbrook Apartments for the amount of \$39,800.00.

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Commissioner Nally made a motion to adopt Resolution 5D “Approval of Revised Utility Allowance Schedules for Housing Choice Voucher Program.” Commissioner Nicholson seconded. Motion carried by unanimous vote.

RESOLUTION NO. 49-2022 (9/20/22)

WHEREAS, U.S. Department of Housing and Urban Development (HUD) regulations require that Housing Choice Voucher (HCV) Program administrators maintain utility allowance schedules for all tenant-paid utilities; and

WHEREAS, these regulations require revision of the utility allowance schedules when rates increase or decrease by 10 percent or more from the rates used in calculation of the previous utility allowance schedules.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the new utility allowance schedules, which were revised to incorporate current and/or proposed rates for gas, electric, water, sewer, drainage, propane, and fuel oil are adopted for use in the HCV Program with leases/recertifications effective January 1, 2023.

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Commissioner Nicholson made a motion to adopt Resolution 5E “Authorization to Amend the Sheppard Square Homeownership Development Agreement with Habitat for Humanity.” Commissioner Nally seconded. Commissioner Wiederwohl motioned to amend resolution that if after review by staff an amendment needs to be made, staff will come back to the board with corrected amendment for approval. If it is not, and is correct, the resolution will be moved forward. Staff was also instructed to work with the board members to assure clarity, Commissioner Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 50-2022 (9/20/22)

WHEREAS, the Louisville Metro Housing Authority (LMHA) owns and prepared twenty-three (23) lots for homeownership in conjunction with the Sheppard Square HOPE VI project on Hancock Street and John Little Street between Jacob Street and Lampton Street; and

WHEREAS, LMHA signed a Development Agreement (the Agreement) executed on August 29th, 2018, with Habitat for Humanity of Metro Louisville, Inc. (Habitat). The Agreement provided Habitat with the opportunity to reserve five (5) lots and construct single-family homes on those lots for families earning at or below 80% of Area Median Income. Once improvements are complete, LMHA and Habitat would convey the parcel and improvements respectively to an affordable homebuyer; and

WHEREAS, the Agreement was amended effective August 29<sup>th</sup>, 2021, increasing the lots reserved for Habitat to eight (8); and

WHEREAS, Habitat is proposing to amend the Agreement to allow for three (3) one-year extensions; to change the reserved lots; and increase the total amount of currently reserved lots to fourteen (14) which are to be used for construction of affordable single-family homes for families earning at or below 80% of Area Median Income; all other terms and conditions within the Development Agreement shall remain the same.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director, is hereby authorized to amend the Amendment to Development Agreement with Habitat and execute any documents necessary to improve and sell fourteen (14) lots (#15, #16, #17, #18, #19, #20, #21, #24, #25, #26, #27, #28, #29, #30) at \$1.00 each, for a total of \$14.00 to affordable homebuyers provided by Habitat For Humanity of Metro Louisville for the construction of fourteen (14) single-family affordable homeownership homes.

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Commissioner Nicholson made a motion to adopt Resolution 5F "Authorization to Renew Income and Employment Verification Contract." Commissioner Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 51-2022 (9/20/22)

WHEREAS, U.S. Department of Housing and Urban Development (HUD) requires all Public Housing & Housing Choice Voucher providers to obtain income and employment verifications for all Public Housing & Housing Choice Voucher eligible participants; and

WHEREAS, in July 2020, LMHA staff, in accordance with LMHA's procurement procedures, awarded a contract to TALX Corporation (d/b/a Equifax Workforce Solutions); and

WHEREAS, the original contract awarded in 2020, to TALX Corporation (d/b/a Equifax Workforce Solutions) included the option for four (4) additional one-year renewals; and

WHEREAS, LMHA staff is requesting approval of 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 execute the second one-

year renewal option of the contract with TALX Corporation (d/b/a Equifax Workforce Solutions) in the amount of \$298,770.

**Discussion Items:**

None.

**Executive Session:**

Commissioner Ellis motioned to go into Executive Session, seconded by Commissioner Peale. Motion carried by unanimous vote. The Board retired to Executive Session at 4:03 p.m.

The Board returned to Open Session at 4:34 p.m.

**Other Business:**

There being no further business to come before the Board, Commissioner Ellis motioned to adjourn, seconded by Commissioner Hearn. Motion carried by unanimous vote. The Board adjourned at 4:34 p.m.

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Vickie J. Fields, Executive Secretary

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Gena Harris, Chairperson