

CUYAHOGA METROPOLITAN HOUSING AUTHORITY

December 12, 2024

Regular Meeting

I. Roll Call

II. Discussion and Adoption of Meeting Agenda

III. Approval of the Minutes of the Previous Meeting

- A. **November 6, 2024** Regular Meeting
- November 6, 2024** Annual Meeting

IV. Committee Reports

- A. **Safety Committee** Andrés González, Chief of Police
- B. **Personnel Committee** Ronaye Steele, Director of Human Resources
- C. **Resident Affairs Committee** Nadine D. Head, Commissioner
- D. **Finance Committee** Stephanie Y. Pope-Earley, Chairperson
- E. **WRRMC committee** Matthew Schmidt, Chief of Modernization and Development
- F. **Audit Committee** Stephanie Y. Pope-Earley, Chairperson
- G. **Progressive Action Council** Lillian Davis, PAC President

V. CEO Report

- A. **Finance Report** Bo Truett, Director of Finance

VI. New Business:

- A. **Resolution:** Resolution authorizing the revision of Administrative Order No. 15, the Financial Policies and Procedures Manual, governing the fiscal affairs of the Cuyahoga Metropolitan Housing Authority
Presenter: Bo Truett, Director of Finance
Source of Funds: N/A
- B. **Resolution:** Resolution authorizing the write-off of tenant accounts receivable processed during July 2024 through September 2024 in the total amount of \$179,378.02, which is comprised of receivables of \$80,761.92 for Low Rent Public Housing tenants, \$35,455.72 for Blended Component Unit tenants, and \$63,160.38 for Discrete Component Units tenants
Presenter: Bo Truett, Director of Finance
Source of Funds: AMP's, S8NC, RAD, LIHTC
- C. **Resolution:** Resolution authorizing the Cuyahoga Metropolitan Housing Authority to implement the 2025 Consolidated Operating Budget for the Central Office Cost Center, Asset Management Properties, Housing Choice Voucher Program, Section 8 New Construction, Residential Assistance Demonstration, Low Income Housing Tax Credit, and Fairfax as referenced in the attachment, which has been prepared consistent with the Authority's mission and the U.S. Department of Housing and Urban Development project based accounting and management model
Presenter: Bo Truett, Director of Finance
Source of Funds:
- D. **Resolution:** Resolution approving the 2025 Operating Budget for the Progressive Action Council to provide tenant representation, education, and training for residents of the Cuyahoga Metropolitan Housing Authority in an amount not to exceed \$362,890.91, subject to the availability of funds
Presenter: Bo Truett, Director of Finance
Source of Funds: AMP's, S8NC, RAD, LIHTC
- E. **Resolution:** Resolution authorizing the Cuyahoga Metropolitan Housing Authority to extend the Housing Assistance Payments Contract with Harvard Elderly Limited Partnership for a five-year period to provide seven Project-Based Vouchers for rental assistance for low-income households
Presenter: Dorivette Nolan, Chief of Policy, Planning and Voucher Administration
Source of Funds: HCVP

- F. Resolution:** Resolution authorizing the Cuyahoga Metropolitan Housing Authority to enter into an Agreement to enter into a Housing Assistance Payments Contract with Walton Senior LLC to provide project-based voucher rental assistance for low-income seniors at Walton Senior Apartments, subject to the availability of funds
Presenter: Dorivette Nolan, Chief of Policy, Planning and Voucher Administration
Source of Funds: HCVP
- G. Resolution:** Resolution authorizing the Cuyahoga Metropolitan Housing Authority to enter into an Agreement to enter into a Housing Assistance Payments Contract with Churchill Gateway II LLC to provide project-based voucher rental assistance for low-income families at Churchill Gateway Phase II, subject to the availability of funds
Presenter: Dorivette Nolan, Chief of Policy, Planning and Voucher Administration
Sources of Funds: HCVP
- H. Resolution:** Resolution authorizing the Cuyahoga Metropolitan Housing Authority to extend the contracts with 1st Security Services of Ohio Corp. and S.I.A. Private Security, LLC for private security services through December 31, 2025, in an amount not to exceed \$2,945,000.00, subject to availability of funds
Presenter: Andrés González, Chief of Police
Sources of Funds: AMP'S, RAD
- I. Resolution:** Resolution authorizing the Cuyahoga Metropolitan Housing Authority to extend the agreement with Spectrum Mid-America, LLC for internet services, Wi-Fi, and designated cable channels for one year in an amount not to exceed \$548,532.48, subject to the availability of funds
Presenter: Marykate Hammer, Deputy Director of Information Technology
Sources of Fund: AMP'S, RAD
- J. Resolution:** Resolution authorizing the Cuyahoga Metropolitan Housing Authority to exercise the second and final one-year mutual renewal option with Camryn Insurance Services, LLC dba Pinkney Perry Insurance Agency, LLC to produce excess workers' compensation insurance for the period of December 1, 2024 through November 30, 2025, in an amount not to exceed \$113,040.00, subject to the availability of funds
Presenter: Wilhelmina Huff, Associate General Counsel & Risk Manager
Sources of Fund: COCC, AMP's, HCVP, S8NC, RAD, LIHTC, FAIRFAX
- K. Resolution:** Resolution authorizing the Cuyahoga Metropolitan Housing Authority to exercise the second and final one-year mutual renewal option with Minute Men HR Insurance Agency LLC dba Minutemen HR Management Services, LLC, formerly known as Associated Compensation Resources, Inc., to provide third party administration for the Authority's Workers' Compensation claims in an amount not to exceed \$56,077.00, subject to the availability of funds
Presenter: Wilhelmina Huff, Associate General Counsel & Risk Manager
Sources of Funds: COCC, AMP's, HCVP, S8NC, RAD, LIHTC, FAIRFAX
- L. Resolution:** Resolution authorizing the Cuyahoga Metropolitan Housing Authority to award a contract to Kems Construction Company, Inc. for the Fire Casualty Loss Repairs at Lakeview Terrace in an amount not to exceed \$69,195.00, subject to the availability of funds
Presenter: Matthew Schmidt, Chief of Modernization and Development
Source of Funds: AMP'S, Other: Insurance
- M. Resolution:** Resolution authorizing the Cuyahoga Metropolitan Housing Authority to award a contract to Anthony Flooring Company, LLC for the Fire Casualty Loss Repairs at Outhwaite Homes in an amount not to exceed \$401,999.00, subject to the availability of fund
Presenter: Matthew Schmidt, Chief of Modernization and Development
Source of Funds: AMP'S, Other: Insurance

- N. Resolution:** Resolution authorizing 2045 Transformation, LLC to award a contract to Dial Electric, Ltd. for the Electrical Panel Load Center Replacements at Mount Auburn Manor in an amount not to exceed \$706,011.00, subject to the availability of funds
Presenter: Matthew Schmidt, Chief of Modernization and Development
Source of Funds: RAD: Property Reserves
- O. Resolution:** Resolution authorizing 2045 Transformation, LLC to award a contract to Automatic Mechanical Corp. for the Mechanical Upgrades at Riverview Tower in an amount not to exceed \$177,810.00, subject to the availability of
Presenter: Matthew Schmidt, Chief of Modernization and Development
Source of Funds: RAD: Escrow

VII. Public Comment
VIII. Executive Session

IX. Adjournment

Next Board of Commissioners Meeting – January 15, 2025

Place of Meeting
CMHA Boardroom
8120 Kinsman Road
Cleveland, Oh 44104

Proposed Time
4PM