

**CMHA Board of Commissioners
BOARD MEETING MINUTES
May 26, 2020**

The Members of the Cincinnati Metropolitan Housing Authority Board of Commissioners met in session for the Regular Meeting via video conference and teleconferencing at 10:03 AM, on the 26th day of May 2020

REGULAR MEETING

The Chair, Mr. William Myles called the meeting to order. He announced the board meeting was being conducted virtually via webcam video and teleconferencing as approved through Ohio's Novel Coronavirus Response Bill on March 27, 2020. The roll call was taken. The following Commissioners were present:

COMMISSIONER	PRESENT	ABSENT
William Myles, Chair	X	
Mayme L. Mitchell, Vice Chair	X	
Thomas J. Weidman	X	
Reginald J. Harris		X
Teri Spears	X	
Jill R. McGrail		X
Kevin M. Moore		X

The Chair declared the presence of a quorum for the meeting.

The following members of the public attended via webcam videoconference: Mark Pfefferman, Jason Best, Michael Johnson, Joy Gazaway, Reema Ruberg, Janell Duncan, Joe Norton, Lisa Isham, Gary Boeres, Lisa Thomas, Vincent Muliro, Sandra Mueller, Shonda McMillian, Marquita Flowers and Gary Jump

Mr. Gregory Johnson, CMHA Chief Executive Officer, MS, PHM, EDEP attended in his capacity as Secretary of the Board.

REVIEW AND APPROVAL OF BOARD MINUTES

Mr. Myles asked for a motion to approve the minutes from the Special Board Meeting held on April 9, 2020. It was moved by Mr. Weidman and seconded by Ms. Mitchell to approve the minutes from the April 9, 2020 Special Board Meeting.

Upon roll call vote, the "Ayes" and "Nays" were as follows:

COMMISSIONER	AYE	NAY	ABSTAIN
William Myles, Chair	X		
Mayme L. Mitchell, Vice Chair	X		
Thomas J. Weidman	X		
Teri Spears	X		

The Chair thereupon declared said motion carried

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Mr. Myles asked for a motion to approve the minutes from the Regular Board Meeting held on April 28, 2020. It was moved by Mr. Weidman and seconded by Ms. Mitchell to approve the minutes from the April 28, 2020 Regular Board meeting.

Upon roll call vote, the “Ayes” and “Nays” were as follows:

| <b>COMMISSIONER</b>           | <b>AYE</b> | <b>NAY</b> | <b>ABSTAIN</b> |
|-------------------------------|------------|------------|----------------|
| William Myles, Chair          | X          |            |                |
| Mayme L. Mitchell, Vice Chair | X          |            |                |
| Thomas J. Weidman             | X          |            |                |
| Teri Spears                   | X          |            |                |

The Chair thereupon declared said motion carried

**PRESENTATIONS**

There were no presentations this month

**PUBLIC COMMENTS**

There were no requests to speak this month

**JURISDICTION-WIDE RESIDENT ADVISORY BOARD**

Mr. Myles asked if there were any questions or comments from the commissioners on the report, there were none.

**DISCUSSION OF RECOMMENDATIONS:**

**FINANCIAL REPORT**

**RESOLUTION NO. 5400  
RESOLUTION APPROVING THE FINANCIAL REPORT FOR THE MONTH OF  
APRIL 2020 WITH COLLECTION LOSSES**

**RESOLUTION NO. 5400**

**WHEREAS**, the Finance Department of Cincinnati Metropolitan Housing Authority (CMHA) has determined the need to write-off vacated tenant accounts receivable balances of \$88,429.99 for the Month of APRIL 2020 to accurately reflect the value of its receivables; and

**WHEREAS**, pursuant to HUD Guidebook 7510.1, Chapter 4, CMHA writes off vacated tenant accounts receivable balances with no activity;

**WHEREAS**, writing off these balances does not preclude CMHA from pursuing collection actions and residents who vacate without paying off their balances are not permitted to receive housing assistance in the future unless their outstanding balances are paid;

**WHEREAS**, the Finance Department presents MONTHLY write offs of uncollectible tenant accounts receivable balances to the Board of Commissioners of the Authority for approval; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Cincinnati Metropolitan Housing Authority does authorize the monthly write-off of uncollected, vacated tenant accounts receivable balances which is currently \$88,429.99 and represents the amount that has been accrued from APRIL 2020.

*Mr. Weidman how April compared to previous years and Ms. Reema Ruberg responded that the \$88,429 was a two-month amount. Ms. Ruberg noted that through the first ten months of this fiscal year we are averaging \$33.6k versus previous year in the mid \$20k. Year-to-date we are at \$336k versus prior year at this time of \$268k*

The foregoing motion was made by Mr. Weidman and seconded by Ms. Mitchell, and upon roll call vote, the "Ayes" and "Nays" were as follows:

| <b>COMMISSIONER</b>           | <b>AYES</b> | <b>NAYS</b> |
|-------------------------------|-------------|-------------|
| William Myles, Chair          | X           |             |
| Mayme L. Mitchell, Vice Chair | X           |             |
| Thomas J. Weidman             | X           |             |
| Teri Spears                   | X           |             |

The Chairperson declared said motion carried and said resolution adopted.

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<p style="text-align: center;">RESOLUTION NO. 5401 RESOLUTION APPROVING THE FISCAL YEAR 2020 APRIL 2020 FINANCIAL STATEMENTS FOR THE CINCINNATI METROPOLITAN HOUSING AUTHORITY</p>
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RESOLUTION NO. 5401

WHEREAS, the Finance Department of Cincinnati Metropolitan Housing Authority (CMHA) has prepared the monthly financial reports for review by the Cincinnati Metropolitan Housing Authority Board of Commissioners; and

WHEREAS, the Board of Commissioners have reviewed the monthly accounting; and

WHEREAS, the Board of Commissioners having reviewed the monthly accounting does accept the Financial Report as presented.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Cincinnati Metropolitan Housing Authority does accept the Financial Reports as presented.

The foregoing motion was made by Mr. Weidman and seconded by Ms. Mitchell, and upon roll call vote, the "Ayes" and "Nays" were as follows:

COMMISSIONER	AYES	NAYS
William Myles, Chair	X	
Mayme L. Mitchell, Vice Chair	X	
Thomas J. Weidman	X	
Teri Spears	X	

The Chairperson declared said motion carried and said resolution adopted.

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**Resolution #5402 was tabled per the Secretary's request.**

**TEXT OF THE TABLED RESOLUTION**

**RESOLUTION NO. 5402  
 RESOLUTION APPROVING THE FISCAL YEAR 2021 BUDGET FOR THE  
 CINCINNATI METROPOLITAN HOUSING AUTHORITY**

**RESOLUTION NO. 5402**

**WHEREAS**, Cincinnati Metropolitan Housing Authority (CMHA) developed a balanced Fiscal Year 2021(FY 2021) Operating Budget for Housing Choice Voucher Program, Asset Management and Management Services; and

**WHEREAS**, CMHA is proposing budget expenditures that are necessary for the efficient and economical operation of the housing programs, for services provided for residents, and meets all regulatory requirements:

**NOW, THEREFORE, BE IT RESOLVED** by the Cincinnati Metropolitan Housing Authority Board of Commissioners to adopt the Annual FY 2021 Budget for Housing Choice Voucher Program, Asset Management and Management Services and authorizes the Chief Executive Officer to implement and execute said document.

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The motion to table was made by Mr. Weidman and seconded by Ms. Mitchell, and upon roll call vote, the "Ayes" and "Nays" were as follows:

| COMMISSIONER                  | AYES | NAYS |
|-------------------------------|------|------|
| William Myles, Chair          | X    |      |
| Mayme L. Mitchell, Vice Chair | X    |      |
| Thomas J. Weidman             | X    |      |
| Teri Spears                   | X    |      |

The Chairperson declared said motion carried and said resolution tabled.

**REQUEST APPROVAL TO SOLICIT BIDS**

**RESOLUTION NO. 5403  
RESOLUTION PROVIDING AUTHORIZATION TO PROCEED WITH THE  
REQUEST FOR PROPOSALS AND SOLICITATIONS FOR  
GENERAL GOODS AND SERVICES FROM OUTSIDE VENDORS**

**RESOLUTION NO. 5403**

**WHEREAS**, the Cincinnati Metropolitan Housing Authority has occasional need of goods and services from outside vendors, and

**WHEREAS**, CMHA will procure such goods and services in accordance with its Procurement Policy, and

**WHEREAS**, the Chief Executive Officer in his capacity as Secretary of the Cincinnati Metropolitan Housing Board of Commissioners does report on the status of the proposed procurement, and

**WHEREAS**, based upon the internal review of the agency’s department(s) the CMHA Board does find that following procurements will need to be undertaken in order to ensure the continuous provision of the housing authority’s services

**NOW, THEREFORE, BE IT RESOLVED** by the CMHA Board of Commissioners authorizes Mr. Gregory D. Johnson, Chief Executive Officer of the Cincinnati Metropolitan Housing Authority, to proceed with the procurements as outlined below:

1. SOL 2020 -3007 – San Marco Door & Window Replacement (Pre-RAD)
2. SOL 2020 -3008 – Marianna Terrace RAD Conversion Renovation
3. SOL 2020 -1004 – Janitorial Services (Asset Management)

The foregoing motion was made by Mr. Weidman and seconded by Ms. Mitchell, and upon roll call vote, the "Ayes" and "Nays" were as follows:

| <b>COMMISSIONER</b>           | <b>AYES</b> | <b>NAYS</b> |
|-------------------------------|-------------|-------------|
| William Myles, Chair          | X           |             |
| Mayme L. Mitchell, Vice Chair | X           |             |
| Thomas J. Weidman             | X           |             |
| Teri Spears                   | X           |             |

The Chairperson declared said motion carried and said resolution adopted.

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REQUEST AWARD CONTRACT RENEWALS

RESOLUTION NO. 5404
RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER OF THE CINCINNATI METROPOLITAN HOUSING AUTHORITY TO SIGN A ONE-YEAR CONTRACT EXTENSION OPTION FOR CONTRACT 2017-3306; ENVIRONMENTAL TESTING SERVICES WITH ATC GROUP SERVICES, LLC AND MACPARAN CONSULTING SERVICES, INC. IN NOT-TO-EXCEED AMOUNTS OF \$500,000 PER FIRM FOR MAXIMUM 5-YEAR CONTRACTS PAID FOR BY CAPITAL GRANT FUNDS, OPERATIONAL FUNDS, AND MANAGEMENT SERVICES FUNDS

RESOLUTION NO. 5404

WHEREAS, CMHA has entered into and executed contract agreements with ATC Group Services, LLC and MacParan Consulting Services, Inc. through a competitive procurement process and desires to implement the third of four contract extension options for Environmental Testing Services as indicated in the Solicitation and original contract agreements; and

WHEREAS, the CMHA Procurement Policy allows for the option to extend contract agreements provided the option is CMHA’s unilateral right and contains limits on the quantities and terms of the contract, and the option to extend is part of the initial competition and inclusive of the determining dollar threshold that does not exceed a maximum of five years; and

WHEREAS, the Authority has determined it to be in its best interest and advantageous to extend the contract option extension in a not-to-exceed amount of \$500,000 per contract agreement rather than conducting a new procurement.

NOW, THEREFORE, BE IT RESOLVED by the Cincinnati Metropolitan Housing Authority Board of Commissioners that the Chief Executive Officer be authorized and directed to sign the contract extension options with ATC Group Services, LLC and MacParan Consulting Services, Inc. on behalf of the Authority.

The foregoing motion was made by Mr. Weidman and seconded by Ms. Mitchell, and upon roll call vote, the "Ayes" and "Nays" were as follows:

COMMISSIONER	AYES	NAYS
William Myles, Chair	X	
Mayme L. Mitchell, Vice Chair	X	
Thomas J. Weidman	X	
Teri Spears	X	

The Chairperson declared said motion carried and said resolution adopted.

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**RESOLUTION NO. 5405**  
**RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER OF THE CINCINNATI METROPOLITAN HOUSING AUTHORITY TO SIGN A ONE-YEAR CONTRACT EXTENSION OPTION FOR CONTRACT 2017-5502; SERVICES FOR LABOR NEGOTIATIONS WITH CLEMANS, NELSON & ASSOCIATES, INC. IN A NOT-TO-EXCEED AMOUNT OF \$145,000 ANNUALLY FOR A MAXIMUM 5-YEAR CONTRACT PAID FOR BY MANAGEMENT SERVICES FUNDS**

**RESOLUTION NO. 5405**

**WHEREAS**, CMHA has entered into and executed a contract agreement with Clemans, Nelson & Associates, Inc. through a competitive procurement process and desires to implement the third of four contract extension options for Labor Negotiations as indicated in the Solicitation and original contract agreements; and

**WHEREAS**, the CMHA Procurement Policy allows for the option to extend contract agreements provided the option is CMHA’s unilateral right and contains limits on the quantities and terms of the contract, and the option to extend is part of the initial competition and inclusive of the determining dollar threshold that does not exceed a maximum of five years; and

**WHEREAS**, the Authority has determined it to be in its best interest and advantageous to extend the contract option extension in a not-to-exceed amount of \$145,000 per year contract agreement rather than conducting a new procurement.

**NOW, THEREFORE, BE IT RESOLVED** by the Cincinnati Metropolitan Housing Authority Board of Commissioners that the Chief Executive Officer be authorized and directed to sign the contract extension with Clemans, Nelson & Associates, Inc. on behalf of the Authority.

The foregoing motion was made by Mr. Weidman and seconded by Ms. Spears, and upon roll call vote, the "Ayes" and "Nays" were as follows:

| <b>COMMISSIONER</b>           | <b>AYES</b> | <b>NAYS</b> |
|-------------------------------|-------------|-------------|
| William Myles, Chair          | X           |             |
| Mayme L. Mitchell, Vice Chair | X           |             |
| Thomas J. Weidman             | X           |             |
| Teri Spears                   | X           |             |

The Chairperson declared said motion carried and said resolution adopted.

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RESOLUTION NO. 5406
RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO SIGN THE FIRST ONE-YEAR CONTRACT EXTENSION OPTION FOR CONTRACT 2019-5001 HEALTHCARE BROKERAGE SERVICES WITH HORAN ASSOCIATES, INC. IN A NOT-TO-EXCEED AMOUNT OF \$50,000 ANNUALLY FOR A MAXIMUM 5-YEAR CONTRACT PAID FOR BY MANAGEMENT SERVICES FUNDS

RESOLUTION NO. 5406

WHEREAS, CMHA has entered into and executed a contract agreement with Horan Associates, Inc. through a competitive procurement process and desires to implement the first of four contract extension options for healthcare brokerage services as indicated in the Solicitation and original contract agreements; and

WHEREAS, the CMHA Procurement Policy allows for the option to extend contract agreements provided the option is CMHA’s unilateral right and contains limits on the quantities and terms of the contract, and the option to extend is part of the initial competition and inclusive of the determining dollar threshold that does not exceed a maximum of five years; and

WHEREAS, the Authority has determined it to be in its best interest and advantageous to extend the contract option extension rather than conducting a new procurement.

NOW, THEREFORE, BE IT RESOLVED by the Cincinnati Metropolitan Housing Authority Board of Commissioners that the Chief Executive Officer be authorized and directed to sign the first contract extension option with Horan Associates, Inc. on behalf of the Authority.

The foregoing motion was made by Mr. Weidman and seconded by Ms. Mitchell, and upon roll call vote, the "Ayes" and "Nays" were as follows:

COMMISSIONER	AYES	NAYS
William Myles, Chair	X	
Mayme L. Mitchell, Vice Chair	X	
Thomas J. Weidman	X	
Teri Spears	X	

The Chairperson declared said motion carried and said resolution adopted.



RESOLUTION TO AWARD CONSTRUCTION CONTRACTS

There were no New Construction Contracts this month over \$100,000

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**ADOPT A RESOLUTION – GENERAL**

**RESOLUTION NO. 5407  
RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER  
OF THE CINCINNATI METROPOLITAN HOUSING AUTHORITY TO ENTER  
INTO AN AGREEMENT FOR THE TRANSFER OF OFF SITE  
WEST END PROPERTIES TO THE PORT OF CINCINNATI, INC AND AUTHORIZE  
THE REIMBURSEMENT OF TITLE WORK FOR CITY WEST LOTS**

**RESOLUTION NO. 5407**

**WHEREAS**, the PORT has tendered an offer to the Cincinnati Metropolitan Housing Authority (the “Authority”) for the transfer of 38 parcels of properties located in the West End community and known as “West End off-site properties”; and

**WHEREAS**, On August 19, 2008, the Authority adopted Resolution Number 4262 authorizing the Executive Director to enter into a contract to sell 64 parcels of land (hereinafter the “Real Estate”) in the West End Neighborhood of the City of Cincinnati to Bright Star Baptist Church and Community Revitalization Agency, and;

**WHEREAS**, pursuant to such Resolution the Executive Director entered into a contract with Community Revitalization Agency dated November 12, 2008, which provided for the return of the land in the event that the CRA defaulted on the terms of the contract; and

**WHEREAS**, the Authority did acquire the return of 38 parcels of land through court order in Common Pleas Case No. A1604506; and

**WHEREAS**, the Authority has determined it to be in its best interest of CMHA for the Chief Executive Officer to negotiate the transfer of its property interests in the offsite properties located in the West End, through a transfer agreement; and

**WHEREAS**, the parties’ transfer agreement shall be negotiated in terms agreed to by the parties, and approved by the Seller’s Board of Commissioners.

**WHEREAS**, the Authority adopted Resolution Numbers 5071 and 5247, authorizing the sale of its Sixty-Seven Parcels in the CityWest location; and

**WHEREAS**, the purchase price of for the Sixty-Seven (67) parcels of Property shall be an amount negotiated and agreed to by the parties, but shall be no less than fair market value of the Property, as determined by an appraisal;

**WHEREAS**, the Authority, as the seller of the property has need to provide a review of the titles for the City West properties; and

**WHEREAS**, the PORT has agreed to obtain the title work and the Authority has agreed to pay for the title work of the property at an amount not to exceed to exceed \$30,000 in cost to CMHA.

**NOW, THEREFORE, BE IT RESOLVED** by the Cincinnati Metropolitan Housing Authority Board of Commissioners that the Chief Executive Officer be authorized and directed to enter into negotiations and execute a purchase agreement for the sale of the thirty-eight (38) parcels of property from its West End offsite properties as set forth the accompanying schematic attached hereto as Exhibit "A" of this Resolution.

**BE IT FURTHER RESOLVED**, the Authority may enter into an agreement with the PORT to obtain the title work of the 67 lots within the CityWest area. Said title work shall be for an amount not to exceed \$30,000 in cost to CMHA.

*Mr. Weidman noted that he sits on the board for the Hamilton County Land Reutilization Corporation who would likely be involved with this action and was, therefore, abstaining from the vote.*

The foregoing motion was made by Ms. Mitchell and seconded by Mr. Myles and upon roll call vote, the "Ayes" and "Nays" were as follows:

| <b>COMMISSIONER</b>           | <b>AYES</b> | <b>NAYS</b> | <b>ABSTAIN</b> |
|-------------------------------|-------------|-------------|----------------|
| William Myles, Chair          | X           |             |                |
| Mayme L. Mitchell, Vice Chair | X           |             |                |
| Thomas J. Weidman             |             |             | X              |
| Teri Spears                   | X           |             |                |

The Chairperson declared said motion carried and said resolution adopted.

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RESOLUTION NO. 5408

RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER OF THE CINCINNATI METROPOLITAN HOUSING AUTHORITY TO ENTER INTO CONTRACTS FOR SOLICITATION 2020-1003; VACANCY PREP UNIT TURNOVER (MAKE READY) WITH A1 QUALITY HOME IMPROVEMENT & ROOFING LLC; ABSOLUTE MAGIC REMODELING, LLC; ALL PHASES RESIDENTIAL AND COMMERCIAL CONTRACTING, LLC; BRUNDAGE SERVICES LLC; CHASE CONSTRUCTION & INSPECTION GROUP, LLC; COGAR ENTERPRISE, LLC; COLOSSAL JANITORIAL, LLC; CRAVENS & ASSOCIATES LLC; CROSTY RENOVATION SERVICES LLC; CROW CONTRACTING HOMES AND MORE LLC; DCJ JANITORIAL LLC; DIAMOND PROFESSIONAL CONTRACTORS LLC; TIFFANY R. DAVIS D/B/A DOMINION REAL ESTATE CONSULTING; FINESSE SERVICES, LLC; A FIST OF CONTRACTORS LLC; BRUCE GRAY D/B/A FROM THE GROUND UP RENOVATIONS; GB'S PROPERTY MAINTENANCE AND REHABILITATION LLC; GJT CONSTRUCTION INC.; HENDERSON & SONS' CONSTRUCTION LLC; HEROES R FOREVER DEVELOPMENTS LLC; HOWARD EDWARDS CONTRACTORS LLC; TERRY JARVIS D/B/A J COMPANIES; JUST RIGHT CONSTRUCTION & LAWN CARE SERVICE; KSDS CLEANING LLC; LIONEL JARVIS D/B/A L&J CONSTRUCTION; MIKE KEITH D/B/A MIKE'S PAINTING; NCN PROPERTY MAINTENANCE LLC; NO EXCUSES CLEANING AND BUILDING SERVICES L.L.C.; OMEGA CONSTRUCTION AND PROPERTY, LLC; PELL-CON PAINTING & CLEANING, LLC; PLEAZANT CONTRACTING SERVICES, LLC; PRIORITY SERVICES OF OHIO LLC; CHARLES SATTIEWHITE D/B/A SATTIEWHITE PAINTING AND CLEANING; THE STONESTREET GROUP LLC; HERMAN CARTER D/B/A TEX MAKE READY SERVICES; THOMAS REHABBING, LLC; DEMITRIUS ANDREWS D/B/A TRUSTUS MAINTENANCE & JANITORIAL; URBANVIRONMENTAL SERVICES LLC; XCELL BUILDING MAINTENANCE, LLC; AND ZOLA INC. D/B/A ZOTECH LLC IN NOT-TO-EXCEED AMOUNTS OF \$350,000 ANNUALLY PER CONTRACTOR FOR MAXIMUM 5-YEAR CONTRACTS PAID FOR BY OPERATING FUNDS, NOT TO EXCEED THE BOARD APPROVED BUDGET

RESOLUTION NO. 5408

WHEREAS, in response to a competitive procurement process to provide Vacancy Prep Unit Turnover (Make Ready) to CMHA under the terms of a performance-based contract, and

WHEREAS, the responses submitted to the Request for Proposals were reviewed and evaluated for responsiveness, determined to be responsible to the requirements of the scope of work, and

WHEREAS, the CMHA Procurement Policy requires a Board resolution for approval of the Chief Executive Officer to sign a contract with the contractors listed above in accordance with the Scope of Work outlined in the Request for Proposals, and

WHEREAS, the Authority intends to enter into one-year contracts with the option, at the Authority's sole discretion, to enter into four additional one-year contracts with the contractors for a maximum total of five years in a not-to-exceed amount of \$350,000 annually for each contract.

WHEREAS, the Authority has determined it to be in its best interest for the Chief Executive Officer to sign a contract with the contractors listed above.

NOW, THEREFORE, BE IT RESOLVED by the Cincinnati Metropolitan Housing Authority Board of Commissioners that the Chief Executive Officer be authorized and directed to sign a contract with the contractors listed above on behalf of the Authority, and the Chief Executive Officer be authorized to approve change orders for a sum total of up to 20% of the contract value.

Mr. Johnson asked the Chair to allow him to tip his hat to the procurement department, as he and Ms. Flowers have asked procurement for more contractors and their response has demonstrated how we continue to build on being an asset to the community. Through these efforts, we are providing more jobs throughout the community with WBE, MBE, Section 3 and other small businesses.

The foregoing motion was made by Mr. Weidman and seconded by Ms. Spears, and upon roll call vote, the "Ayes" and "Nays" were as follows:

COMMISSIONER	AYES	NAYS
William Myles, Chair	X	
Mayme L. Mitchell, Vice Chair	X	
Thomas J. Weidman	X	
Teri Spears	X	

The Chairperson declared said motion carried and said resolution adopted.

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**RESOLUTION NO. 5409**  
**RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER OF THE CINCINNATI METROPOLITAN HOUSING AUTHORITY TO ENTER INTO CONTRACTS FOR SOLICITATION 2020-1005; MAINTENANCE, REPAIR & OPERATING SUPPLIES WITH WINSTEL CONTROLS, INC., CINCINNATI COLOR COMPANY, INCORPORATED, THE SHERWIN-WILLIAMS COMPANY, BEST PLUMBING SPECIALTIES, INC., FERGUSON ENTERPRISES, LLC, AND PROGRESS SUPPLY, INC. IN NOT-TO-EXCEED AMOUNTS OF \$150,000 ANNUALLY PER CONTRACTOR OR THE BOARD APPROVED BUDGET FOR MAXIMUM 5-YEAR CONTRACTS PAID FOR BY OPERATING FUNDS**

**RESOLUTION NO. 5409**

**WHEREAS**, in response to a competitive procurement process to provide Maintenance, Repair & Operating Supplies to CMHA under the terms of a performance-based contract, and

**WHEREAS**, the responses submitted to the Request for Proposals were reviewed and evaluated for responsiveness, determined to be responsible to the requirements of the scope of work, and

**WHEREAS**, the CMHA Procurement Policy requires a Board resolution for approval of the Chief Executive Officer to sign a contract with the contractors listed above in accordance with the Scope of Work outlined in the Request for Proposals, and

**HEREAS**, the Authority intends to enter into one-year contracts with the option, at the Authority's sole discretion, to enter into four additional one-year contracts with the contractors for a maximum total of five years in a not-to-exceed amount of \$150,000 annually for each contract.

**WHEREAS**, the Authority has determined it to be in its best interest for the Chief Executive Officer to sign a contract with the contractors listed above.

**NOW, THEREFORE, BE IT RESOLVED** by the Cincinnati Metropolitan Housing Authority Board of Commissioners that the Chief Executive Officer be authorized and directed to sign a contract with the contractors listed above on behalf of the Authority, and the Chief Executive Officer be authorized to approve change orders for a sum total of up to 20% of the contract value.

The foregoing motion was made by Mr. Weidman and seconded by Ms. Mitchell, and upon roll call vote, the "Ayes" and "Nays" were as follows:

| <b>COMMISSIONER</b>           | <b>AYES</b> | <b>NAYS</b> |
|-------------------------------|-------------|-------------|
| William Myles, Chair          | X           |             |
| Mayme L. Mitchell, Vice Chair | X           |             |
| Thomas J. Weidman             | X           |             |
| Teri Spears                   | X           |             |

The Chairperson declared said motion carried and said resolution adopted.

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RESOLUTION NO. 5410
RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER OF THE CINCINNATI METROPOLITAN HOUSING AUTHORITY TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO: (1) FACILITATE THE REDEVELOPMENT OF PARK EDEN; AND (2) PROVIDE DEVELOPMENT FINANCING TO PARK EDEN APARTMENTS, LLC FOR THE PROJECT

RESOLUTION NO. 5410

WHEREAS, the Cincinnati Metropolitan Housing Authority (“**CMHA**”) is a body corporate and politic organized under the laws of the State of Ohio, and is undertaking to rehabilitate one hundred seventy-six (176) residential units in a development known as Park Eden (the “**Project**”) pursuant to the U.S. Department of Housing and Urban Development’s (“**HUD**”) Rental Assistance Demonstration (“**RAD**”) Program; and

WHEREAS, CMHA has formed a limited liability company known as Park Eden Apartments, LLC, an Ohio limited liability company (the “**Owner**”), for the purpose of carrying out the Project; and

WHEREAS, CMHA has formed a subsidiary entity, Park Eden Development Corp., an Ohio corporation (the “**Managing Member**”), to serve as the managing member of the Owner; and

WHEREAS, to facilitate the RAD conversion of the Project and an investment of low income housing tax credit equity from OEF Investment Fund, LLC, an Ohio limited liability company, its successors and/or assigns, or another affiliate of Ohio Capital Corporation for Housing (the “**Investor**”), CMHA will lease the Project and property thereunder to the Owner, pursuant to a ground lease agreement (“**Ground Lease**”) for a total rental amount of approximately \$602,629, and convey the buildings and other improvements to the Owner for a purchase price of approximately \$7,810,000. In connection with the Ground Lease, the Owner will execute a promissory note in the approximate principal amount of \$602,629 (the “**Ground Lease Note**”) and a promissory note in the approximate principal amount of \$7,810,000 (the “**Acquisition Note**”), together with the Ground Lease Note, the “**Seller Financing**”), each to be paid pursuant to the Ground Lease and each to be secured by a Mortgage and Security Agreement by Owner in favor of CMHA. Additionally, the Owner will make a cash payment of approximately \$597,371 to CMHA pursuant to the Ground Lease; and

WHEREAS, CMHA will execute a RAD Use Agreement together with the Owner and HUD and other ancillary documents as required pursuant to the RAD program (the “**RAD Documents**”); and

WHEREAS, to facilitate the rehabilitation of the Project, CMHA will loan to the Owner approximately \$1,949,488 in Replacement Housing Factor funds (the “**RHF Loan**”), which loan will be evidenced by a promissory note and secured by a Mortgage and Security Agreement; and

WHEREAS, the Owner has secured additional financing for the development of the Project, including, but not limited to (i) a permanent loan in the approximate amount of \$8,422,000 from ORIX Real Estate Capital, LLC, (“**FHA Lender**”) which will be secured as a first leasehold mortgage loan against the Project (“**FHA Loan**”) insured by the HUD Federal Housing Administration as FHA Project No. 046-35770 under the provisions of Section 221(d)(4) of the National Housing Act, as amended; (ii) a deferred development fee loan in the approximate amount of \$1,150,000 (“**Deferred Fee Loan**”); (iii) a pledged fee loan in the approximate amount of \$4,420,000 (“**Pledged Fee Loan**”); (iv) a construction loan from the issuance of tax exempt bonds in the approximate amount of \$19,000,000 (“**Bond Loan**”); (v) low-income housing tax credit equity from the Investor in the approximate amount of \$11,539,033 (“**Tax Credits**”); and (vi) equity bridge loan from Ohio Capital Finance Corporation in the approximate amount of \$3,250,000 (collectively, “**Additional Financing**”); and

WHEREAS, the Board of Commissioners of CMHA has determined that it is in the best interests of CMHA to enter into certain agreements to effectuate the financing and rehabilitation of the Project;

NOW, THEREFORE, BE IT RESOLVED by the Board of CMHA that:

- (1) CMHA is hereby authorized and empowered to loan approximately (a) \$1,150,000 of the development fee to the Owner as the Deferred Fee Loan, (b) \$4,420,000 to the Owner as the Pledged Fee Loan, (c) \$1, 949,488 to the Owner as the RHF Loan, and (d) \$8,412,629 to the Owner as the Seller Financing, and shall be authorized and empowered to enter into and accept from the Owner any and all agreements required to effectuate the Deferred Fee Loan, the Pledged Fee Loan, the RHF Loan and the Seller Financing.
- (2) CMHA is hereby authorized and empowered to enter into, execute and deliver any and all documents necessary to effectuate investment of the low-income housing tax credit equity from the Investor, including but not limited to, the Amended and Restated Development Agreement and the Guaranty Agreement.
- (3) CMHA is hereby authorized and empowered to enter into, execute and deliver to FHA Lender and/or HUD a Regulatory Agreement on its own behalf, and execute and deliver any other instruments, documents, agreements or certifications of CMHA that may at any time or from time to time be required by FHA Lender in connection with the FHA Loan.
- (4) CMHA is hereby authorized and empowered to enter into, execute, deliver and implement all agreements and necessary documents to facilitate the rehabilitation of the Project, including the RAD Documents, the Ground Lease and any additional ancillary documents, certificates and other instruments as may be necessary and proper on behalf of CMHA to effectuate the Additional Financing and accomplish the financial closing of the Project.
- (5) the Chief Executive Office of CMHA is hereby authorized, empowered and directed to approve increases to the Seller Financing, the RHF Loan and the Additional Financing not to exceed ten percent (10%) of the amounts authorized herein to the extent required for consummation and completion of the Project.
- (6) to the extent any of the actions, transactions, or agreements authorized by this Resolution have already been taken, such actions are hereby ratified and confirmed as the valid actions of CMHA, effective as of the date such actions were taken.

BE IT FURTHER RESOLVED by the Board of CMHA that the Chief Executive Officer of CMHA is hereby authorized, empowered and directed, for an on behalf of, and as the act and deed of CMHA, to take any and all such related or ancillary actions necessary and appropriate to achieve the foregoing purposes. Any action by the Chief Executive Officer of CMHA, or any person or persons designated and authorized so to act by CMHA to do and perform, or cause to be done and performed, in name and on behalf of CMHA in furtherance of the purposes hereunder is hereby approved, ratified and confirmed.

This resolution shall be in full force and effect from and upon its adoption.

[Remainder of page intentionally left blank for signature]

The foregoing motion was made by Mr. Weidman and seconded by Ms. Mitchell and upon roll call vote, the "Ayes" and "Nays" were as follows:

COMMISSIONER	AYES	NAYS
William Myles, Chair,	X	
Mayme L. Mitchell, Vice Chair	X	
Thomas J. Weidman	X	
Teri Spears	X	

The Chairperson declared said motion carried and said resolution adopted.

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**RESOLUTION NO. 5411  
RESOLUTION TO ADOPT CHANGES TO THE FISCAL YEAR 2019-2020 HOUSING  
CHOICE VOUCHER ADMINISTRATIVE PLAN  
EFFECTIVE JULY 1, 2019 TO JUNE 30, 2020**

**RESOLUTION NO. 5411**

WHEREAS, staff has recommended adoption of the proposed changes to the Fiscal Year End June 2020. Housing Choice Voucher Administrative Plan as attached to this Resolution; and

WHEREAS, the Authority Board after reviewing the recommendation of Cincinnati Metropolitan Housing Authority staff and considering the comments received has made the determination to adopt the proposed amendments in accordance with the recommendation of staff;

**NOW, THEREFORE, BE IT RESOLVED** by the Cincinnati Metropolitan Housing Authority that the proposed amendments to the CMHA Fiscal Year End 2020 Housing Choice Voucher Administrative Plan, as set forth and attached hereto, be adopted

The foregoing motion was made by Mr. Weidman and seconded by Ms. Mitchell, and upon roll call vote, the "Ayes" and "Nays" were as follows:



| COMMISSIONER                  | AYES | NAYS |
|-------------------------------|------|------|
| William Myles, Chair          | X    |      |
| Mayme L. Mitchell, Vice Chair | X    |      |
| Thomas J. Weidman             | X    |      |
| Teri Spears                   | X    |      |

The Chairperson declared said motion carried and said resolution adopted.

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Resolution #5412 was tabled per the Secretary's request.

TEXT OF THE TABLED RESOLUTION

**RESOLUTION NO. 5412
 RESOLUTION APPROVING REVISION TO THE RECORD RETENTION POLICY
 FOR THE CINCINNATI METROPOLITAN HOUSING AUTHORITY**

RESOLUTION NO. 5412

WHEREAS, The Cincinnati Metropolitan Housing Authority is an Ohio metropolitan housing authority and a public body, and

WHEREAS, CMHA is committed to the principles of open and transparent operations, and,

WHEREAS, CMHA maintains records to document the organization, functions, policies, decisions, procedures, operation, or other activities of the housing authority.

WHEREAS, CMHA considers that its *Record Retention Policy* will allow for the orderly maintenance of its records in a manner consistent with federal and state law.

NOW, THEREFORE, BE IT RESOLVED by the Cincinnati Metropolitan Housing Authority that CMHA shall adopt the *Record Retention Policy* as revised and attached to this Resolution as Exhibit "A."

Mr. Weidman's motion to table this resolution was seconded by Ms. Mitchell and upon roll call vote, the "Ayes" and "Nays" were as follows:

COMMISSIONER	AYES	NAYS
William Myles, Chair	X	
Mayme L. Mitchell, Vice Chair	X	
Thomas J. Weidman	X	
Teri Spears	X	

The Chairperson declared said motion carried and said resolution tabled

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**ADJOURN**

Mr. Myles asked for a motion to adjourn the meeting.

*Prior to moving forward with adjournment, Mr. Johnson stated that he wanted to share how proud he was of the staff and their hard efforts put forth on 9% LIHTC. We applied for 2 and got 1. There were 37 issued in Ohio and Cincinnati got 5 with Hamilton County getting 6 total. Mr. Myles said the board is very proud of these efforts and he knows it is not over.*

It was moved by Mr. Weidman and seconded by Ms. Mitchell to adjourn the meeting.

Upon roll call vote, the “Ayes” and “Nays” were as follows:

| <b>COMMISSIONER</b>           | <b>AYES</b> | <b>NAYS</b> |
|-------------------------------|-------------|-------------|
| William Myles, Chair          | X           |             |
| Mayme L. Mitchell, Vice Chair | X           |             |
| Thomas J. Weidman             | X           |             |
| Teri Spears                   | X           |             |

The Chair declared said motion carried and the meeting adjourned

William Myles, Chair

**ATTEST:**

Gregory D. Johnson, MS, PHM, EDEP  
Chief Executive Officer