MINUTES OF THE REGULAR BOARD MEETING
HOUSING AUTHORITY OF THE CITY OF DURHAM
Durham Housing Authority
330 E. Main Street Durham, North Carolina 27701
February 28, 2018

AGENDA ITEM I
Call to Order

Present:
Daniel C. Hudgins
Robert “Bo” Glenn
George K. Quick
Patrice Y. Nelson
Jillian Johnson, City Council Liaison

Absent:
Gloria Nottingham
Larry Yon, II

Conference:
Thomas M. Niemann

Staff Present:
Anthony Scott, CEO
Barbara Newman
Sabrina Sinegal
Meredith Daye
Elvert Dorsey
Pamela Davis
Denita Johnson
Lorraine Erhumwunsee
Charles Lyons
Ashanti Brown
Doris Jackson

Also Present:
Eric Pristell, Attorney, The Banks Law Firm
Jesse Rigby, Attorney, The Banks Law Firm

The meeting was called to order by the Chair, Daniel C. Hudgins at 5:35 p.m.

A quorum was present and the Regular Meeting was called into session.

AGENDA ITEM II – GENERAL COMMENTS FROM THE PUBLIC

◊ PUBLIC HEARING (s)
There were none.

AGENDA ITEM III -- CHANGES TO THE AGENDA
There were none.

AGENDA ITEM IV – BOARD ACTION
Approval of the Minutes of the Board of Commissioners’ Regular Meeting held on
January 24, 2017 with one correction. Changed from “Patricia” to “Patrice” on page 12
of the report.

Motion: Commissioner Nelson; Seconded: Commissioner Glenn;
Approved: Unanimously
AGENDA ITEM V -- PRESENTATIONS

General Counsel, Eric Pristell, provided a presentation on DHA’s bond issuance policies and rules of engagement.

Mr. Pristell distributed to the Board the following documents:

- **Guidelines for Issuance of Bonds which were authorized on October 25, 2006.**
  These guidelines included the background and purpose, the application, the application evaluation process, and the bond issuance process.

- **Notable Material Features of DHA’s Bond Issuance Policies.** The approval process includes “the Authority, the City of Durham and the Local Government Commission, as applicable, must approve any bonds before issuance.” Also, he reiterated that the “fees generated in connection with the issuance of bonds are not federal and are unrestricted revenue.”

- **Financial Assistance Request.** This was an example of the request process for Greens at Pine Glen.

- **Definition of bond related topics**

Mr. Pristell advised that they were in the process of revising the bond issuance policy and requested the board to provide any comments or concerns to him. Also, they will be sending the policies out to bond counsel for review and comment.

Chairman Hudgins said the Development Committee will review the proposed changes and anything required would come back to the board.

AGENDA ITEM VI -- CHIEF EXECUTIVE OFFICER’S BUSINESS REPORTS

The CEO, Anthony Scott, made a correction on his report regarding the partnership meetings. Mr. Scott said that he did not have a meeting with Ms. Indira Everett from Duke Energy.

Mr. Scott thanked the Board for their attendance at the groundbreaking on Morreene Road and Damar Court attendance.

Also, he advised that DHA is working with the City on the Opportunity Zones legislation that was passed as a part of the 2007 Tax Act. He said that the Opportunity Zone legislation states that every governor in the U.S. can designate up to 25% of the census tracts (as Opportunity Zones Census Tracts) that are eligible and have a certain level of poverty in those states. That designation will allow the creation of opportunity funds. These are investment vehicles that will allow you to attract private sector dollars to be invested in the designated zone. In the case of Durham of the sixty (60) census tracts in the County of Durham, thirty (30) census tracts are eligible. The reality is the governor only has 25% of the poverty census tracts that he can designate. DHA is doing everything possible to support the City’s effort to get the Governor to designate the census tracts that are in Durham County.

Chairman Hudgins said the deadline for Durham to nominate the census tract is March 8th. The deadline for the Governor to submit this to the federal government is March 21st.
There were no additional questions or comments regarding the CEO’s Business Report.

VII. GENERAL BUSINESS ACTION ITEMS (COMMITTEE REPORTS)
Chairman Hudgins stated that this is for the purpose of accepting reports from the three (3) standing committees. The information from these committees were also included in the previously distributed board package. The reports were as follows:

**Development Committee Report (Chaired by Commissioner Thomas Niemann was not present)**

Chairman Hudgins recommended acceptance of the January 11, 2018 minutes. The “draft” minutes of the February 8, 2018 minutes were recommended for acceptance at the March 28, 2018 meeting.

Commissioner Patrice Nelson stated, “On page 29 (January 11th minutes), it mentioned Oldham Towers and Liberty Street Apartments. As we look forward at pending projects that we are looking to do RAD, will those be the next couple projects that we are looking at?”

Anthony Scott responded that initially we were targeting the Oldham Towers and Liberty Street Apartments; however, the downtown planning process underway now will determine our next targeted site. In January 2019, DHA will submit a 9% tax credit deal that will be submitted on behalf of their redevelopment efforts.

Commissioner Nelson asked, “How does the 9% tax credit correlate with the RAD?”

Anthony Scott responded, “Think of the 9% tax credit as another financing opportunity. This is one of the sources to help make the deal work.”

**Motion:** Commissioner Quick; **Seconded:** Commissioner Glenn; **Approved:** Unanimously

**Finance Committee Report (Chaired by Commissioner George Quick)**

Commissioner Quick recommended acceptance of the January 22., 2018 minutes.

**Motion:** Commissioner Quick; **Seconded:** Commissioner Glenn; **Approved:** Unanimously

**Operations Committee Report (Chaired by Commissioner Bo Glenn)**

Commissioner Glenn recommended acceptance of the December 13, 2017 minutes.

**Motion:** Commissioner Glenn; **Seconded:** Commissioner Quick; **Approved:** Unanimously

Chairman Glenn highlighted a few topics from the February 15th meeting as follows:

- Audit of the Housing Opportunities for Persons with Aids (HOPWA) – there were no findings or concerns. There was a comment about our standards for file ordering. The department is reviewing this to better organize the files.
- Public Housing – When the CHAPS (Commitment to Enter into a Housing Assistance Payment) were rescinded for Liberty Street Apartments and Oldham Towers, there were vacant units that did not counted against DHA. The turnaround subcontractors are focused on Morreene and Damar to accommodate the necessary relocations.

  - Anthony Scott added that the number of vendors have been increased from four (4) contractors to an additional ten (10) who started within the last month. More than a year ago, DHA was having trouble finding good vendors who could do the work needed to turn the units. DHA finally has been able to get additional vendors. DHA is now up to a total of fourteen (14).

- Accounts Receivable: Most of the developments are struggling with this. Only 59% of the tenants are paying timely (within the first 5 days).
- Security: Training recently involved fire drills which will be put on the calendar each year according to Best Practices.
- Sharing of Information in Communities with Residents: The security team has been attending a number of task force meetings involving gun safety, etc.
- Sexual Harassment Policy: The new policy was adopted about a year ago. Amendments to it are being considered. The committee is working on implementing the amendments as soon as possible to include handbooks, leases, procurement, to cover all of the potential problems.
- Resident Hotlines for Complaints: Make it known to community how to reach this hotline.
- Active Shooter Training: Being offered to staff and would like to include the residents.

AGENDA ITEM VIII -- RESOLUTIONS FOR APPROVAL

The Chair, Daniel Hudgins, introduced the following two (2) resolutions:

RESOLUTION NO. NO. 3531

RESOLUTION AUTHORIZING THE WRITE-OFF OF CONVENTIONAL HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING JANUARY 1, 2018 AND ENDING JANUARY 31, 2018

WHEREAS, the Housing Authority of the City of Durham has determined that it has exerted all efforts to collect monies owed from former residents; and

WHEREAS, the property management staff has notified each former resident of the amount owed; and

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development require a housing authority to write off any and all monies owed that cannot be collected.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Durham approves the write-off of rents, utilities, repair charges, court costs and late fees owed as per the listing of delinquent accounts shown in the amount of $1,099.30 for the period beginning January 1, 2018 and Ending January 31, 2018.
This resolution shall take effect immediately.

Motion: Commissioner Niemann; Seconded: Commissioner Quick; Approved: Unanimously

RESOLUTION NO. 3532

Discussion: There was brief discussion regarding the indicators. DHA scored 143 out of 145. Also, Anthony Scott, added that the committee had been asked to allow staff to submit DHA’s submission early because February 28th was the deadline for submission. Staff did not want to run the risk of having problems with the submission process. This is actually a ratification. This is the second year of DHA being a high performer. DHA increased its score from 92 last year to the 99 for this year.

RESOLUTION AUTHORIZING SUBMISSION OF THE DURHAM HOUSING AUTHORITY’S SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM SELF-CERTIFICATION TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, on October 13, 1998, the U.S. Department of Housing and Urban Development established the Section Eight Management Assessment Program to objectively measure a Public Housing Agency’s performance standards in key Section Eight tenant-based program areas; and

WHEREAS, the U.S. Department of Housing and Urban Development has established 14 performance indicators that address key areas in the management of the Housing Choice Voucher program; and

WHEREAS, 24 CFR 985.101 requires a Housing Authority administering a Housing Choice Voucher tenant-based assistance program to submit annually a Section Eight Management Assessment Program certification within 60 days after the end of its fiscal year; and

WHEREAS, the Section Eight Management Assessment Program certification is due to the U.S. Department of Housing and Urban Development by March 1, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Durham, as follows:

1. That the Chief Executive Officer or his designee is hereby authorized and directed to prepare a Section Eight Management Assessment Program certification attesting that there is no evidence to indicate seriously deficient performance in the operation of the Housing Authority’s, Housing Choice Voucher Program; and

2. That the Chief Executive Officer or his designee are hereby authorized to electronically transmit said certification on behalf of the Housing Authority of the City of Durham.

3. That all motions, orders, resolutions and parts thereof in conflict with this Resolution are hereby repealed and all acts of the Chairman and Chief Executive Officer that are in conformity with the purposes and intent of this Resolution are hereby ratified, confirmed and approved, including previous actions taken by the Chairman and Chief Executive Officer in consultation with a majority of the Board of Commissioners

4. This resolution shall take effect immediately.
Motion: Commissioner Glenn; Seconded: Commissioner Quick,
Approved: Unanimously

AGENDA ITEM IX – DHA ANNUAL MEETING

Chairman Daniel C. Hudgins called the Annual Meeting to order at approximately 6:40 p.m. A quorum was established. At this meeting, the following slate of officers were voted on.
- Chair, Daniel C. Hudgins
- Vice Chair, George K. Quick,
- Assistant Secretary, Doris Jackson

Motion: Commissioner Glenn; Seconded: Commissioner Nelson;
Approved Unanimously

MOTION TO SUSPEND DHA MEETING:
Chairman Hudgins recommended a motion to suspend DHA’s meeting at 6:45 p.m.

Motion: Commissioner Quick; Seconded: Commissioner Glenn;
Approved: Unanimously

MOTION TO REOPEN DHA MEETING:
Chairman Hudgins recommended a motion to reopen DHA’s meeting at 6:54 p.m.

Motion: Commissioner Quick; Seconded: Commissioner Glenn;
Approved: Unanimously

AGENDA ITEM IX – INFORMATION ITEMS
There were none.

AGENDA ITEM X – CLOSED SESSION
Commissioner Hudgins recommended a motion to go into closed session at 6:56 p.m. to discuss a personnel matter and procurement.

Motion: Commissioner Quick Seconded: Commissioner Glenn;
Approved: Unanimously

Commissioner Hudgins recommended a motion to come out of closed session at approximately 7:35 p.m.

Motion: Commissioner Quick; Seconded: Commissioner Glenn;
Approved: Unanimously
AGENDA ITEM XI -- ADJOURNMENT

The meeting was adjourned at 7:36 p.m.

Motion: Commissioner Nottingham; Seconded: Commissioner Glenn;
Approved: Unanimously

Chair

(SEAL)

Secretary