

## LIPH Repositioning Meeting

August 17, 2009

Present: Tia Ingram; Val Agostino; Adolph Moody; Jennifer Bell; Charlie Pick; Eric Novak & Scott Jepsen (via telephone)

1. Disposition Application. Consensus to amend/extend the contract with Praxis for this second phase of the process; any new consultant would have to duplicate their previous efforts to come up to speed. Scope should include:
  - a. Writing the disposition application
  - b. If approved, writing the application for tenant application vouchers; and
  - c. Developing the RFQ to identify a development partner and assisting with the selection (there was discussion about including the deliverable or having it done by the local Project Manager).

After our internal discussion, we engaged Praxis in the meeting; they expressed interest in continuing to work with BHA on the project. They will respond with a fixed cost for the project, and an hourly rate "not to exceed". They will propose for items a & b; and for a-c. Tia and Val to work on RFQ.

*Upon further review I determined that the contract with Praxis was limited to developing the options, however, the RFQ was broader and included:*

- c. "developing as necessary, and Request for Proposals for additional services not provided by the responsive consultant, in accordance with HUD and BHA procurement policies;*
- d. Assisting the Executive Director evaluate any responses to any Request for Proposal by identifying and analyzing the risks and other financial implications; and*
- e. Preparing any applicable applications to HUD. "*

**Action: Tia will draft the contract amendment for review (8/22); no further procurement required; Val/Jennifer will review, Tia to prepare item for board action in September (will exceed Exec Director authority to execute contract)**

2. Relocation Plan. Fair amount of discussion about how detailed the Relocation Plan needs to be prior to submission of the application. Praxis suggests it needs to be fairly

well defined; they can lay the ground work in the application, but it will need refinement. *Jennifer and I had a side-bar discussion and think this is critical and that we engage a relocation expert early in the process.* We note some unique needs in our population:

- a. Over-housed families (10-13);
- b. All 3 and 4 bedroom units (so no flexibility to place elsewhere in the program); and
- c. Over-income families (families paying the Flat Rent (\$1,544) since 30% of adjusted income would be greater: translated, this means some would not be eligible for a Section 8 Voucher ~ because they would pay 100% of the rent, with no need for a HAP portion from the BHA (may need to have a plan for Home Ownership)

I previously borrowed the RFQ that the Oakland Housing Authority used. Jennifer mentioned David Richmond as one Relocation Expert we could obtain a quote from. Possible project for the Project Manager.

**Action: No decision on this matter**

3. Schedule. We advised Praxis how soon they could have (a) issues for board action identified, and (b) the draft application. They will report back. We identified critical events with no definite dates:

12/31/09	Application deadline (HUD deadline)
12/15/09	Briefing for City Council
12/10/09	Final Board Action
11/__/09	3 x 3 committee
10/16/09	BHA Board Retreat (12-4); or
09/18/09	BHA Board Retreat (12-4)

BHA Meeting dates: 11/13; 12/10

City Council Meeting dates: 11/10; 11/17; 12/8; 12/15

We also need to establish a regular meeting date (in person or via conference call). No date or time was discussed. Propose Every other Wednesday @ 10:00 a.m.

**Action: After hearing from Praxis, need to establish schedule. (Tia)**

4. Project Manager. In addition to the consultant to prepare the application, we need an on-site/local project manager; this person will:
  - a. serve as the liaison between Praxis and the Executive Director;
  - b. ensure coordination with the LIPH repositioning committee;
  - c. manage the resident engagement process.

Recommendation to hire a consultant versus a staff person. Five persons of interest were identified: Norma Thompson; Ann Dunn; Durelle Ali; Lauren Brewer; Danny Fred. The goal is to make an offer by the September meeting (so the person can be present).

Action: Tia will draft a RFO; Val will review (8/24)

5. Property Manager. Shared HRs recommendation to adjust the salary range from \$6060-\$7366 to \$(not specified) to \$6,700 (I have a call in to clarify). We need to advise local one of the reduced salary amount (and allow them two weeks to respond) before HR can initiate the recruitment.

Action: Tia to (1) provide HR/City Manager with copy of resolution indicating Board's authorization to modify salary without further board action; (2) contact Local One; allow two weeks for comment; (3) extend Wayne through October

6. Resident good-will. Adolph raised the effort of the Board/BHA honoring its commitment to residents, and the promises of improvements made over the years. Charlie mentioned how the good will generated from some very visible (modest cost) project could help minimize resident opposition.

Action:

- a. Discussed prior Board direction to address roofs (using ARRA); and only doing other items that are life safety (preserving City funds for leverage under the disposition)
- b. Charlie will review the PNA and prepare a triage (including cost estimates) that we can present to the Board for direction in terms of which projects should proceed, and those that can await disposition
- c. Considerable discussion of the importance of doing something immediately. Exterior painting was strongly recommended by Charlie. it addresses mold/mildew; has an immediate impact on the neighborhood, and is relatively cheap.

d. We will include an item on the September agenda to address the pending capital needs (Tia/Charlie)