

LOUISVILLE METRO HOUSING AUTHORITY
MINUTES OF REGULAR MEETING
JANUARY 17, 2023

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 also present were, Commissioner Geoffrey Ellis, Commissioner Mary Elizabeth Miles, Commissioner Nicole Nally, Commissioner Lisa Nicholson, and Commissioner Leah Peale. Absent were, Commissioner Chad Collier, Commissioner Cary Hearn (excused), and Mayor's Proxy, Mary Ellen Wiederwohl (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 Board of Commissioners, staff, residents, and partners.

Announcements:

There were no announcements or public comment.

Committee Reports:

There were no committee reports.

Approval of Minutes:

Commissioner Nicholson made a motion to approve the minutes of LMHA's regular meeting held on December 20, 2022. Commissioner Ellis seconded. Motion carried by unanimous vote.

Resolutions:

Commissioner Nally made a motion to adopt Resolution 5A "Approval of Membership Dues for the Council of Large Public Housing Authorities." Commissioner Ellis seconded. Motion carried by all other members.

RESOLUTION NO. 01-2023 (1/17/23)

WHEREAS; the Louisville Metro Housing Authority (LMHA) reinstated its membership with the Council of Large Public Housing Authorities (CLPHA) in FY 2020; and

WHEREAS; the CLPHA organization was established in the mid-1980's to provide direct support to large Public Housing Authorities in the form of administrative support and direction in addition to a liaison connectivity to the Department of Housing and Urban Development in Washington, DC; and

WHEREAS; the LMHA was a charter member within the CLPHA organization until 1999 when the membership was discontinued due to budgetary constraints; and

WHEREAS; the LMHA has determined the benefits received from the CLPHA organization exceed by far the amount of the annual due's membership fee; and

WHEREAS; the FY 2023 CLPHA annual dues assessment of \$37,930 is determined by the number of Public Housing units and the number of Housing Choice Vouchers currently in the LMHA portfolio and will be paid from LMHA non-federal funds; and

WHEREAS; the FY 2023 CLPHA membership may be discontinued and not renewed in subsequent calendar years without any financial penalty or consequence.

NOW, THEREFORE BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Authority is authorized to renew its membership within the Council of Large Public Housing Authorities organization with the annual due's assessment of \$37,930; to be paid from LMHA non-federal funds.

Commissioner Nicholson made a motion to adopt Resolution 5B "Addendum to Yardi System Annual License and Maintenance Fees." Commissioner Nally seconded. Motion carried by unanimous vote.

RESOLUTION NO. 02-2023 (1/17/23)

WHEREAS, Louisville Metro Housing Authority (LMHA) requires an integrated computer software solution to serve the needs and requirements of our staff, residents, landlords, and governing agencies: and

WHEREAS, on March 2022 LMHA staff, in accordance with LMHA procurement procedures, renewed the contract to Yardi Systems, Inc to provide conversion to and licensing of an enterprise software system; and

WHEREAS, the renewal awarded to Yardi Systems included an agreement to Annual Subscription and Licensing fees based on a per unit fee for 12,000 total units; and

WHEREAS, the current active units/vouchers in the database are 14,266 resulting in a prorated increase in the licensing and maintenance costs of \$ 38,625.00.

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 approve the addendum to the Yardi Systems Inc licensing agreement, in the amount of \$ 38,625.

Commissioner Nicholson made a motion to adopt Resolution 5C “Approval of Continued Software Services with Emphasys Software Company.” Commissioner Nally seconded. Motion carried by unanimous vote.

RESOLUTION NO. 03-2023 (1/17/23)

WHEREAS; the Louisville Metro Housing Authority (LMHA) converted its computer software system from Emphasys to Yardi One software during FY 2022; and

WHEREAS; the Yardi One software conversion is now complete and functioning “Live” for all LMHA data operating systems; and

WHEREAS; the current Emphasys Software Support contract expired on December 31, 2022 and subsequently restrict any further access to the Emphasys software data; and

WHEREAS; the LMHA Staff have experienced an on-going need to refer to the prior Emphasys software data to address conversion issues within the Yardi One software data; and

WHEREAS; the Emphasys Software Support Service has agreed to extend the current Emphasys software support contract for one additional year for an annual cost of \$58,800; and

NOW, THEREFORE BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that; the one-year contract extension with the Emphasys Software Support Service in the amount of \$58,800 is approved. BE IT FURTHER RESOLVED that; Lisa Osanka, Executive Director, and Contracting Officer, is authorized to execute all Emphasys Software Support Service contracts on behalf of the Louisville Metro Housing Authority.

Commissioner Nicholson made a motion to adopt Resolution 5D “Authorization to Enter into Contract with Flexible Staffing and Ahead Human Resources to Provide Temporary Employment Services.” Motion seconded by Commissioner Nally. Motion carried by unanimous vote.

RESOLUTION NO. 04-2023 (1/17/23)

WHEREAS, the contract with Purcell Staffing and Ahead Human Resources to provide temporary employment services to the Louisville Metro Housing Authority (LMHA) for the 2021-2022 contract year expired November 26, 2022; and

WHEREAS, the procurement provisions for the Ahead Human Resources and Purcell Staffing temporary service contracts provided for a one-year contract with four subsequent annual one-year renewal options without additional procurement. Renewal of the 2021-2022 contracts represented the fourth and final of the four one-year renewal options; and

WHEREAS, Purcell Staffing partnered with Flexible Staffing and their name was changed from Purcell Staffing to Flexible Staffing. Flexible Staffing adhered to the contract in force between Purcell Staffing and LMHA with no changes; and

WHEREAS, in October 2022, staff endeavored to obtain temporary employment services through state contract. The respondent companies from the state contract list were unable to meet LMHA’s temporary worker needs; and

WHEREAS; on November 22, 2022 a Request for Proposal (RFP) was released for the procurement of Temporary Employment Services. Flexible Staffing agreed to extend the contract with LMHA through December 31, 2022 at the current contract rates during the RFP process; and

WHEREAS; staff received and reviewed bids that were received from Flexible Staffing, Ahead Human Resources, Talantage HR and Talent Solutions, and Staffmark; and

WHEREAS; staff determined that the bids submitted by Flexible Staffing and Ahead Human Resources, LMHA’s current providers of temporary employment services, were determined to be the lowest and most responsive bids; and

WHEREAS, the combined cost of temporary employment services provided by Flexible Staffing and Ahead Human Resources during the period of December 1, 2021 through November 30, 2022 was \$116,507.00. The combined contract amount approved for temporary employment services for the current contract period was “not to exceed” \$227,000.00; and

WHEREAS, staff recommends Flexible Staffing and Ahead Human Resources to

provide temporary employment services to LMHA for the combined “not to exceed” amount of \$200,000.00 for the 2023 – 2024 contract year; and

WHEREAS, the terms of the contracts will be for a one-year period with annual renewal options for up to an additional four years; and

WHEREAS; funding for these contracts will be factored into the FY 2023 and FY 2024 operating budgets.

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 Flexible Staffing and Ahead Human Resources to provide temporary employment services to LMHA for the period of February 1, 2023 to February 1, 2024 in the combined “not to exceed” amount of \$200,000.00.

Discussion Items:

The six-month Property Disposal Report was submitted to the Board and Osanka gave a brief summary.

Executive Session:

Commissioner Nicholson motioned to go into Executive Session, seconded by Commissioner Ellis. Motion carried by unanimous vote. The Board retired to Executive Session at 4:02 p.m.

The Board returned to Open Session at 4:44 p.m.

Other Business:

There being no further business to come before the Board, Commissioner Nicholson motioned to adjourn, seconded by Commissioner Ellis. Motion carried by unanimous vote. The Board adjourned at 4:44 p.m.

Vickie J. Fields, Executive Secretary

Gena Harris, Chairperson