

LOUISVILLE METRO HOUSING AUTHORITY
MINUTES OF REGULAR MEETING
APRIL 18, 2023

Roll Call:

The meeting of the Board of Commissioners was called to order by Chairperson, Gena Harris, at 3:42 p.m. 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, and Mayor's Designee, David Kaplan. Excused was Commissioner Cary Hearn, Commissioner Lisa Nicholson and Commissioner Leah Peale. Others present were Manfred Reid, Emeritus Chair, Lance Gilbert, Emeritus Member, Lisa Osanka, Executive Director; Wavid Wray, Deputy Executive Director; Richard Nash, III, Attorney; Vickie Fields, Executive Secretary; Directors; LMHA staff, WAVE News, Ann Anderson, and other individuals of the public.

Announcements:

None.

Committee Reports:

Commissioner Miles reminded the Board that the Personnel Committee is still waiting on documents that are due from Commissioners by April 26th, 2023.

Approval of Minutes:

Commissioner Ellis made a motion to approve the amended minutes of LMHA's regular meeting held on March 21, 2023. Commissioner Nally seconded. Motion carried by unanimous vote.

Resolutions:

Commissioner Nally made a motion to adopt Resolution 5A "Adoption of 7/1/2023 – 6/30/2024 Consolidated Budget." Commissioner Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 13-2023 (4/18/23)

WHEREAS, the Louisville Metro Housing Authority's Consolidated Budget for fiscal year 2023 – 2024 has been prepared in accordance with PHA 7475.1 Low-Income Housing Management Handbook; and

WHEREAS, the Consolidated Budget is a component of the annual Moving to Work Plan; and

WHEREAS, the proposed Consolidated Budget provides for a \$773,000 operating deficit subsequent to all MTW Interfund transfers; and

WHEREAS, all certification requirements have been met; and

WHEREAS, the 2023 – 2024 consolidated budget has been reviewed by the Audit/Finance Committee and approved for submission to the LMHA Board of Commissioners for approval; and

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY’S BOARD OF COMMISSIONERS, that the proposed expenditures in the Consolidated Budget for 2023 – 2024 are necessary for the appropriate delivery of resident services and efficient operation of the Louisville Metro Housing Authority. Additionally, the Executive Director is authorized to execute amendments to the Annual Contributions Contract (ACC) with HUD for the Capital Fund Program (CFP), Operating Fund, and Section 8 Housing Choice Voucher Program as required.

Commissioner Nally made a motion to adopt Resolution 5B “Approval of FY 2024 Moving To Work Annual Plan.” Commissioner Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 14-2023 (4/18/23)

WHEREAS, the Louisville Metro Housing Authority (LMHA), as the Housing Authority of Louisville, executed a Moving to Work (MTW) Agreement on August 2, 1999; an Amended and Restated Agreement on April 15, 2008, which provides LMHA with some authority to investigate and adopt new policies and to flexibly use HUD funding and which extended participation in the MTW Program until June 30, 2018 and subsequently extended participation until June 30, 2028; an Amendment to the Amended and Restated Agreement on March 17, 2020, which authorized citations to waive an independent entity inspection; and an Amendment on March 16, 2023 to allow participation in HUD’s Rental Assistance Demonstration program; and

WHEREAS, as a part of the Amended and Restated MTW Agreement, an MTW Annual Plan for Fiscal Year (FY) 2024 must be developed and submitted to HUD to formally enable LMHA to fully use the policy and budget flexibility provided to public housing agencies participating in the MTW Program; and

WHEREAS, a Board Resolution approving the proposed FY 2024 MTW Annual Plan and required Certifications must be included in the submission provided to HUD; and

WHEREAS, the proposed FY 2024 MTW Annual Plan was made available for public comment between March 17, 2023 and April 17, 2023 and a public hearing was held on March 28, 2023 to discuss the Proposed FY 2024 MTW Annual Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the FY 2024 MTW Annual Plan is approved, and that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to execute and submit the Plan to the U.S. Department of Housing and Urban Development.

BE IT FURTHER RESOLVED that the Secretary of the Board, Lisa Osanka, is hereby authorized to sign the required Certifications of Compliance.

Commissioner Ellis made a motion to adopt Resolution 5C “Approval of Revisions to the Housing Choice Voucher Program Administrative Plan.” Commissioner Nally seconded. Motion carried by unanimous vote.

RESOLUTION NO. 15-2023 (4/18/23)

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, 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 multiple sections of the HCV Program Administrative Plan; and

WHEREAS, a summary of the proposed revisions is included in this resolution; and

WHEREAS, these proposed revisions were made available for public comment from March 17, 2023 through April 17, 2023 and a public hearing was held on March 28, 2023.

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.

Commissioner Nally made a motion to adopt Resolution 5D “Approval of Revisions to the Public Housing Admissions and Continued Occupancy Policy.” Commissioner Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 16-2023 (4/18/23)

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 multiple sections of the ACOP; and

WHEREAS, a summary of the proposed revisions is included in this resolution; and

WHEREAS, these proposed revisions were made available for public comment from March 17, 2023 through April 17, 2023 and a public hearing was held on March 28, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Public Housing Program Admissions and Continued Occupancy Policy is adopted. This policy will

apply to all public housing developments except Liberty Green and Sheppard Square, which have negotiated site-level agreements with Limited Partnerships.

Commissioner Ellis made a motion to adopt Resolution 5E “Authorization for Contract Award of Lawn Maintenance Services for Park DuValle.” Commissioner Nally seconded. Motion carried by unanimous vote.

RESOLUTION NO. 17-2023 (4/18/23)

WHEREAS, funds are allocated in the Park DuValle II, III and IV Partnership Operating Funds for lawn maintenance services for Park DuValle; and

WHEREAS, staff developed a bid proposal for lawn maintenance services for Park DuValle; and

WHEREAS, on March 28, 2023, two bids were received, and tabulated; and

WHEREAS, staff reviewed the bids received and determined U.S. Lawns to be the most responsive and responsible bid received; and

WHEREAS, U. S. Lawns previously provided above average lawn care services; and

WHEREAS, Management recommends award of this contract to U.S. Lawns 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 U.S. Lawns for lawn maintenance services for Park DuValle in an amount of \$149,814.20 annually.

Commissioner Nally made a motion to adopt Resolution 5F “Authorization to Award 60 Project-Based Vouchers to the LMHADC for the Development of the Iroquois Senior Living Community.” Commissioner Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 18-2023 (4/18/23)

WHEREAS, the Louisville Metro Housing Authority (LMHA) plans to submit an application to the U.S. Department of Housing and Urban Development (HUD) Special

Applications Center to dispose of approximately 3.24 acres of vacant land located at 1400 Bicknell Avenue to the Louisville Metro Housing Authority Development Corp. (LMHADC) for the development of the Iroquois Senior Living Community, a 60-unit affordable rental development; and

WHEREAS, this parcel forms a portion of the 42-acre site formerly occupied by the Iroquois Homes public housing development; and

WHEREAS, the development will serve residents aged 55-plus and households that are very-low income (50% AMI) (13 units) and extremely low-income (30% AMI) (47 units) using Project-Based Voucher (PBV) subsidy; and

WHEREAS, following disposition of the property, the parcel will be owned indirectly by LMHA through its non-profit development arm, LMHADC; and

WHEREAS, per its Moving to Work (MTW) Agreement with HUD, "The Agency is authorized to project-base Section 8 assistance at properties owned directly or indirectly by the Agency that are not public housing" and "Project-based assistance for such owned units does not need to be competitively bid"; and

WHEREAS, LMHA will not enter into an Agreement to enter into a Housing Assistance Payments contract (AHAP) until satisfactory environmental and subsidy layering reviews have been completed.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Officer of LMHA is hereby authorized, empowered, and directed to take any and all such related or ancillary actions necessary and appropriate to provide Project-Based Voucher assistance for 60 dwelling units at the Iroquois Senior Living Community, as may be reasonably determined by the Executive Director, including but not limited to issuing a Preliminary Award Letter to the Louisville Metro Housing Authority Development Corp. stating the applicable conditions and timeframes to enter into an Agreement to enter into a Housing Assistance Payments contract.

Commissioner Miles made a motion to adopt Resolution 5G "Approval to Extend the Annual Architectural Services Contract with Luckett & Associates." Commissioner Nally seconded. Motion carried by unanimous vote.

RESOLUTION NO. 19-2023 (4/18/23)

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 Luckett & Associates to provide the requisite services for an initial period of one year; and

WHEREAS, the contract awarded to Luckett & Associates included an option provision whereby LMHA may renew the contract for 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 fourth and final option to renew the general annual architectural services contract with Luckett & Associates one additional year with an annual fee not to exceed \$500,000.

Commissioner Nally made a motion to adopt Resolution 5H “Approval of Change Order No. 1 for Renovations at 1131 South 6th Street.” Commissioner Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 20-2023 (4/18/23)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for the Renovations at 1131 South 6th Street; and

WHEREAS, the contract with Howell & Howell Contractors, Inc. executed on May 9, 2022 in the amount of \$1,600,000.00 requires Change Order No. 1 to facilitate additional work as well as a contract time extension; and

WHEREAS, Howell & Howell Contractors, Inc. submitted a price increase of \$54,771.21 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 price for the 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 Change Order No. 1 to the contract with Howell & Howell Contractors, Inc in the amount of \$54,771.21 for additional work.

Commissioner Miles made a motion to adopt Resolution 5I “Approval to Enter Into a Contract with Gallagher Human Resources & Compensation Consulting to

Conduct a Salary Comparability Survey and Analysis.” Commissioner Nally seconded. Motion carried by unanimous vote.

RESOLUTION NO. 21-2023 (4/18/23)

WHEREAS; the Louisville Metro Housing Authority (LMHA) seeks to conduct a Salary Comparability Survey and Analysis for 93 LMHA non-union positions to determine LMHA’s competitiveness with organizations in the same geographical region and comparable in size to the LMHA; and also, an internal review of the 93 non-union positions to determine equity between comparable (similarly situated) positions; and

WHEREAS; on January 24, 2023, the LMHA released a Request for Proposal for the procurement of a consulting firm to conduct the salary comparability survey and analysis. The RFP’s initial advertising period of January 1, 2023 to January 24, 2023 was extended to February 21, 2023. The extended date was released as an addendum to the RFP; and

WHEREAS; bid proposals were opened on February 21, 2023. Two proposals were received in response to the RFP; and

WHEREAS; each of the bid proposals were reviewed and evaluated based upon the evaluation criteria outlined in the RFP. The proposal submitted by Gallagher Human Resources & Compensation Consulting was determined to be the lowest responsive bidder; and

WHEREAS; funding for this contract 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 authorized to enter into a contract with Gallagher Human Resources & Compensation Consulting to conduct a Salary Comparability Survey and Analysis for 93 non-union LMHA positions for the amount of \$30,500.

Commissioner Nally made a motion to adopt Resolution 5J “Authorization for the Emergency Procurement to Replace/Repair the Americans with Disabilities Act (ADA) Door Operators and Hardware at St. Catherine Court” Commissioner Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 22-2023 (4/18/23)

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 Destiny Communications, LLC. for the emergency replacement/repair of ADA door operators and hardware at St Catherine Court located at 1114 South 4th Street; and

WHEREAS, a recent inspection conducted by Sherman Carter Barnhart Architects concluded that a total of thirty single doors and four double doors, from floors 1 thru 16, were in need of replacement to assure continued functional and safe access to the elevators and laundry/ trash rooms located in this property; and

WHEREAS, the sealed bid process was followed; however, due to no public interest in the solicitation throughout the sealed bid process, and not having received any bids, the competition was determined inadequate; and

WHEREAS, Executive Director, Lisa Osanka, in strict compliance with LMHA's and HUD's Procurement Policies, issued a Declaration of Emergency Procurement, due to public exigency, in addition to matters relative to "the public's health, welfare and safety to residents," in addition to implementing necessary measure to avoid an emergency event; and

WHEREAS, the Capital Improvements Team, using the Non-Competitive Procurement Method, and citing exceptions 2 CFR 200.320(c)(3) and (5), obtained 4 quotes from experienced contractors, including 2 MBE firms, to perform the needed repairs/replacements; and

WHEREAS, the quote submitted by Destiny Communications, LLC., was reasonable by the Authority's architect, Sherman Carter Barnhart; and Staff also determined Destiny Communications to be well qualified to perform the required replacement/repair 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 award a contract to Destiny Communications, LLC. to replace/repair all ADA door operators and hardware as necessary at St Catherine Court, located at 1114 South 4th Street for \$211,590.00.

Commissioner Ellis made a motion to adopt Resolution 5K "Approval to Extend the Annual Architectural Services Contract with Sherman-Carter-Barnhart Architects, PLLC." Commissioner Nally seconded. Motion carried by unanimous vote.

RESOLUTION NO. 23-2023 (4/18/23)

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, PLLC to provide the requisite services for an initial period of one year; and

WHEREAS, the contract awarded to Sherman-Carter-Barnhart Architects, PLLC included an option provision whereby LMHA may renew the contract for 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 fourth and final option to renew the annual architectural services contract with Sherman-Carter-Barnhart Architects, PLLC one additional year with an annual fee not to exceed \$500,000.

Discussion Items:

None.

Executive Session:

Commissioner Nally motioned to go into Executive Session, seconded by Commissioner Ellis. Motion carried by unanimous vote. The Board retired to Executive Session at 4:18 p.m.

The Board returned to Open Session at 4:52 p.m.

Other Business:

There being no further business to come before the Board, Commissioner Nally motioned to adjourn, seconded by Commissioner Ellis. Motion carried by unanimous vote. The Board adjourned at 4:52 p.m.

Vickie J. Fields, Executive Secretary

Gena Harris, Chairperson