

**MINUTES OF THE REGULAR BOARD MEETING
OF THE
BOARD OF COMMISSIONERS
OF THE
HOUSING AUTHORITY OF THE CITY OF LAWTON,
OKLAHOMA**

June 17, 2021

With the notice of said Regular meeting and Agenda posted in accordance with the Oklahoma Open Meeting Act, Chairman Bentley called the meeting to order. The following roll call recorded:

1. Roll Call

Present: Dear, Ashton, Cobb, Bentley
Absent: Fitz (excused absence)

2. Discussion, Vote and Take Actions on Minutes and Resolutions of Previous Meetings

A motion to approve the minutes for May 20, 2021 made by Commissioner Cobb and seconded by Commissioner Dear. The following vote then recorded:

Ayes: Dear, Ashton, Cobb, Bentley
Nays: None
Absent: Fitz (excused absence)

Chairman Bentley then declared the motion carried.

3. New Business

A. Audience Participation.

No new business at this time.

A. Departmental Reports

1. Elderly Leasing Services Department Report

A copy of the Elderly Leasing Services report for May 2021 provided in the Board Packets.

Property Manager, Lakeisha Byrd stated she has seven (7) cases of bed bugs at the Highrise. All apartments are undergoing being treated. There are 10 vacancies, but she has several applicants on her waiting list to fill those vacancies.

A motion to approve the Elderly Leasing Services report for May 2021 made by Chairman Bentley and seconded by Commissioner Ashton. The following vote then recorded:

Ayes:	Cobb, Bentley, Dear, Ashton
Nays:	None
Absent:	Fitz (excused absence)

Chairman Bentley then declared the motion carried.

2. Family Leasing Services Department Report

A copy of the Family Leasing Services Report for May 2021 provided in the Board Packets.

Property Manager, Dave Burris, stated there are seven (7) vacancies. One transferred from a two story (cancer), another one already offered the others being rehabbed.

A motion to approve the Family Leasing Services report for May 2021 made by Commissioner Cobb and seconded by Commissioner Dear. The following vote then recorded:

Ayes:	Ashton, Dear, Cobb, Bentley
Nays:	None
Absent:	Fitz (excused absence)

Chairman Bentley then declared the motion carried.

3. Section 8/HCVFSS Department Report

A copy of the Section 8 Department Report for May 2021 provided in the Board Packets.

Section 8 Coordinator, Jervis Jackson, stated they had 25 Port-Ins bringing the total to 100. Before the port-ins they were under housed.

A motion to approve the Section 8 Departmental report for April 2021 made by Commissioner Cobb and seconded by Commissioner Dear. The following vote then recorded:

Ayes: Cobb, Dear, Ashton, Bentley
Nays: None
Absent: Fitz (excused absence)

Chairman Bentley then declared the motion carried.

4. Capital Fund Report

A copy of the Capital Fund Report for May 2021 provided in the Board Packets. In the report from Willie Rudd, CFP Coordinator, he stated the expenditures for May 2021 for completion of Door Project for Lawton View, 25 new window air conditioners, sewer repairs and unit rehabs.

A motion to approve the Capital Fund report for May 2021 made by Commissioner Cobb and seconded by Commissioner Dear. The following vote then recorded:

Ayes: Dear, Cobb, Ashton, Bentley
Nays: None
Absent: Fitz (excused absence)

Chairman Bentley then declared the motion carried.

5. Secretary's Report.

A copy of the Secretary's Report for May 2021 provided in the Board Packets.

There were three (3) of Lawton Housing Authority homeowners program that paid off their mortgages.

Christmas Party for this year will be on December 9, 2021.

The auditor, Mike Estes, came to the office to meet all employees and pick up the records and information needed to start our audit. His staff will complete the majority of the audit at their office and then do a one to two day on site auditing.

Rita Love, contracted with US Inspections Group to do 100% unit inspections and assist inventory. They will be using the new INSPIRE inspection protocol requirements taking pictures of each defect by units. That will give the Lawton Housing Authority to work on prioritizing improvements and repairs. The

inspection will take about seven (7) days June 21-27, 2021. She has also signed up with HUD to be a part of their new REAC inspections.

A motion to approve the Secretary's report for May 2021 made by Chairman Bentley and seconded by Commissioner Cobb. The following vote then recorded:

Ayes: Ashton, Dear, Cobb, Bentley
Nays: None
Absent: Fitz (excused absence)

Chairman Bentley then declared the motion carried.

Receive and Take Action on the following:

B. Receive, Discuss, and Take Action to Approve the Expenditure Reports for May 2021.

A motion to approve the expenditure reports for May 2021 made by Commissioner Ashton and seconded by Commissioner Cobb. The following vote then recorded:

Ayes: Ashton, Dear, Cobb, Bentley
Nays: None
Absent: Fitz (excused absence)

Chairman Bentley then declared the motion carried.

C. Receive, Discuss, and Take Action to Approve the Financial Reports from Ron Urlaub, CPA for March 2021.

A motion to approve the financial reports from Ron Urlaub for March 2021 made by Commissioner Cobb and seconded by Commissioner Dear. The following vote then recorded:

Ayes: Ashton, Dear, Cobb, Bentley
Nays: None
Absent: Fitz (excused absence)

Chairman Bentley then declared the motion carried.

4. Other Business:

***A: Receive, Discuss, and Take Action to Approve Resolution #2021-04,
A Resolution Approving the Operating Budget for Fiscal Year July
1, 2021 to June 30, 2022.***

***B: Receive, Discuss, and Take Action to Approve Resolution #2021-05,
A Resolution Certifying that No Employee of the Lawton Housing
Authority of the City of Lawton, Oklahoma, is Serving in a Variety
of Positions which will Exceed a 100% Allocation of His/Her Time.***

***C: Receive, Discuss, and Take Action to Approve Resolution #2021-06,
A Resolution Certifying the Re-Examination of Income of All
Tenants (Families) in Occupancy at Least Annually for Fiscal Year
July , 2021 to June 30, 2022.***

***D: Receive, Discuss, and Take Action to Approve Resolution #2021-07,
A Resolution Approving the Operating Budget Revision #1 for
Fiscal Year July 1, 2020 to June 30, 2021.***

The Operating Budget and Revision #1 were not available for this scheduled board meeting June 17, 2021. Rita Love mentioned scheduling a Special Meeting when she receives the budgets before the end of this month. Commissioner Ashton motioned to table 4A thru 4D. Motion follows:

A motion to table the Operating Budget, Revision #1 and HUD required resolutions made by Commissioner Ashton and seconded by Chairman Bentley. The following vote then recorded:

Ayes:	Ashton, Dear, Cobb, Bentley
Nays:	None
Absent:	Fitz (excused absence)

Chairman Bentley then declared the motion carried.

***D: Receive, Discuss, and Take Action to Approve Lawton Housing
Authority's Management Discussion and Analysis for Fiscal Year
Ending June 30, 2020.***

A motion to approve Lawton Housing Authority Management Discussion and Analysis for Fiscal Year Ending June 30, 2020 made by Commissioner Ashton and seconded by Commissioner Dear. The following vote then recorded:

Ayes: Ashton, Dear, Cobb, Bentley
Nays: None
Absent: Fitz (excused absence)

Chairman Bentley then declared the motion carried.

5. Adjournment

A motion to adjourn made by Chairman Bentley and seconded by Commissioner Ashton. The following vote then recorded:

Ayes: Dear, Ashton, Cobb, Bentley
Nays: None
Absent: Fitz (excused absence)

Chairman Bentley declared the motion carried and the meeting adjourned.

Chairman

ATTEST:

Secretary

Compliance Form For Regular Meeting

I, the undersigned, Secretary of the Board of Commissioners of the Housing Authority of the City of Lawton, Comanche County, Oklahoma, certify that notice of the time, date, and place of this special meeting presented to the Lawton City Clerk's office in writing as set forth in the Oklahoma Open Meeting Act.

I also certify that at least 48 hours prior to this meeting excluding Saturdays, Sundays, and holidays, notice of the date, time, and place on agenda of this meeting was posted in prominent public view at the location of the meeting, on the office lobby door of the Housing Authority at 609 SW F Avenue, Lawton, Oklahoma.

Witness my hand this 17th day of June 2021.

Secretary, Board of Commissioner's