



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, August 22, 2023

6:00 P.M.

I. AGENDA SCHEDULE

- 1. Call Meeting to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
- 4. Public Comment**
- 5. Presentations**
- 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. Executive Session**
 - Legal**
 - Personnel**
 - Real Estate**
- 8. Adjourn**

II. ROLL CALL

III. APPROVAL OF MINUTES

- 1. Regular Board Meeting – June 27, 2023**

(Enclosure #1)

(Roll Call)

IV. PUBLIC COMMENT

- Ms. Cierra Grace – Credit Remedy, LLC**

V. PRESENTATIONS

- Disaster Planning – Tobias Eisenlohr**
- Risk Management – Reema Ruberg, Mark Haas**
- Audit Report – Reema Ruberg**

VI. DISCUSSION OF SECRETARY RECOMMENDATIONS

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

6A. Approval of the Financial Report

- 1. Resolution #5877 – Resolution Approving the Bad Debt Write-Offs for June 2023**
(Enclosure #2) (Cedric Oluoch/Marquita Flowers) (Roll Call)
- 2. Resolution #5878 – Resolution to Approve Fiscal Year 2023, June 2023 Financial Statements for the Cincinnati Metropolitan Housing Authority**
(Enclosure #3) (Cedric Oluoch/Reema Ruberg) (Roll Call)
- 3. Resolution #5879 – Resolution Approving the Cincinnati Metropolitan Housing Authority Audit for Fiscal Year 2022**
(Enclosure #4) (Reema Ruberg) (Roll Call)
- 4. Resolution #5880 – Resolution Approving Certification of the Section Eight Management Assessment Program (SEMAP)**
(Enclosure #5) (Cedric Oluoch/Lisa Isham) (Roll Call)
- 5. Resolution #5881 – Resolution Authorizing the Chief Executive Officer to Sign the Fiscal Year 2022 HUD Forms 52681 (Year End Settlement Statements for MOD Rehab)**
(Enclosure #6) (Cedric Oluoch/Lisa Isham) (Roll Call)

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

- 1. Resolution #5882 – Resolution Providing Authorization to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors**
 - 1. SOL 2023-1020 – Snow Removal**
 - 2. SOL 2023-1021 – Additional Janitorial Services**
 - 3. SOL 2023-1022 – Roofing and Gutter Repair and Gutter Cleaning**
 - 4. SOL 2023-1023 – Painting Services**
 - 5. SOL 2023-1024 – Carpentry Services**
 - 6. SOL 2023-1025 – Additional Landscape and Mowing Services**(Enclosure #7) (Marquita Flowers/Janell Duncan)
 - 7. SOL 2023-3016 – 4048 Ledgewood – Modernization**
 - 8. SOL 2023-3019 – 3364 & 3366 Bowling Green Renovations**(Enclosure #7) (Joe Norton/Janell Duncan)
 - 9. SOL 2023-5007 – Contract Labor and Executive Search Services**
(Enclosure #7) (Lisa Thomas/Janell Duncan) (Roll Call)

6C. Contract Renewals:

1. **Resolution #5883** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Sign the Third One-Year Contract Extension Option for Contract 2020-4003; Development Partners for Projects Located in Hamilton County, Ohio with Gorman & Company, LLC for a Maximum 5-Year Contract, Funded by Development Funds

(Enclosure #8) (Gary Boeres/Janell Duncan) (Roll Call)

2. **Resolution #5884** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Sign the Second One-Year Contract Extension Option for Contract 2021-1007; 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 Operational Funds (Asset Management)

(Enclosure #9) (Marquita Flowers/Janell Duncan) (Roll Call)

3. **Resolution #5885** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Sign the Third One-Year Contract Extension Option for Contract 2020-1016; Off-Duty Police Services with the City of Cincinnati Police Department and to Amend the Contract to Include RollKall Technologies, LLC for Payroll and Scheduling Services of Off-Duty Officers in a Not-to-Exceed Amount of \$125,000 Annually or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operational Funds, Administrative Fees, and Management Services Funds

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

4. **Resolution #5886** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Sign the Third One-Year Contract Extension Option for Memorandum of Understanding 2021-1018 for Off-Duty Sheriff's Services with the Hamilton County Sheriff's Office in a Not-to-Exceed Amount of \$271,000 Annually Funded by Operational Funds (Asset Management) and \$124,000 Annually Funded by Administrative Fees (HCV) or the Board Approved Budget for a Maximum 5-Year Contract

(Enclosure #11) (Marquita Flowers/Janell Duncan) (Roll Call)

5. **Resolution #5887** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Sign the First One-Year Contract Extension Option for Contract 2022-1010; Call Center Services/Customer Service for Housing Choice Voucher Program with 22nd Century Technologies, Inc. in a Not-to-Exceed Amount of \$381,000 Annually or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Administrative Fees (HCV)

(Enclosure #12) (Lisa Isham/Janell Duncan) (Roll Call)

6. **Resolution #5888** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Sign the First One-Year Contract Extension Option for Contract 2022-1010a; Answering Services for Property Management Site Offices with 22nd Century Technologies, Inc. in a Not-to Exceed Amount of \$103,488 Annually or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operational Funds (Asset Management)

(Enclosure #13) (Marquita Flowers/Janell Duncan) (Roll Call)

7. **Resolution #5889** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Sign the First One-Year Contract Extension Option for Contract 2022-1011; Recertifications for Asset Management with Gilson Software Solutions – PHA, LLC in a Not-to-Exceed Amount of \$290,000 Annually or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operational Funds

(Enclosure #14) (Marquita Flowers/Janell Duncan) (Roll Call)

8. **Resolution #5890** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Sign the First One-Year Contract Extension Option for Contract 2022-1018; Security Guard Services with Vets Securing America, Inc.; Gracie’s Environmental Services, LLC; and BWH Security, LLC in a Not-to-Exceed Amount of \$450,000 Annually Per the Pool of Contractors or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operational Funds

(Enclosure #15) (Marquita Flowers/Janell Duncan) (Roll Call)

9. **Resolution #5891** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Sign the First One-Year Contract Extension Option for Contract 2022-1021; HVAC Maintenance and Repair Services with Triton Services, Inc.; The Geiler Company; Blau Mechanical, Inc.; and Dawson Heating and Air Conditioning, LLC in a Not-to-Exceed Amount of \$500,000 Annually Per Contractor or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operational Funds (Asset Management)

(Enclosure #16) (Marquita Flowers/Janell Duncan) (Roll Call)

10. **Resolution #5892** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Sign the First One-Year Contract Extension Option for Contract 2022-7010; Custodial Services for Campus with Kare ‘N’ Cleaning Services LLC and Fishers of Men Advanced Services LLC in a Not-to-Exceed Amount of \$125,000 Annually for the Pool of Contractors or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Management Services Funds

(Enclosure #17) (Janell Duncan) (Roll Call)

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

1. **Resolution #5893** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Enter Into a Contract for Solicitation 2023-3017 with TK Elevator Corporation for Elevators 1 and 2 Modernization at Marquette Manor for the Amount of \$721,767, Funded by Capital Grant Funds

(Enclosure #18) (Joe Norton) (Roll Call)

2. **Resolution #5894** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Enter Into a Contract for Solicitation 2023-3021 for Painting All Common Areas at The President Building. ICE for This Project is \$120,760

(Enclosure #19) (Joe Norton) (Roll Call)

3. **Resolution #5895** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Enter Into a Contract for Solicitation 2023-3022 for Flooring Replacement at The President Building. ICE for This Project is \$143,250

(Enclosure #20) (Joe Norton) (Roll Call)

6E. Adopt a Resolution – General

1. **Resolution #5896** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Negotiate and Enter Into a Contract for Solicitation 2023-1012; Recertification Processing for Asset Management with Afiya Home Solutions, Inc. in a Not-to-Exceed Amount of \$200,000 Annually or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operational Funds (Asset Management)

(Enclosure #21) (Marquita Flowers/Janell Duncan) (Roll Call)

2. **Resolution #5897** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Negotiate and Enter Into a Contract for Solicitation 2023-1017; Additional Glass and Window Installation Services with Prestige Home Improvement & Roofing, LLC in a Not-to-Exceed Amount of \$80,000 Annually or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operational Funds (Asset Management)

(Enclosure #22) (Marquita Flowers/Janell Duncan) (Roll Call)

3. **Resolution #5898** – Resolution Re-Approving Authorization of the Chief Executive Officer to Execute and Sign Contracts in an Amount Not-to-Exceed \$100,000

(Enclosure #23) (Janell Duncan) (Roll Call)

4. **Resolution #5899** – Resolution Re-Approving Authorization of the Chief Executive Officer to Authorize and Sign Time Extensions and Change Orders to Contracts Not-to-Exceed 20% of the Initial Contract Amount

(Enclosure #24) (Janell Duncan) (Roll Call)

5. **Resolution #5900** – Resolution Re-Approving Authorization of the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Enter Into Cooperative Purchasing Agreements with Vendors and Contractors as a Means to Implement Bulk Purchasing and Provide Efficiencies and Cost Savings to The Authority

(Enclosure #25) (Janell Duncan) (Roll Call)

6. **Resolution #5901** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Execute Contracts and Official HUD Documents with Dates Preceding the Next Available Board Meeting in Addition to Emergency Documents That Affect the Safety of Employees, Residents, CMHA Property and the Community at Large; All Such Actions Shall be Presented to the Board at the Immediate Subsequent Board Meeting

(Enclosure #26) (Mr. Johnson) (Roll Call)

7. **Resolution #5902** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Prepare and Submit an Application for Public Housing Capital Fund At-Risk Grant

(Enclosure #27) (Joe Norton) (Roll Call)

8. **Resolution #5903** – Resolution Acknowledging the Submission of an Application for a Grant Award to the Department of Energy (DOE) and Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Accept Any and All Funds if Awarded

(Enclosure #28) (Gary Boeres) (Roll Call)

9. **Resolution #5904** – Resolution Authorizing the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Pursue an Application for the Choice Neighborhood Implementation Grant for the West End Neighborhood and to Execute Documents for the Purposes of Funding Such Applications

(Enclosure #29) (Gary Boeres) (Roll Call)

10. **Resolution #5905** – Resolution Ratifying the Chief Executive Officer of the Cincinnati Metropolitan Housing Authority to Execute a Term Sheet and Master Development Plan with the Community Builders for the City West Development

(Enclosure #30) (Reema Ruberg) (Roll Call)

During June and July fiscal year 2023 CMHA entered into nine (9) non-construction contracts with not-to-exceed maximum amounts below \$100,000 and one joinder. There were no construction contracts under \$100,000 entered into in June or July. CMHA entered one change order to a contract.

(Enclosure #31) (Janell Duncan)

VII. EXECUTIVE SESSION

- **Legal**
- **Personnel**
- **Real Estate**

VIII. 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

Ms. Bernadette Watson

Mr. Edward R. O'Donnell

Mr. Kevin M. Moore