

**Lexington Housing Authority  
Minutes 4-23-2020**

The Annual and regular meeting of the Lexington Housing Authority was held Thursday April 23, 2020 at 609 East 3<sup>rd</sup> Street, Lexington, Nebraska, at 12:00 p.m. THIS MEETING WAS HELD VIA TELECONFERENCE HOWEVER THE BOARD ROOM WAS AVAILABLE TO THE PUBLIC. Commissioners present were Chairman Victoria Clements, Bill Brecks and Kyle Ferguson along with director Derek Haines from LHA. Vice Chairman John Salem and Commissioner Vance Bricker was absent.

**NOTICE:** Notice of the meeting was given in advance, thereof by posting in the local newspaper, LHA lobby and other public places in Lexington, the designated method for giving notice. The proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. All items presented and discussed on the Agenda were available for public inspection.

**CALL TO ORDER:** The regular meeting was called to order by Chairman Clements at 12:00 PM who informed the public that the Open Meetings Act is posted at the Lexington Housing Authority, located at 609 E 3<sup>rd</sup> Street, Lexington, Nebraska.

**Public Comment Period**

There were no parties in attendance for public comment period.

**Consent Agenda Items:**

Minutes of the Regular Meeting held February 12, 2020 were presented to the Commissioners for consideration and approval.

Claims and Bills including the check registers were presented to the Commissioners for consideration and approval.

Financial Reports including Board Summary Reports for January and February 2020 for all programs were presented to the Commissioners for consideration and approval.

**Directors Report:**

Activities since the last board meeting on February 12, 2020

**CORONAVIRUS**

In an attempt to reduce exposure LHA will implement the following items immediately. The ongoing situation will be addressed and adapted as:

- a. The lobby was closed to the public on March 20, 2020 and will be cleaned frequently during the working hours. LHA is updating the website and social media to inform tenants. Notices were also distributed to all tenants.
- b. The laundry rooms and community areas that remain accessible to the public at Eastlawn, Eastlawn Addition and Eastlawn East will be cleaned frequently.
- c. Phone and online interviews may be conducted in lieu of face to face interviews. If an interview is required to be face to face a distance of 10 feet will try to be maintained
- d. Gloves will be worn by maintenance staff if they enter a unit to do a work order. Tenants will be asked health screening questions at the time of work request and / or entering the unit.
- e. Community Rooms will be closed. Laundry facilities are located outside of the Community Rooms and are still accessible to the tenants. We have hired an outside contractor to clean the facilities more often than usual.
- f. Non-essential Interior inspections will be postponed until further notice
- g. Only emergency and safety issue work orders will be completed. Exterior work orders may be completed.
- h. Service Coordinator for Eastlawn East will contact the tenants to see if they need any assistance. Normal service hours will be suspended at this time.

- i. Rent collection procedures have been temporarily modified to include possible waiver of late charges, suspension of repayment agreement payments and suspension of evictions for nonpayment of rent. Rents are still due to LHA and tenants impacted by COVID19 or whose employment was impacted are encouraged to contact LHA as soon as possible.
- j. LHA was in the process of establishing an online payment option. Work continues to move this project forward and we hope to have it in place by 5-1-2020.
- k. LHA is pursuing online application capabilities and online / text tenant notification services which should be in place by 5-1-2020.
- l. Employees have been informed to stay home if they have any symptoms or do not feel well.
- m. Employees traveling out of the area may be subject to self quarantine upon return, especially if they have traveled to a region with a high concentration of COVID 19.
- n. All interior inspections have been postponed at this time.
- o. Employee meetings have been limited and conducted with CDC social distancing guidelines in mind
- p. We are updating our website with forms that can be completed by tenants to assist in changes of income, initial appointments and renewals

#### General Business

400 N Monroe is rented. Director Haines has input information for the RAD Application to move forward with the process to potentially remove the inventory from Public Housing.

LHA is in the process of purchasing a software module allowing the acceptance of credit cards with a 3% fee to be passed back to the customer and electronic check acceptance capability at the cost of \$3.00 per check. Also purchased is a software module that will allow group tenant notifications via email or text and more importantly Online Applications.

#### Lex Development Corp

None

#### Training Dates / Travel

John Strackbein and Jim Linch attended the UPCS Certification Training in Grand Island on March 9 and March 10. Haines attended HQS training and certification on March 11, 12 and 13.

As a reminder, I found a HUD PHA Governance and Financial Management Training for Board Members and will forward the link if you are interested in taking the class.

#### Public Housing 1-50 and Scattered Sites

Director Haines currently has 3 potential properties to be categorized in the HUD system as under modernization. These are units that the tenants have moved out and we are doing extensive repairs. We are looking to fill vacancies as they come up.

#### East Lawn Addition (Section 8 New Construction) 51-98

None

#### East Lawn East 101 – 118

None

#### Pioneer Homes

400 N Monroe is available for rent.

Vouchers  
No report

Legend Oaks  
No Report

Legend Oaks II  
No Report

Personnel  
None

Evictions / Court Actions  
One eviction occurred since the last meeting for nonpayment of rent

#### Resolution 2020 - 05

WHEREAS: The Commissioners of the Housing Authority of the City of Lexington have reviewed the documentation received for Fiscal Year 2020 Capital Fund Grant.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Lexington, Nebraska that the grant in the anticipated amount of \$135,623 is to be accepted and expended according to the capital fund five year and annual plan to be submitted to HUD.

Resolution Adopted April 23, 2020

#### Resolution 2020 – 06

WHEREAS: The Commissioners of the Housing Authority of the City of Lexington have reviewed the Influenza and Other Pandemics Policy.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Lexington, Nebraska that after review and discussion the Influenza and Other Pandemics Policy is to be approved.

Resolution Adopted April 23, 2020

#### Resolution 2020 - 07

WHEREAS: The Commissioners of the Housing Authority of the City of Lexington have reviewed the Influenza and Other Pandemics Policy.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Lexington, Nebraska that after review and discussion the Administrative Policy is to be approved.

Commissioner Brecks moved that the resolution be adopted as introduced and read, which motion was seconded

Resolution Adopted April 23, 2020

Resolution 2020 -08

After the Commissioners of the Lexington Housing Authority reviewed the proposed Amended Five-Year Plan for 2018 along with the updated Annual Capital Fund Budgets, they found the expenditures to be necessary in the efficient and economical operation of the Public Housing Program.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Lexington, Nebraska that after review and discussion the Administrative Policy is to be approved.

Resolution Adopted April 23, 2020

Resolution 2020 - 09

WHEREAS: The Commissioners of the Housing Authority of the City of Lexington reviewed the proposed fees and services from Dominion Group, Bureau Veritas and Gill Group to complete the required RAD CAN and Environmental Survey as required by the RAD Application.

BE IT RESOLVED by the Commissioners of the Housing Authority of the City of Lexington, Nebraska that after the review and comparison of fees The Housing Authority of the City of Lexington will retain the services of Bureau Veritas. This choice comes on the recommendation of Lincoln Housing Authority and Falls City Housing Authority who have used and or are using the company.

Resolution Adopted April 23, 2020

Resolution 2020 – 10

The Commissioners of the Lexington Housing Authority discussed and reviewed the proposed Five Year PHA Action Plan RAD Attachment for the Year 2020 through 2024.

THEREFORE BE IT RESOLVED by the Commissioners of the Housing Authority of the City of Lexington, Nebraska that they accepted the PHA Five Year Plan for the Year 2020 through 2024 as created by the Executive Director with Resident Advisory Board Input to include the attachment as of April 23, 2020.

Commissioner Ferguson moved that the resolution be adopted as introduced and read, which motion was seconded by Commissioner Brecks and upon roll call the "Ayes" and "Nays" were as follows:  
Adopted April 23, 2020

Meeting Adjourned 12:25 PM

Next Meeting: May 13, 2020 at 12:00 PM