



CMHA Boardroom
1635 Western Avenue
Cincinnati, Ohio 45214

TOUCHSTONE PROPERTY SERVICES

MEETING AGENDA

BOARD OF COMMISSIONERS

Cincinnati, OHIO

Wednesday, October 5, 2022

Rescheduled from Tuesday, September 27, 2022

11:00 A.M.

I. AGENDA SCHEDULE

1. Call Meeting to Order
 2. Roll Call
 3. Approval of Minutes
 4. Discussion of Secretary Recommendations
 5. Adjourn
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II. ROLL CALL

III. APPROVAL OF MINUTES

1. Board Meeting – August 23, 2022

(Enclosure #1) (Roll Call)

IV. DISCUSSION OF SECRETARY RECOMMENDATIONS

1. Resolution #210 – Resolution Approving the Financial Report for the Month of July 2022 with Collection Losses

(Enclosure #2) (Reema Ruberg/Bianka Brown) (Roll Call)

2. Resolution #211 – Resolution Approving the Financial Report for the Month of August 2022 with Collection Losses

(Enclosure #3) (Reema Ruberg/Bianka Brown) (Roll Call)

3. Resolution #212 – Resolution to Approve the Financial Statements for Hamilton County Affordable Housing, Springdale Senior Limited Partnership d/b/a Baldwin Grove, The Reserve on South Martin, Cary Crossing, West Union Square, Sutter View, Evanston, Pinecrest, Park Eden Apartments, City West Retail and Touchstone Property Services for the Seven Months Ending July 31, 2022 for Calendar Year 2022

(Enclosure #4) (Reema Ruberg/Bianka Brown) (Roll Call)

4. **Resolution #213** – Resolution to Approve the Financial Statements for Hamilton County Affordable Housing, Springdale Senior Limited Partnership d/b/a Baldwin Grove, The Reserve on South Martin, Cary Crossing, West Union Square, Sutter View, Evanston, Pinecrest, Park Eden Apartments, City West Retail and Touchstone Property Services for the Eight Months Ending August 31, 2022 for Calendar Year 2022

(Enclosure #5) (Reema Ruberg/Bianka Brown) (Roll Call)

5. **Resolution #214** – Resolution to Approve Calendar Year 2022 Budget Revisions for Hamilton County Affordable Housing, Springdale Senior Limited Partnership d/b/a Baldwin Grove, The Reserve on South Martin, Cary Crossing, West Union Square, Sutter View, City West Retail and Touchstone Property Services

(Enclosure #6) (Reema Ruberg/Bianka Brown) (Roll Call)

6. **Resolution #215** – Resolution Providing Authorization to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors:

1. SOL TP23-1001– Grounds Maintenance Services

(Enclosure #7) (Daniel Isome/Janell Duncan) (Roll Call)

7. **Resolution #216** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the First One-Year Contract Extension Option for Contract TP21-1008; Elevator Maintenance and Repair Services with TK Elevator Corporation in a Not-to-Exceed Amount of \$300,000 Annually, or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds

(Enclosure #8) (Daniel Isome/Janell Duncan) (Roll Call)

8. **Resolution #217** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the First One-Year Contract Extension Option for Contract TP21-5001; Contract Labor Services with Precision Staffing Services, LLC; Volker & Associates, Inc.; ADO Professional Solutions, Inc. d/b/a Parker + Lynch, Accounting Principals, Ajilon, Paladin and Special Counsel; Trak Group d/b/a Trak Staffing Services; and Aquarius Professional Staffing, LLC in a Not-to-Exceed Amount of \$150,000 Annually for the Pool of Contractors, or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds

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

9. **Resolution #218** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the First One-Year Contract Extension Option for Contract TP21-5002; Executive Recruiter with ADO Professional Solutions, Inc. d/b/a Parker + Lynch, Accounting Principals, Ajilon, Paladin, and Special Counsel; Aquarius Professional Staffing, LLC; and Trak Group d/b/a Trak Staffing Services in a Not-to-Exceed Amount of \$100,000 Annually for the Pool of Contractors, or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds

(Enclosure #10) (Lisa Thomas/Bianka Brown/Janell Duncan) (Roll Call)

10. **Resolution #219** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter Into Contracts for Solicitation TP22-1017; Compliance and Technical Assistance for Affordable Housing with Randle Hurst Consulting Group, LLC in a Not-to-Exceed Amount of \$200,000 Annually, or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds

(Enclosure #11) (Mary Kosik/Bianka Brown/Janell Duncan) (Roll Call)

During August 2022 of Fiscal Year 2022, TPS entered into four (4) non-construction contracts with not-to-exceed maximum amounts below \$100,000. (Per Resolution #174 approved 01.25.2022, the CEO has Authorization to Execute and Sign Contracts in an Amount Not-to-Exceed \$100,000)

(Enclosure #12) (Janell Duncan)

V. **ADJOURN**

TOUCHSTONE PROPERTY SERVICES, INC. Board

**Cincinnati Metropolitan Housing Authority
Board of Housing Commissioners**

**Mr. William Myles, Chair • Ms. Mayme L. Mitchell, Vice-Chair
Mr. Thomas J. Weidman • Ms. Teri Spears • Ms. Cinnamon D. Pelly
Mr. Edward R. O'Donnell • Mr. Kevin M. Moore**