

Lincoln Park Housing Commission Meeting

Thursday, July 9, 2020

4:00 p.m.

MINUTES

1. Call Meeting to Order at 4:07 p.m. (By Zoom)
2. Pledge of Allegiance
3. Roll Call: McTaggart, Gilbert, Melton, Varner Absent: N/A
4. Resolutions

RESOLUTION #20-2033

- a. Motion to approve the Agenda for July 9, 2020, with changes.
Donald McTaggart made a motion to approve, Gordon Gilbert second, all in favor, motion carried.

RESOLUTION #20-2034

- b. Approve the Minutes of the Meeting held March 11, 2020.
Ronald Melton made a motion to approve, Gordon Gilbert second, Thelbert Varner abstain, motion Carried.

RESOLUTION #20-2035

- c. Nomination of Officer – Motion to turn the table over to the attorney.
 - a. President – Commissioner McTaggart
 - b. Vice President – Commissioner Varner
 - c. Secretary – Commissioner GilbertDonald McTaggart made a motion to approve, Gordon Gilbert second, all in favor, motion carried.

RESOLUTION #20-2036

- d. Election of Officers – Motion to turn the table over to the attorney.
 - a. President – Commissioner McTaggart
 - b. Vice President – Commissioner Varner
 - c. Secretary – Commissioner GilbertDonald McTaggart made a motion to approve, Gordon Gilbert second, all in favor, motion carried.

RESOLUTION #20-2036

- e. Approve the April, May, June and July's Housing Assistance Program (HAP) Payments and Utility Reimbursements Payments for the Voucher Program for the amount of \$493,739.00.
Ronald Melton made a motion to approve, Gordon Gilbert second, all in favor, motion carried.

RESOLUTION #20-2037

- f. Approve April, May, June and July's Housing Assistance Program (HAP) Payments for the Moderate Rehabilitation Program for the amount of \$47,969.00.
Donald McTaggart made a motion to approve, Ronald Melton second, all in favor, motion carried.

RESOLUTION #20-2038

- g. Approve the April, May and June Mid-Month Housing Assistance Program (HAP) Payments and Utility Reimbursements Payments for the Voucher Program for the amount of \$9,341.00.
Ronald Melton made a motion to approve, Gordon Gilbert second, all in favor, motion carried.

RESOLUTION #20-2039

- h. Motion to approve LPHC 2020 PHA's flat rents of 80% of the Fair Market Rent.
Donald McTaggart made a motion to approve, Gordon Gilbert second, all in favor, motion carried.

RESOLUTION #20-2040

- i. Motion to approve LPHC SEMAP March 31, 2020.
Donald McTaggart made a motion to approve, Gordon Gilbert second, all in favor, motion carried.

RESOLUTION #20-2041

- j. Motion to discuss Budget Introduction for the Housing Choice Voucher Program.
Donald McTaggart made a motion to approve, Gordon Gilbert second, all in favor, motion carried.

RESOLUTION #20-2042

- k. Motion to discuss Budget Introduction for the Mod-Rehab Program.
Donald McTaggart made a motion to approve, Gordon Gilbert second, all in favor, motion carried.

RESOLUTION #20-2043

- l. Motion to discuss Budget Introduction for the Low Rent.
Donald McTaggart made a motion to approve, Gordon Gilbert second, all in favor, motion carried.

RESOLUTION #20-2044

- m. Motion to approve the CARES Act COVID – 19 Waivers – ID as presented.
WAIVERS APPLICABLE TO BOTH PUBLIC HOUSING AND HCV PROGRAMS
1. PHA and HCV-1 PHA 5-Year and Annual Plan Submission Dates, Significant Amendments Requirements
 2. PHA and HCV-2 Family Income and Composition: Delayed Annual Examinations
 3. PHA and HCV-3 Family Income and Compositions: Annual Examination – Income Verification requirements
 4. PHA and HCV-4 Family Income and Compositions: Interim Examinations
 5. PHA and HCV-5 Enterprise Income Verification (EIV) Monitoring
 6. HCV-7 Waiting List: Opening and Closing; Public Notice
 7. PH-5 Community Service and Self Sufficiency Requirement (CSSR)

 8. **HOUSING CHOICE VOUCHER PROGRAM WAIVERS – HOUSING QUALITY STANDARDS (HQS) INSPECTIONS**
HQS-1: Initial Inspection Requirements
HQS-3: Initial Inspection: Non-Life-Threatening Deficiencies (NLT) Option
HQS-4: HQS Initial Inspection Requirement – Alternate Inspection Option
HQS-5: HQS Inspection Requirement – Biennial Inspections
HQS-6: HQS Interim Inspections
HQS-9: HQS Quality Control Inspections

 9. **HOUSING CHOICE VOUCHER PROGRAM WAIVERS – GENERAL**
HCV-1: Administrative Plan
HCV-2: Information When Family is Selected – PHA Oral Briefing
HCV-3: Term of Voucher – Extension of Term
HCV-4: PHA Approval of Assisted Tenancy – When HAP Contract is Executed
HCV-5: Absence from Unit
HCV-6: Automatic Termination of HAP Contract
HCV-7: Increase in Payment Standard under HAP Contract
HCV-8: Utility Allowance Schedule – Required review and revision
 10. **PUBLIC HOUSING PROGRAM WAIVERS**
PH-1: Fiscal Closeout of Capital Grant Funds
PH-4: ACOP: Adoption of Tenant Selection Policies
PH-5: Community Service and Self-Sufficiency Requirements
PH-6: Energy Audits
PH-7: Over-Income Families
PH-8: Resident Council Elections
PH-9: Review and Revision of Utility Allowances
PH-10: Tenant Notifications for Changes to Project Rules and Regulations

 11. **PHAS**
11a. PHAS
11b. SEMAP
11c. Uniform financial report standards; Filing of financial reports; Reporting Compliance

Dates

12. **Other Waivers and Administrative Relief**

12a. PHA Reporting Requirements on HUD Form 50058

12b. Designated Housing Plans – HUD 60 Day Notice

Donald McTaggart made a motion to approve, Ronald Melton second, all in favor, motion carried.

RESOLUTION #20-2045

- n. Motion to approve Washington Painting as the approved painting contractor for a 1year contract with the option to extend upon satisfactory completion of the first year at a price of \$550.00 per unit.

Donald McTaggart made a motion to approve, Thelbert Varner second, all in favor, motion carried.

RESOLUTION #20-2046

- o. Motion to approve Solar Contract Carpet as the approved flooring contractor for a 1year contract with the option to extend upon satisfactory completion of the first year at a price of not to exceed \$630.55 per unit.

Donald McTaggart made a motion to approve, Ronald Melton second, all in favor, motion carried.

RESOLUTION #20-2047

- p. Motion to approve Expert Mechanical as the approved HVAC contractor for a 1year contract with the option to extend upon satisfactory completion of the first year at a price of \$875.00 per month.

Ronald Melton made a motion to approve, Thelbert Varner second, all in favor, motion carried.

RESOLUTION #20-2048

- q. Motion to approve Stop Pest Control as the approved Pest Control contractor for a 1year contract with the option to extend upon satisfactory completion of the first year at a price of \$225.00 per month.

Donald McTaggart made a motion to approve, Ronald Melton second, all in favor, motion carried.

RESOLUTION #20-2049

- r. Motion to approve National Time & Signal for the annual fire alarm panel testing at a cost of \$2,323.98. This is the only company that can accurately test our equipment as it is a proprietary panel.

Ronald Melton made a motion to approve, Thelbert Varner second, all in favor, motion carried.

RESOLUTION #20-2050

- s. Motion to approve to keep the community room, Media room, and exercise room closed and open it up the community room for special events and commissioner's meetings.

Donald McTaggart made a motion to approve, Gordon Gilbert second, all in favor, motion carried.

RESOLUTION #20-2051

- t. Accept Management Reports:
- i. Vacancy Turnaround Report
 - ii. Current Vacancy Report
 - iii. Physical Housing Assessment Systems (PHAS) Work Order Report
March, April, May, June and July
 - iv. Recertification Report
 - v. Incomplete Work Order Report
 - vi. Voucher Status Report
 - vii. A/R (Accounts Receivable) Balance Due Report with Explanations
 - viii. Service Coordinator Report Aril, May, June and July
 - ix. Financial Reports – Emailed to Commissioners by the Corporate Office

Ronald Melton made a motion to approve, Thelbert Varner second, all in favor, motion carried.

RESOLUTION #20-2052

5. Approve Payables for April, May, June and July's in the amount of \$64,250.05.
Donald McTaggart made a motion to approve, Ronald Melton second, all in favor, motion carried.

RESOLUTION #20-2053

7. Call from the table: Motion to hold a special meeting on Monday, July 13, 2020, at 1:00 p.m. at the Tower building.

Ronald Melton made a motion to approve, Thelbert Varner second, all in favor, motion carried.

8. Public Participation:

9. Adjournment: 5:02 p.m.



A handwritten signature in blue ink, reading "Donald McTaggart", is written over a horizontal line.