

MINUTES

Low Rent Housing Agency of Knoxville
Location: Conference Room of the Housing Agency
October 17, 2016

Present: Board Chairman Don Croghan and Board Member(s) Jody Mansueto, Teresa Higginbotham, and Brent Hanna. Also present was Section 8 Coordinator Susan Swartzendruber and Executive Director Janice Kerner, Secretary for the Board.

Absent: Board Members: Jerrold Jordan.

Motion by Brent Hanna with second by Jody Mansueto to accept the consent agenda. The consent agenda included the minutes of the regular Housing Board Meeting of September 19, 2016, the occupancy report, and the stop loss monitoring report. The Executive Director covered the Housing Agencies has had more vacancies this year and that units were coming back in much worse condition than usual. All voted aye.

Motion by Brent Hanna with second by Teresa Higginbotham to approve the payment of claims. All voted aye.

The board started the item agenda with Item #10. Susan Swartzendruber presented information on recent training Housing and Urban Development (HUD) had in Kansas City, KS. The training was attended by both Ms. Swartzendruber and Ms. Kerner. It was designed to provide insight on upcoming initiatives and to solicit comments about the proposals. Ms. Swartzendruber spoke about the proposed changes to the Section 8 Voucher Rental Assistance inspections. In addition, Ms. Swartzendruber attended training about changes to the Public Housing REAC inspections performed by HUD. The Public Housing program has about one third of its units inspected in a random sampling by HUD on a two to three year cycle. The emphasis in the past has been on the interior of the units and the plan is move the emphasis to the exterior of the buildings including maintenance of the grounds. HUD has found significant substandard repairs at some Housing Agencies and recently sent out a letter explaining putting a piece of plywood over an interior wall hole would not be considered adequate. Ms. Swartzendruber covered the repair requirement would now be industry standard. Executive Director Janice Kerner covered two other proposed changes. The first was HUD's evaluation system covering Section 8 Voucher Rental Assistance and Public Housing programs. The plan is to consolidate the evaluation systems and the renamed system would be called SEPHAS. The second change covered significant deficiencies found at some Housing Agencies, HUD plans to require the Board of Directors to do a performance evaluation of the Executive Director.

Executive Director requested to postpone items #2 - #7 to a special board meeting later this month.

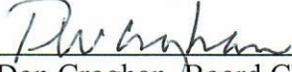
The Housing Agency removed carpet in its conference room. It had expected to be able to just wax the terrazzo floor underneath the carpet. The terrazzo floor was found to be of two different colors with part of it badly stained. Reviewed the options available and

the most cost efficient option appears to be a vinyl plank floor. The Housing Agency's lease with the City provides changes that are predominately cosmetic in nature are to be paid by the Housing Agency. Motion by Jody Mansueto with second by Teresa Higginbotham to expend funds to install a new vinyl planking floor. All voted aye.

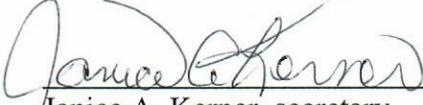
The Director covered changes in office staffing. The Housing Agency has a person who fills in as back-up. There have been times the back-up is not available. It makes the remaining staff much less effective with interruptions to help walk-in and answering all phone calls. It is especially critical as the office gets ready to process from the Section 8 Voucher Rental Assistance waitlist. The Housing Agency has hired another person to serve as a back-up. The position is temporary and will be filled on "on-going basis" later. The Executive Director also noted the office was processing many more applicants than in the past to fill a single Public Housing unit and this was taking its toll on staff.

Motion by Jody Mansueto with second the Teresa Higginbotham to accept the August 2016 financial statements. The Director briefly covered the Public Housing Agency showed a \$19525.83 loss. This is due to the number of vacancies and the condition of the vacancies. The Housing Agency had had extra maintenance staff for most of the fiscal year to assist in unit preparation. The Public Housing program has reserves to cover the loss and the Housing Agency could choose to divert some future Comprehensive Fund Program grant to operations to cover the loss. All voted aye.

Motion by Brent Hanna with second by Teresa Higginbotham to adjourn the meeting. All voted aye.



Don Croghan, Board Chairman



Janice A. Kerner, secretary