



Cincinnati Metropolitan Housing Authority  
CMHA Boardroom  
1635 Western Avenue  
Cincinnati, Ohio 45214

**CMHA BOARD OF COMMISSIONERS**

**REGULAR MEETING AGENDA**

**BOARD OF COMMISSIONERS**

**Cincinnati, Ohio**

**Tuesday, October 26, 2021**

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**6:00 P.M.**

**I. AGENDA SCHEDULE**

- 1. Call Meeting to Order**
  - 2. Roll Call**
  - 3. Approval of Minutes**
  - 4. Presentations**
  - 5. Public Comment**
  - 6. Discussion of Secretary Recommendations**
    - 6A. Financial Report**
    - 6B. Request Approval to Solicit Bids**
    - 6C. Resolutions – Approve Contract Renewals**
    - 6D. Resolutions - Award Construction Contracts**
    - 6E. Adopt a Resolution – General**
  - 7. Adjourn**
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**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- 1. Regular Board Meeting – September 28, 2021**

**(Enclosure #1)**

**(Roll Call)**

**IV. PRESENTATIONS**

- Ms. Mary Kosik – Asset Management Services Update**
- Ms. Janell Duncan – Procurement Update**

**V. PUBLIC COMMENT**

- We have no requests to speak this month**

## **VI. DISCUSSION OF SECRETARY RECOMMENDATIONS**

**The Following Recommendations Are Offered for The Board of Commissioners Approval:**

### **6A. Approval of the Financial Report**

- 1. Resolution #5600 – Resolution Approving the Bad Debt Write-Offs for September 2021**

**(Enclosure #2) (Reema Ruberg/Marquita Flowers) (Roll Call)**

- 2. Resolution #5601 – Resolution to Approve Fiscal Year 2022 September 2021 Unaudited Financial Statements for the Cincinnati Metropolitan Housing Authority**

**(Enclosure #3) (Reema Ruberg) (Roll Call)**

### **6B. Request Approval to Solicit Bids for the following items:**

- 1. Resolution #5602 – Resolution Providing Authorization to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors**

**1. SOL 2021-3011 – Winton Terrace Boiler Replacement**

**2. SOL 2021-3012 – Findlater Gardens HVAC and Water Heater Replacement (pre-RAD)**

**(Enclosure #4) (Joe Norton/Janell Duncan)**

**3. SOL 2021-7008 – Document Storage Services**

**(Enclosure #4) (Mark Pfefferman/Janell Duncan)**

**4. SOL 2022-1002 – Janitorial Services for Asset Management**

**(Enclosure #4) (Marquita Flowers/Janell Duncan)**

### **6C. Contract Renewals:**

- We do not have any Contract Renewals this month**

### **6D. Adopt a Resolution to Award the following Construction Contracts:**

- 1. Resolution #5603 – Resolution Ratifying the Chief Executive Officer the Cincinnati Metropolitan Housing Authority Entering Into a Contract for “Emergency” Exterior Repairs at the Beechwood for the Amount of \$404,400 with Houston Brothers Waterproofing, Inc., Funded Through Capital Funds**

**(Enclosure #5) (Joe Norton) (Roll Call)**

- 2. Resolution #5604 – Resolution Ratifying the Chief Executive Officer the Cincinnati Metropolitan Housing Authority Entering Into a Contract for “Emergency” Chiller Compressor Replacement at Liberty Street Apartments for the Amount of \$526,200, Funded Through Capital Funds**

**(Enclosure #6) (Joe Norton) (Roll Call)**

**6E. Adopt a Resolution – General**

1. **Resolution #5605** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Negotiate and Enter Into Contracts for Solicitation 2021-1007; Elevator Maintenance and Repair Services with TK Elevator Corporation and D.C. Elevator, Inc. in a Not-to-Exceed Amount of \$300,000 Per Firm, Per Year or the Board Approved Budget for Maximum 5-Year Contracts, Funded by Operational Funds

(Enclosure #7) (Marquita Flowers/Janell Duncan) (Roll Call)

2. **Resolution #5606** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Negotiate and Enter Into Contracts for Solicitation 2021-1012; Snow Removal Services with Allison Landscaping, Inc.; Brighter Day Outdoor Services, LLC; A F.I.S.T. of Contractors LLC; Just Right Construction & Lawn Care Service; and Spiridium, LLC in a Not-to-Exceed Amount of \$100,000 Per Firm, Per Year or the Board Approved Budget for Maximum 5-Year Contracts, Funded by Operational Funds

(Enclosure #8) (Marquita Flowers/Janell Duncan) (Roll Call)

3. **Resolution #5607** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Negotiate and Enter Into Contracts for Solicitation 2021-5004; Contract Labor Services with Infojini, Inc.; Precision Staffing Services, LLC; Volker & Associates, Inc.; TRAK Group d/b/a TRAK Staffing Services; ADO Professional Solutions, Inc. d/b/a Parker + Lynch, Accounting Principals, Ajilon, Paladin, and Special Counsel; Aquarius Professional Staffing, LLC; and Environmental and Safety Solutions, Inc. in a Not-to-Exceed Amount of \$1,500,000 Per the Pool of Contractors Per Year or the Board Approved Budget for Maximum 5-Year Contracts, Funded by Operational Funds, Administrative Fees and Management Services Funds

(Enclosure #9) (Lisa Thomas/Janell Duncan) (Roll Call)

4. **Resolution #5608** – Resolution Authorizing a Change Order to Contract 2021-7003 Kiosks with Dynatouch Corporation of \$56,484 Paid for by CARES Act Funds

(Enclosure #10) (Lisa Isham/Marquita Flowers/Janell Duncan) (Roll Call)

5. **Resolution #5609** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority and Officers of Horizon Hills, LLC to Take Such Actions Necessary or Convenient to Execute Closing Documents Necessary for the Rental Assistance Demonstration (RAD) Conversion of Horizon Hills

(Enclosure #11) (Gary Boeres) (Roll Call)

6. **Resolution #5610** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Prepare and Submit a Rental Assistance Demonstration (RAD) Application for Winton Terrace, Findlater Gardens and City West in Accordance with the HUD RAD Notice Revision 4 (H 2019-09 PIH 2019-23)

(Enclosure #12) (Gary Boeres) (Roll Call)

7. **Resolution #5611** – Resolution to Adopt Changes to the Fiscal Year 2021-2022 Housing Choice Voucher Administrative Plan Effective October 26, 2021 to June 30, 2022

(Enclosure #13) (Lisa Isham) (Roll Call)

8. **Resolution #5612** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Negotiate and Enter Into Contracts for Solicitation 2021-5003; Executive Recruiter with ADO Professional Solutions, Inc. d/b/a Parker + Lynch, Accounting Principals, Ajilon, Paladin and Special Counsel; Gans, Gans & Associates, Inc.; Infojini, Inc.; Aquarius Professional Staffing, LLC; TRAK Group d/b/a TRAK Staffing Services in a Not-to-Exceed Amount of \$1,500,000 Per the Pool of Contractors Per Year or the Board Approved Budget for Maximum 5-Year Contracts, Funded by Operational Funds, Administrative Fees and Management Services Funds

(Enclosure #14) (Lisa Thomas/Janell Duncan) (Roll Call)

During the first quarter of fiscal year 2022 CMHA entered into thirteen (13) non-construction contracts with not-to-exceed maximum amounts below \$100,000.

(Enclosure #15) (Janell Duncan)

## VII. ADJOURN

# **Cincinnati Metropolitan Housing Authority**

## **Board of Commissioners**

**Mr. William Myles, Chair**

**Ms. Mayme L. Mitchell, Vice Chair**

**Mr. Thomas J. Weidman**

**Ms. Teri Spears**

**Mr. Reginald J. Harris**

**Mr. Edward R. O'Donnell**

**Mr. Kevin M. Moore**