

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF
HUNTSVILLE HOUSING AUTHORITY

May 20, 2019

The Board of Commissioners of the Huntsville Housing Authority (hereinafter referred to as “the Authority) met in regular session at the Oscar Mason Community Center, 149 Mason Court, Huntsville, Alabama, on Monday, May 20, 2019.

PRESENT

Chairman Delvin Sullivan
Vice Chairman Leon D. Fountain
Commissioner Lee Horton
Commissioner Shaquilla Willie

ABSENT

Commissioner Delmonize Smith

The Chairman declared a quorum present.

Also present were the following: Sandra Eddlemon, Executive Director/CEO; Terica Pope, Executive Assistant; John Wilmer, Attorney; Carol Jones, Director of Human Resources; Danielle Thomas, Director of Housing Operations; Paula Bingham, Director of Assisted Housing; Quisha Riche, Director of Real Estate Development; Teresa Wade-Chase, Director of Finance; Terry Boyd, Superintendent of Housing Operations; and Neil Andrew, IT Systems Administrator.

APPROVAL OF MINUTES

A motion was made to accept the minutes from the March 25, 2019, Regular Meeting Minutes as presented. Commissioner Fountain made a motion to approve the minutes and Commissioner Willie seconded the motion. Upon affirmative vote, the Chairman declared the said motion carried.

OLD BUSINESS

NEW BUSINESS

Financial Services

1. Act on a Resolution Approving the Amendment of Resolution 2019-01 for the Purchase of a 2019 Ford Ranger for COCC.

RESOLUTION NO. 2019 - 18

WHEREAS, on 1/28/19 the Board of Commissioners approved resolution 2019-01 for the purchase of a 2019 Ford Ranger truck from the 3/31/19 budget;

WHEREAS, the vendor, Woody Anderson Ford, was unable to deliver the vehicle prior to HHA's fiscal year end; and

WHEREAS, Woody Anderson Ford is able to provide a 2019 Ford Ranger truck at the board approved price of \$22,644 in fiscal year 3/31/20.

NOW, THEREFORE, the Board of Commissioners of the Huntsville Housing Authority authorizes the Executive Director/CEO/Contracting Officer to amend Resolution 2019-01 to purchase the 2019 Ford Ranger from Woody Anderson Ford from the 3/31/20 budget.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Willie seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Vice-Chairman Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Shaquilla Willie		

The Chairman thereupon declared said Resolution adopted this 20th day of May, 2019.

2. Act on a Resolution Approving the Purchase of three Cargo Vans.

RESOLUTION NO. 2019 - 19

WHEREAS, Butler Terrace, Butler Terrace Addition, and Brookside are in need of new vehicles in order to service residents; and

WHEREAS, Woody Anderson Ford was deemed the most responsive vendor by the North Alabama Cooperative Purchasing Association.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/Contracting Officer is hereby authorized to purchase three vans from Woody Anderson Ford in the total amount of \$81,828.

Commissioner Fountain moved the foregoing Resolution be adopted as introduced. Commissioner Willie seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Vice-Chairman Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Shaquilla Willie		

The Chairman thereupon declared said Resolution adopted this 20th day of May, 2019.

3. Act on a Resolution Authorizing a Change in the Procurement Policy Related to the Micro Threshold.

RESOLUTION NO. 2019 - 20

WHEREAS, in June 2018 the OMB, Office of Management and Budget, implemented statutory changes to increase the Micro-Purchase threshold for Housing Authorities;

WHEREAS, Section 806 of the National Defense Authorization Acts (NDAA) raised the micro-purchase threshold from \$3,500 to \$10,000; and

WHEREAS, this limit is effective June 20, 2018.

NOW, THEREFORE, the Board of Commissioners of the Huntsville Housing Authority authorizes the Executive Director/CEO/Contracting Officer to amend HHA's Procurement Policy Related to the Micro-Purchase Threshold increasing it from \$3,000 to \$10,000.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Fountain seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Vice-Chairman Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Shaquilla Willie		

The Chairman thereupon declared said Resolution adopted this 20th day of May, 2019.

3. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended February 28, 2019.

Ms. Teresa Wade-Chase reviewed the report in detail and it was accepted as presented.

4. Presentation of HCV Year End Finance Report for the Period Ended March 31, 2019.

Ms. Teresa Wade-Chase reviewed the report in detail and it was accepted as presented.

Real Estate Development

1. Act on a Resolution to Enter into Contract with Air, Water, and Power Solutions, Inc. to Install Tub Inserts, Kitchen Counters, Sinks and Faucets, Water Heaters, Toilets and HVAC units at Butler Terrace.

RESOLUTION NO. 2019-21

WHEREAS, Butler Terrace's bathroom and kitchen fixtures are outdated and need to be replaced; and

WHEREAS, the HVAC systems and water heaters in the units are obsolete and have exceeded their useful life; and

WHEREAS, an invitation for bids was issued and four bids were received for the replacement of one hundred twenty (120) kitchen counters, sinks, and faucets, toilets, and water heaters and replacement of seventy-six (76) HVAC units and bathtub inserts at Butler Terrace; and

WHEREAS, four bids were received and Air, Water, and Power Solutions, Inc. is the apparent low bidder;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO/Contracting Officer is authorized to enter into a contract with Air, Water, and Power Solutions, Inc. for the replacement of one hundred twenty (120) kitchen counters, sinks, faucets, toilets and water heaters and replacement of seventy-six (76) HVAC units and bathtub inserts at Butler Terrace in an amount not to exceed \$975,000.00.

Commissioner Willie moved the foregoing Resolution be adopted as introduced. Commissioner Horton seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:
Vice-Chairman Leon D. Fountain
Commissioner Lee Horton
Commissioner Shaquilla Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 20th day of May, 2019.

2. Act on a Resolution to Authorize the Executive Director to Enter into Negotiations with Huntsville Hospital Health System for the Sale of Approximately 0.85 acres of Undeveloped Land at Gateway Place.

RESOLUTION NO. 2019-22

WHEREAS, Huntsville Housing Authority (HHA) has received an offer for the purchase of undeveloped land remaining after the construction of Gateway Place; and

WHEREAS, HHA has no intent to utilize the land; and

WHEREAS, HHA will work with a civil engineering firm to subdivide the parcel from the Gateway Place building.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO is authorized to enter into negotiations with Huntsville Hospital Health Systems for the purchase of approximately 0.85 acres of undeveloped land at Gateway Place.

Commissioner Fountain moved the foregoing Resolution be adopted as introduced. Commissioner Willie seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:
Vice-Chairman Leon D. Fountain
Commissioner Lee Horton
Commissioner Shaquilla Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 20th day of May, 2019.

3. Act on a Resolution to Enter into Contract with EDT-THA, LLC for Architectural and Engineering Services.

RESOLUTION NO. 2019-23

WHEREAS, HHA requires professional engineering and architectural services;
and

WHEREAS, on February 28, 2019, the Authority solicited proposals from qualified professionals to provide architectural and engineering services to the Authority;
and

WHEREAS, three firms submitted responses dated March 27, 2019, from which the Authority selected EDT-THA Architecture through evaluation committee review; and

WHEREAS, services will be provided on an hourly basis at the rate of \$170.00/hour for the lead architect, \$140.00/hour for the project manager, and \$95.00 per hour for project cost estimates.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO/Contracting Officer is authorized to enter into an agreement with EDT-THA Architecture for the provision of professional architecture and engineering services.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Fountain seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

<p>AYES: Vice-Chairman Leon D. Fountain Commissioner Lee Horton Commissioner Shaquilla Willie</p>	<p>NAYS:</p>	<p>ABSTAIN:</p>
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The Chairman thereupon declared said Resolution adopted this 20th day of May, 2019.

4. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Memorandum of Understanding with the City of Huntsville for the Joint Submission of a 2019 Choice Neighborhood Initiative Grant Application.

RESOLUTION NO. 2019-27

WHEREAS, the Huntsville Housing Authority (“HHA”) seeks Board approval to enter into a Memorandum of Understanding with the City of Huntsville to memorialize the agreement of the parties to jointly apply for a 2019 Choice Neighborhood Initiative grant; and

WHEREAS, the purpose of the Memorandum of Understanding is to reduce the agreement of the parties into writing whereby the City will serve as the Lead Applicant

and HHA serve as the co-applicant for the submission of a grant application to the Department of Housing and Urban Development (HUD); and

WHEREAS, a successful grant application will be mutually beneficial to the parties as it will affect the positive transformation of a neighborhood to include targeted public housing.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/ Contracting Officer shall be and hereby is authorized, empowered and directed to execute and deliver to the City of Huntsville the Memorandum of Understanding attached hereto.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Willie seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Vice-Chairman Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Shaquilla Willie		

The Chairman thereupon declared said Resolution adopted this 20th day of May, 2019.

Assisted Housing

1. Act on a Resolution authorizing the Executive Director/CEO to certify and submit the 3/31/19 SEMAP Indicator Scores.

RESOLUTION NO. 2019-24

WHEREAS, the Huntsville Housing Authority (HHA), administers the Housing Choice Voucher (HCV) program under the U.S. Department of Housing and Urban Development's (HUD) authority; and

WHEREAS, HUD measures the performance of public housing authorities to ensure that authorities operate the program as prescribed by statutes and regulations; and

WHEREAS, the SEMAP Performance Indicators measure performance in fourteen (14) specific areas and rates authorities in accordance with a designated formula as High Performer, Standard or Troubled; and

WHEREAS, the HCV staff has calculated the score for each indicator and the Finance Department has audited the calculations; and

WHEREAS, the report anticipates an overall rating of 100% which is designated as High Performer,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority, hereby authorizes the Executive Director/CEO or her designee to certify the score of 100% to HUD.

Commissioner Willie moved the foregoing Resolution be adopted as introduced. Commissioner Horton seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

<p>AYES: Vice-Chairman Leon D. Fountain Commissioner Lee Horton Commissioner Shaquilla Willie</p>	<p>NAYS:</p>	<p>ABSTAIN:</p>
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The Chairman thereupon declared said Resolution adopted this 20th day of May, 2019.

2. Act on a Resolution awarding 12 project-based vouchers to Mountain Ridge Limited Partnership.

RESOLUTION NO. 2019-25

WHEREAS, Huntsville Housing Authority (HHA) issued a solicitation (RFP 2017-16) for project-based vouchers (PBV) located within HHA’s jurisdiction; and

WHEREAS, Mountain Ridge Limited Partnership submitted a proposal for 13 units at Mountain Ridge Apartments which was rated based on the evaluation criteria in the RFP and received a score of 89;

Evaluation Criteria	Possible Points	Mountain Ridge Limited
Property Rating	22	21
Development Rating	35	31
Unit Rating	28	24
Case Management Services	15	12
Section 3 Preference	15	0
TOTAL	115	89
		*88.65 Score is rounded

WHEREAS, Mountain Ridge Apartments is a 50 unit community; therefore, the maximum number of PBV units for this property is 12;

WHEREAS, project-based vouchers are a component of a public housing agency’s (PHA) Housing Choice Voucher (HCV) program; and

WHEREAS, a PHA can use up to 20 percent of its vouchers for project-based vouchers; and prior to this resolution, HHA has only utilized 4 percent.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority authorizes the Executive Director/CEO to enter into a HAP contract with Mountain Ridge Limited Partnership for 12 project based vouchers.

Commissioner Fountain moved the foregoing Resolution be adopted as introduced. Commissioner Horton seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Vice-Chairman Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Shaquilla Willie		

The Chairman thereupon declared said Resolution adopted this 20th day of May, 2019.

Human Resources

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into Contracts to Provide Temporary Employment Agency Services.

RESOLUTION NO. 2019 - 26

WHEREAS, Request for Proposals (RFP) No. 2019-02 was issued requesting proposals from qualified, licensed, and bonded agencies to provide Temporary Employment Agency Services; and

WHEREAS, the proposals submitted by Express Employment Professionals, Spur Employment, Inc., and Talantage, LLC were chosen to provide Temporary Employment Agency Services; and

WHEREAS, the Huntsville Housing Authority (HHA) plans to form a pool of agencies that HHA may contract with as detailed in the Scope of Work; and

WHEREAS, personnel from HHA's Human Resources Department will contact the highest ranked respondent, Express Employment Professionals, first to check for service availability; and if services cannot be provided, HHA will proceed to the next ranked agencies in order as stated above.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, meeting in regularly scheduled session this 20th day of May 2019 that the Executive Director/CEO/Contracting Officer is hereby authorized to enter into contracts with the above-listed companies to provide Temporary Employment

Agency Services, which include providing qualified, competent, temporary personnel to work at HHA on an as-needed basis.

Commissioner Willie moved the foregoing Resolution be adopted as introduced. Commissioner Horton seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Vice-Chairman Leon D. Fountain Commissioner Lee Horton Commissioner Shaquilla Willie		

The Chairman thereupon declared said Resolution adopted this 20th day of May, 2019.

Partnership Presentation

Jeremy Blair

EXECUTIVE DIRECTOR/CEO COMMENTS

N/A

PUBLIC COMMENTS

N/A

COMMISSIONER COMMENTS

Commissioner Horton commended the Assisted Housing Department for a great SEMAP score. Horton thanked the Finance staff for all their hard work. She also voiced that the CNI grant will be good.

Chairman Sullivan thanked everyone for a job well done.

ADJOURNMENT

With there being no further comments, Chairman Sullivan declared the meeting adjourned.


Delvin L. Sullivan, Chairman

Attest:


Sandra Eddlemon, Secretary