



CMHA Boardroom
1635 Western Avenue
Cincinnati, Ohio 45214

TOUCHSTONE PROPERTY SERVICES

MEETING AGENDA

BOARD OF COMMISSIONERS

Cincinnati, OHIO

Tuesday, December 20, 2022

6:00 P.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 – December 1, 2022 (**Rescheduled from November 29, 2022**)
(Enclosure #1) (Roll Call)

IV. DISCUSSION OF SECRETARY RECOMMENDATIONS

1. **Resolution #228** – Resolution Approving the Financial Report for the Month of November 2022 with Collection Losses
(Enclosure #2) (Bianka Brown) (Roll Call)
2. **Resolution #229** – Resolution to Approve the Calendar Year 2023 Annual Budget for Touchstone Property Services
(Enclosure #3) (Reema Ruberg) (Roll Call)
3. **Resolution #230** – Resolution Providing Authorization to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors
 1. TP23-1002 Vacancy Prep Services
(Enclosure #4) (Daniel Isome/Janell Duncan) (Roll Call)

4. **Resolution #231** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter Into Contracts for Solicitation TP22-1010; Answering Services and Outbound Calls for Touchstone Property Services with McGhee and Associates, LLC and Gilson Software Solutions-PHA, LLC in a Not-to-Exceed Amount of \$52,000 Annually for the Pool of Contractors, or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds (TPS)

(Enclosure #5) (Daniel Isome/Janell Duncan) (Roll Call)

5. **Resolution #232** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter Into Contracts for Solicitation TP23-1001; Grounds Maintenance and General Facilities Maintenance Services with TruGreen Limited Partnership; Allison Landscaping, Inc.; Just Right Construction & Lawn Care Service; Steven Scales d/b/a B&H Elite Complete Lawn and Garden Care; Brighter Day Outdoor Services, LLC; and Trustus Transportation d/b/a Trustus Maintenance & Janitorial in a Not-to-Exceed Amount of \$100,000 Annually Per Contractor, or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds (TPS)

(Enclosure #6) (Daniel Isome/Janell Duncan) (Roll Call)

During November 2022 of fiscal year 2022, TPS entered into two (2) 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 #7) (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**