

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
MICROSOFT VIRTUAL TEAMS MEETING
DIAL IN: 915-255-2469
CONFERENCE ID: 511 629 2#
Waco, Texas
October 14, 2020
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Approval of Minutes
- V. Updates
 - CARES ACT FUNDING
 - RAD BOARD UPDATE
- VI. New Business
 - RESOLUTION NO. 3830 THE GRANDVIEW HOUSING AUTHORITY (“GHA”) IS PENDING APPROVAL FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”) TO CONVERT 20 DWELLING UNITS IN 10 DWELLING BUILDINGS (“PROJECT”) TO TENANT-BASED ASSISTANCE, AND THEN REMOVE ALL REAL PROPERTY ASSOCIATED WITH THOSE UNITS (10 DWELLING BUILDINGS, 6 NON-DWELLING BUILDINGS, AND 2.571 ACRES OF UNDERLYING LAND AT TX347000001) FROM ITS PUBLIC HOUSING INVENTORY THROUGH THE SECTION 18 DEMOLITION AND DISPOSITION (“S18”) PROGRAM AND UPON THE COMPLETION OF THE S18 TRANSACTION, THE PROJECT WILL BE CONVERTED TO SECTION 8 VOUCHER ASSISTANCE TO BE ADMINISTERED BY AN ADMINISTERING PHA AS MORE PARTICULARLY DESCRIBED IN THE RULES AND REGULATIONS PERTAINING TO THE S18 PROGRAM. GHA HAS REQUESTED THAT THE WACO HOUSING AUTHORITY (“WHA”) ACT AS THE ADMINISTERING PHA, AND WHA DESIRES TO FACILITATE THE S18 TRANSACTION BY ACTING IN SUCH CAPACITY.
- VII. Consideration of Future Agenda Items
- VIII. Executive Session
 - Section 551.074 Personnel Matters
 - Employee Personnel Matters
 - Annual Performance Review of President/CEO
- IX. Adjournment

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
Board Room
Waco, Texas
September 22, 2020
12:00 Noon

- I. Call to Order
Chair Malcolm Duncan Jr. called the meeting to order at 12:02 p.m.
- II. Establishment of Quorum
Commissioners present: Malcolm Duncan Jr., Susan Cowley, Jon Ramos, Connie Mack, Shirley Langston
Commissioners absent: None
- III. Hearing from Visitors
- Recognition of Officials
William Walters from Coats Rose and Rhianan Seagert from Waco Trib were present
- IV. Approval of Minutes
Chair Malcolm Duncan Jr. asked for a motion to approve the minutes of the August 2020 Board Meeting. Commissioner Susan Cowley made the motion and Commissioner Connie Mack seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.
- V. Updates
President/CEO Milet Hopping reviewed the CARES ACT FUNDING with the board and advised that we received additional funding for Section 8 and we are looking to partner with WISD schools to spend the money. Milet Hopping updated the board on the RAD process and advised them that we are on tract for closing at the end of October.
- VI. New Business

- **RESOLUTION NO. 3824 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE WACO HOUSING AUTHORITY 2020 HUD ANNUAL PLAN**

Milet Hopping explained to the board that the annual plan is a report that must be submitted to HUD on an annual basis which outlines any changes made to any of the programs or policies of the agency. Chair Malcolm Duncan Jr. asked for a motion to approve Resolution No. 3824. Vice Chair Susan Cowley made the motion and Commissioner Shirley Langston seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.

Resolution No. 3824

A copy of this resolution may be found in the resolution file

- **RESOLUTION NO. 3825 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE LOW RENT PUBLIC HOUSING BUDGET FOR KATE ROSS, ESTELLA MAXEY, AND SOUTH TERRACE AND THE OPERATING BUDGET FOR CENTRAL COST CENTER AND THE SECTION 8 ADMINISTRATIVE BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2020 TO SEPTEMBER 30, 2021**

Vice President of Financial Services Edwina Viera explained to the board the line items that changed in the 2020-2021 budget. Chair Malcolm Duncan Jr. asked for a motion to approve Resolution No. 3825. Commissioner Jon Ramos made the motion and Commissioner Connie Mack seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.

Resolution No. 3825

A copy of this resolution may be found in the resolution file

- RESOLUTION NO. 3826 RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO CHARGE OFF \$111,445.99 FROM THE PUBLIC HOUSING BUDGET. THESE AMOUNTS ARE FOR DELINQUENT ACCOUNTS FOR KATE ROSS, ESTELLA MAXEY, AND SOUTH TERRACE DEVELOPMENTS

President/CEO Milet Hopping explained to the board the process by which the amounts of the write offs were derived. Chair Malcolm Duncan, Jr. asked for a motion to approve Resolution No. 3826. Vice Chair Susan Cowley made the motion and Commissioner Shirley Langston seconded the motion. Chair Malcolm Duncan, Jr. called for a vote and the motion passes unanimously.

Resolution No. 3826

A copy of this resolution may be found in the resolution file

- RESOLUTION NO. 3827 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH JNA PAINT CONTRACTING OF DALLAS, TEXAS IN THE AMOUNT OF \$80,900.00 FOR THE INTERIOR PAINTING OF 25 UNITS AT ESTELLA MAXEY AND 25 UNITS AT KATE ROSS.

Ms. Hopping explained that this resolution is to provide the interior painting for Estella Maxey and Kate Ross developments. Proper procurement procedures were followed, and the recommendation is to award the contract to JNA Paint Contracting in the amount of \$80,900.00. Chair Malcolm Duncan, Jr. asked for a motion to approve Resolution No. 3827. Commissioner Connie Mack made the motion and Commissioner Jon Ramos seconded the motion. Chair Malcolm Duncan, Jr. called for a vote and the motion passed unanimously.

Resolution No. 3827

A copy of this resolution may be found in the resolution file

- RESOLUTION NO. 3828 RESOLUTION AUTHORIZING THE WACO HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF THE SOUTH TERRACE APARTMENTS (THE “PROJECT”)

Ms. Hopping explained that this resolution is regarding the RAD process for South Terrace; William Walter explained to the board that this resolution is to allow WHA to take actions necessary to facilitate the development at South Terrace. Chair Malcolm Duncan, Jr. asked for a motion to approve Resolution No. 3828. Commissioner Connie Mack made the motion and Commissioner Jon Ramos seconded the motion. Chair Malcolm Duncan, Jr. called for a vote and the motion passed unanimously.

Resolution No. 3828

A copy of this resolution may be found in the resolution file

- RESOLUTION NO. 3829 RESOLUTION APPROVING WACO PUBLIC FACILITY CORPORATION II’S ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING GOVERNMENTAL NOTES (SOUTH TERRACE APARTMENTS) SERIES 2020; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

Ms. Hopping explained that this resolution is regarding the RAD process for South Terrace; William Walter explained to the board that this resolution is to approve WPCFII issuance, sale, and delivery of notes. Chair Malcolm Duncan, Jr. asked for a motion to approve Resolution No. 3829. Commissioner Shirley Langston made the motion and Commissioner Jon Ramos seconded the motion. Chair Malcolm Duncan, Jr. called for a vote and the motion passed unanimously.

Resolution No. 3829

A copy of this resolution may be found in the resolution file

VII. Consideration of Future Agenda Items
President/CEO Performance Evaluation.

VIII. Adjournment
Chair Malcolm Duncan Jr. adjourned the meeting at 1:05 p.m.

Secretary

Chair of the Board

Seal

Administrative Services Department September 2020 Report

- Offices have gone back to a normal work schedule.
- MRI Virtual Conference is being held for staff to attend virtually in October to learn about the technologies we will be advancing to soon.

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **1,413** checks
- Travel and Training: *None*
- Applications
 - **230** Public Housing (**up by 29** when compared to June 2020)
 - **0** VASH
- Processed **1,043** pieces of incoming mail
- Processed **7,138** pieces of outgoing mail
- Proofed all department monthly reports
- Made **6,000** copies for departments
- Sent out **229** Late Notices for Public Housing
- Sent out **308** Notices of Concern
- Sent out **520** Utility Notices

Clients and Visitors

For the month of March, there were a total of **0 persons** that checked into the computerized receptionist in the lobby. **0** of those checked in as “no appointment” and were taken care of by the Administrative Secretaries.

Rising Images Compliance Audit

Raintree

Raintree Apartments are required to have 55 total units in the Affordable Housing Program. Out of the 55 units, 32 units must qualify as very low income. For the month of August 2020 Raintree had a total of 81 units in the program, 41 very low income and 40 low income. Based on the compliance audit completed, 12 files were reviewed, and no corrections were required. Raintree was in compliance.

Picadilly

Picadilly Apartments are required to have 5 qualifying units in the Affordable Housing Program. Out of the 5 units, 2 must qualify as very low income. For the month of August 2020, Picadilly had 4 qualifying units in the program, 4 very low income and 2 vacancies. Based on the compliance audit completed, no files were reviewed and Picadilly was in compliance. We can count the vacant units as qualified until they are filled.

Cimmaron

Cimmaron Apartments are required to have 35 total units in the Affordable Housing Program. Out of the 35 units, 20 units must qualify as very low income. For the month of August 2020, Cimmaron had a total of 63 units in the program, 26 very low income and 37 low income. Based on the compliance audit completed, 10 files were reviewed, no corrections were required and Cimmaron was in compliance.

Hunnington

Hunnington Apartments are required to have 45 total units in the Affordable Housing Program. Out of the 45 units, 12 units must qualify as very low income. For the month of August 2020, Hunnington had a total of 46 units in the program, 22 very low income and 25 low income. Based on the compliance audit completed, 10 files was reviewed, no corrections were required and Hunnington was in compliance.

**Information
Technology (IT)
September 2020**

- **HMS Windows Software, Software Applications, & IT Support Calls**

- All support calls were closed with-in 24 hours.
- As WHA & Affiliates' personnel continue using the software and as the software is refined to our needs; there are some support calls that are sent directly to MRI (the software vendor) that require re-writing of computer programming and are placed on a priority status according to HUD rules and regulations. Once rewritten, MRI sends an update to be installed to correct or enhance these support requests.

- **Web Page**

- Waco Housing Authority web page address is www.wacopha.org
- Webpage statistic have transitioned to google analytics

- **Server, Computer, and Phone Systems Uptimes**

- Out of a possible 170 hours of work time (not including nights, weekends, and holidays), our Network system had no down time.

- **Miscellaneous**

- Community Service Lab continue + prep for collaboration with Waco ISD services
- Continue development on digital orientation, substantial completion of video production, S8 and public housing have completed phase one of digital orientations.
- Continue development on digital documents, orientation package on the secure sign product
- Published a YouTube video series called growing minds - story time
- Working on data clean up to leverage Callmax to its full potential. Allow us to send out bulletin, robo-calls, and voice memo's.

Board Report

Sep 1, 2020 - Sep 30, 2020

All Users
100.00% Sessions

Total users

2,497
% of Total: 100.00% (2,497)



Pageviews (total traffic)

9,110
% of Total: 100.00% (9,110)



Sessions (total visits)

3,380
% of Total: 100.00% (3,380)

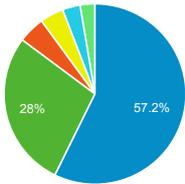


Pageviews by Page

| Page | Pageviews |
|--------------------------------|-----------|
| / | 3,803 |
| /page/section_8 | 802 |
| /page/waitinng_list | 618 |
| /page/homepage | 446 |
| /page/departments | 395 |
| /page/public_housing_ops | 390 |
| /page/employment | 327 |
| /page/contact_form | 306 |
| /page/hill_somervell_section_8 | 239 |
| /page/helpful_links | 237 |

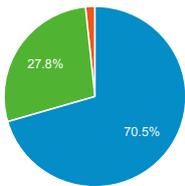
Users by (referral) Source

■ google ■ (direct)
■ googleads.g.doubleclick.net
■ m.facebook.com ■ bing
■ Other



Traffic by device

■ mobile ■ desktop ■ tablet

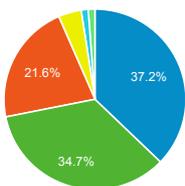


Pageviews by City

| City | Pageviews |
|-------------|-----------|
| Waco | 3,309 |
| Dallas | 1,308 |
| San Antonio | 835 |
| Waxahachie | 448 |
| Houston | 347 |
| Austin | 324 |
| Temple | 158 |
| Fort Worth | 114 |
| Robinson | 79 |
| Killeen | 72 |

Users by Operating System

■ iOS ■ Android ■ Windows
■ Macintosh ■ Chrome OS
■ Other



Rising Images, Inc.
Board Report for September 2020

Occupancy

| | Total Units | Vacant Units | Percentage Occupied |
|--------------|-------------|--------------|---------------------|
| Cimmaron | 100 | 0 | 100% |
| Hunnington | 60 | 1 | 98% |
| Misty Square | 16 | 0 | 100% |
| Picadilly | 6 | 2 | 67% |
| Raintree | 156 | 8 | 96% |

Rent Collections

| | Monthly Budget Rent | Rent Due | Rent Collected | Percentage Collected |
|--------------|---------------------|-------------|----------------|----------------------|
| Cimmaron | \$47,937.42 | \$49,845.00 | \$49,845.00 | 100% |
| Hunnington | \$32,821.92 | \$33,330.00 | \$33,485.83 | 100% |
| Misty Square | \$7,566.00 | \$8,320.00 | \$8,320.00 | 100% |

| | Monthly Budget Rent | Rent Due | Rent Collected | Percentage Collected |
|-----------|---------------------|-------------|----------------|----------------------|
| Picadilly | \$3,640.00 | \$2,816.00 | \$2,290.70 | 81% |
| Raintree | \$88,615.00 | \$92,560.00 | \$93,142.65 | 100% |

Contracts

None

Delinquent Rent

Picadilly- Resident in Apt.#56 has moved out due to non-payment.

Administration

Cimmaron and Hunnington are in compliance with the requirements for the Affordable Housing Program.

Raintree and Picadilly are in compliance with the requirements for the Affordable Housing Program.

Modernization Department

September 2020 Report

| Grant Year | Grant Amt. | Amt. Expended | % Expended | % Obligated | Deadline to Expend |
|-------------------|-------------------|----------------------|-------------------|--------------------|---------------------------|
| 2017/517 | \$1,177,497.00 | \$1,046,908.02 | 89% | 100% | August 15, 2023 |
| 2018/518 | \$1,820,616.00 | \$613,282.73 | 34% | 44% | May 28, 2024 |
| 2019/519 | \$1,904,253.00 | \$380,850.70 | 20% | 30% | April 15, 2025 |

Current Projects

Public Housing

- Staircase Repairs at Kate Ross
 - Awarded to Zamco Services for \$37,672.56
 - Estimated completion December 2020

- Unit Rehab & Fire Damage Repair
 - Awarded to Zamco Services for \$197,272.60
 - Estimated Completion October 2020

Rising Images

- Roof Repairs at Huntington/Cimmaron
 - Recommend awarding to Johnson Roofing Company for \$48,940.00
 - Placed on October Board Meeting Agenda for approval

- 4400 Cobbs Roof Reseal
 - Award to Sapo Industrial Coatings for \$34,875.00
 - Estimated completion date November 2020

Housing Operations Monthly Report

September 2020

Public Housing Report

Staff

Total Employees – 10 Temporary Staff – 2

Waiting List Information

Total number of applicants on the waiting list –955

Processing phase which includes process unassigned, denial/appeal, verification required, and currently on list

| | |
|---|---|
| Notification for assistance mailed | 1 |
| No response to notification letters | 0 |
| Pending Notification letter/expiration date | 0 |
| Move-in letters issued | 1 |
| Units rejected by applicant | 0 |
| Total applicants not qualified | 0 |

There were (0 due to COVID) orientations scheduled for this month and (0) prospective applicants interviewed. There were (0) prospective tenants that did not respond and (0) were rescheduled. The orientation informs all applicants of eligibility and suitability and amenities offered by the Authority. It also informs the applicants of their responsibilities as a resident of our communities.

Annual Re-Certifications

| Community | Certifications | Completed | Remaining |
|---------------|----------------|-----------|-----------|
| Kate Ross | 27 | 23 | 4 |
| Estella Maxey | 35 | 35 | 0 |
| South Terrace | 24 | 23 | 1 |
| Total | 86 | 81 | 5 |

We have completed 91% of certifications for this month. According to PIC submission we have reported 99.86% certifications for the year.

Evictions

| Community | Non-Payment | Lease Violation | One Strike |
|---------------|-------------|-----------------|------------|
| Kate Ross | 0 | 0 | 0 |
| Estella Maxey | 0 | 0 | 0 |
| South Terrace | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

Percentage of Rent Collected

95% of the rent for September was collected.

Last Quarterly Average was -94% for July–August-Sept.

Occupancy Percentage

The occupancy percentage for September was 80%; we did not meet our goal of 97%.

Last Quarterly Average was 81% for July-August- September

Maintenance Report

Staff

Total Employees – 17, 5 Temporary Staff – 2 Vacant Tech. I Estella Maxey and Kate Ross, 1 Vacant Aide A Estella Maxey, 1 Vacant Utility Laborer Kate Ross

Work Orders

Routine Work Orders

| Community | Total | % Completed | Remaining |
|---------------|------------|-------------|-----------|
| Kate Ross | 58 | 85% | 9 |
| Estella Maxey | 78 | 77% | 18 |
| South Terrace | 53 | 87% | 7 |
| Total | 189 | 83% | 34 |

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 1.88 days which is well above our goal.

Emergency Work Orders

| | Amount Received | Amount Closed | Amount Remaining |
|------------------------|-----------------|---------------|------------------|
| Closed within 24 hours | 44 | 44 | 0 |
| Over 24 hours | 0 | 0 | 0 |
| Total | 44 | 44 | 0 |

Completing all emergency work orders within twenty-four (24) hours is our established goal. We presently have completed all emergency work orders within the established goal.

September Unit Turn Around Time

| Down Time | Make Ready Time | Lease-Up Time | Total Turnaround Time |
|-----------|-----------------|---------------|-----------------------|
| 0 | 0 | 0 | 0 |

Cumulative Average Unit Turn Around Time

| Down Time | Make Ready Time | Lease-Up Time | Total Turnaround Time |
|-----------|-----------------|---------------|-----------------------|
| 158.05 | 47.25 | 13.99 | 219.28 |

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 219.28, this puts us over by 199 days. Due to staffing shortages and the high number of move outs over the past year staff had problems turning enough units each week to reduce the turnover days.

September Vacant Apartment Information

| Vacancies | Leased | Total | Occupancy % |
|--------------------------|------------|------------|-------------|
| Kate Ross | 220 | 286 | 77% |
| Estella Maxey | 276 | 362 | 76% |
| South Terrace | 219 | 248 | 88% |
| Overall Occupancy | 715 | 896 | 80% |

Public Housing consists of 902 dwelling units, six are offline non-dwelling units used for administrative purposes.

Annual Inspections FY 19-20

| Community | Total apts. | Units Inspected | Number of Annual Inspection Work Orders Y.T.D. |
|--------------------------|-------------|-----------------|--|
| Kate Ross | 286 | 211 | 211 |
| Estella Maxey | 362 | 194 | 194 |
| South Terrace | 248 | 107 | 107 |
| Overall Occupancy | 896 | 512 | 512 |

Fleet Vehicle Inspection

Total Vehicles Inspected – 10 No vehicle had major repairs for the month of September 2020

Planned/Preventative Maintenance

Annual Inspections/HVAC Filter Changes/Lighting Repairs (all sites/building lights and streetlights) Gas Meter Repair/Service/Pest Control (all sites)

Accident free days by staff FY 2019/2020

Maintenance staff has accumulated 218 accidents free days with (116) one hundred sixteen loss time days for this fiscal year. Safety in the workplace is a priority, which is taken seriously by all staff. A morning safety briefing prior to starting work is conducted daily at Maintenance.

Expenditures

| | |
|----------------|-------------|
| Monthly Budget | \$30,248.34 |
| September 2020 | \$18,955.54 |

Security Report for September 2020

| CRIMINAL OFFENSES | Estella Maxey | | South Terrace | | Kate Ross | |
|---------------------------|---------------|---------|---------------|---------|-----------|-------|
| | Month | YTD | Month | YTD | Month | YTD |
| HOMICIDE | | | | | | |
| ROBBERY | | 1 | | | | |
| ASSAULTS | | | | | | |
| Agg. Assault | | | | 1 | | |
| Sexual Offense | | 2 | | 1 | | 1 |
| Simple Assault | | 16 | | 4 | | 10 |
| Family Violence | 1 | 23 | 2 | 10 | | 3 |
| BURGLARY | | | | | | |
| Habitation | | 9 | 1 | 4 | 1 | 4 |
| Auto | | 2 | 1 | 1 | | |
| AUTO THEFTS | | 1 | | | | |
| ARSON | | | | | | |
| CRIMINAL TRESPASS | 2 | 4 | 1 | 1 | | 1 |
| CRIMINAL MISCHIEFS | | 11 | 1 | 4 | | 9 |
| WEAPON VIOLATIONS | | | | | | |
| DRUG ARREST | | | | | | |
| Felony | | | | | | |
| Misdemeanor | | 1 | | 1 | | |
| DRUGS CONFISCATED | | 0.2gr | | 64gr | | 4.0gr |
| Pills | | | | | | |
| HOUSING RELATED | | | | | | |
| CALLS OF SERVICE | | | | | | |
| Other Agency | 9 | 169 | 13 | 68 | 6 | 83 |
| Security | 6 | 86 | 8 | 34 | 4 | 35 |
| INCIDENT REPORTS | | | | | | |
| Other Agency | 8 | 117 | 13 | 62 | 4 | 72 |
| Security | 5 | 69 | 5 | 27 | 2 | 27 |
| Assist | | | | | | |
| SECURITY HOURS | 202 | 2050.75 | 197.25 | 2113.25 | 178 | 2094 |

Section 8 Board Report – September 2020

The Section 8 Department has leased a total of 2602 vouchers for income eligible families. The following is an account of vouchers leased by McLennan County, Hill County and Somervell County:

Waiting Lists and Vouchers Utilized

| | Number of Applicants on the Waiting List | Number of Tenants |
|------------------|--|-------------------|
| Waco | 2394 | 2360 |
| Hill County | 432 | 223 |
| Somervell County | 534 | 19 |
| Totals | 3360 | 2602 |

The Waiting List is closed for McLennan County and Somervell County. The Hill County waiting list will open November 16, 2020 thru November 19, 2020.

There are 19 applicant families searching for a place to live currently.

| | |
|------------------|----|
| Waco | 19 |
| Hill County | 0 |
| Somervell County | 0 |
| Total | 19 |

Re-Certifications

Waco, Hill County, and Somervell County Offices are re-certifying annuals through October 2020.

Homeownership

The Homeownership Program is now assisting 10 families with mortgages.

VASH (Veteran Affairs Supportive Housing)

| | |
|--|----|
| Number Pending (VA Referral/Orientation) | 1 |
| Number Searching in Waco | 4 |
| Number Passed/Pending Inspection | 0 |
| Number housed in Waco | 55 |

| | |
|------------|------|
| Ineligible | 151 |
| Total | 79 % |

Mainstream

| | |
|---------------------------------------|----|
| Number Pending (Referral/Orientation) | 0 |
| Number Searching in Waco | 7 |
| Number Passed/Pending Inspection | 0 |
| Number Housed in Waco | 46 |

| | |
|------------|-----|
| Ineligible | 18 |
| Total | 58% |

HUD Reports

No reports due currently.

Staff

There is one vacancy at the McLennan County Office. There are no vacancies at Hill or Somervell County Offices.

Community Services
September, 2020

SENIOR SERVICES: Melissa Johnson, LBSW, Elderly Services Coordinator

Community Services is working on a **Needs Assessment** that will be conducted by phone to find out what the residents' needs and desires are for community programming at all three sites.

M. Johnson and E. Ward completed training as part of the **Relocation Team** for South Terrace RAD Project. Community Services will work with management and Relocation Specialist.

Community Services is evaluating ways to re-start **van transportation** services to medical appointments. A shield has been ordered that will hang behind the driver for protection. Also, policies will be put in place to protect residents including the requirement to wear masks and temperature checks.



We have 26 families that were contacted to assess their needs due to being quarantined. Several families need personal items and groceries. C. Coulson went to **Caritas** to pick up groceries for those in need and those without transportation. To keep everyone safe, he placed the deliveries on their porches.



Community Services partnered with the **Census Bureau** and the City of Waco to have an event for tenants to sign up and register for the Census. An event was held at each of the three sites. Tenants were also given voter registration cards to register to vote. The BEAT radio station did remotes for these events at all three sites.

Texas Agri-Life has provided packets for seniors/disabled that contain nutrition workbooks. These are to take place of the cooking classes that residents enjoyed attending at Shepherd’s Heart Food Pantry. Each person that completes a packet mails in a card to Texas Agri-Life for free goodies to use in the kitchen.

A flu shot clinic was held for employees in September, nineteen employees participated. Flu shot clinics are scheduled for all three sites during October.

Dot Clark Ministries began serving meals at Estella Maxey on September 26th. They handed the meals out to tenants to maintain social distancing. All volunteers are trained in Covid prevention and wear gloves and masks.



Other SW activities:

- Ground Visits – 48
- Administrative duties filling in for Jeanne as well as transitioning to administrative role
- Oversee and coordinate work for social work interns from Tarleton and Baylor University
- Maintained spreadsheet for Covid cases and contacts made
- Coordinated delivery of groceries with transportation
- Coordinated with managers on Covid positives and questions regarding rent
- Meeting with WISD and Salvation Army regarding Sanctuary House
- Listened to Mayor’s weekly Covid Update to stay informed
- Coordinated and assured that residents were contacted to remind them of appointments with Orion Management
- Answered tenant questions about RAD
- Worked with management on social issues of tenants that required APS and CPS referrals

Agency Networking Contacts September 2020

Salvation Army, WISD, Baylor University School of Social Work, Tarleton University, City of Waco Census, HOTCOG, Caritas, KS Stevens Ministries, HEB Pharmacy, CPS, APS, Texas Agri-Life, Family Health Center, City of Waco, Waco McLennan County Public Health District, Census Bureau

Time Breakdown for September for 170 hours

| | | | |
|-------------------|-----|-----------------|----|
| Administrative | 124 | Vacation | 0 |
| Home Visits | 2 | Sick | 10 |
| Ground Visits | 12 | Holiday | 10 |
| Office Visits | 0 | Emergency Leave | 2 |
| Center Activities | 0 | United Way Day | 0 |
| Conf./Trng | | Bereavement | 0 |
| Training Seminars | 5 | COVID Exposure | 0 |
| Meetings | 5 | COVID | 0 |

FAMILY SELF SUFFICIENCY PROGRAM: Coordinators: Judy Perry, LBSW & Theresa Salinas, LBSW

| Active Participants | Graduates | New Participants | Ports | Reinstated | Terms |
|--|-----------|------------------|-------|------------|-------|
| EM-9, KR-5, ST-9 PH-23 S8-67, VASH-0 TOTAL-90 | 0 | 1 | 0 | 0 | 0 |

FSS Advisory Board Meeting: Next meeting scheduled for December 2020

FSS Orientation: New recruits have been enrolled via telephone and mail. Microsoft Teams, webcams and microphones have been added to computers, so online meetings may occur in the future.

FSS Meeting Report: Visiting with clients via email/phone. Provided City of Waco Covid-19 Resources, Financial Navigators, Rental Assistance, Child Care Availability Portal, Voting Rights, Education STEM Resources, Caritas SNAP Outreach Program, job vacancy announcements & other current local resource information. Sent link explaining CDC Moratorium on evictions, sent TX Protects link to the seminars via email for all participants who are parents: “Keep Calm & Parent on: Tips for coping with the Quarantine,” “Why Can't I remain Calm? Understanding Parent Stress,” “Why Can't My Child Remain Calm? Understanding Regulation,” “Creating Healthy Routines.”

2020 FSS Calendar

October – Reviewing/updating client files, examining HUD’s proposed changes – Streamlining & Implementation of Economic Growth, Regulatory FSS Program.

FSS Clients’ Goal Accomplishments

- S8 – 3 Escrow deposits increased
- PH - Increase in Escrow Deposit and is expecting another child
- PH - Transitioned into the S8 Voucher Program
- PH - Client & husband recovered from Covid-19
- S8 - Passed licensing test for LCDC and is working full time. She & husband are working on purchasing own home.

Referrals

Caritas, City of Waco, COVID-19 free testing sites (all via email), EOAC, HUD Covid-19 Resources & Fact Sheets
Salvation Army – Toys for Tots, TWS – Job NOW resources, Voting Rights information

Other Activities

- Reviewed HUD RAD information related to FSS Program.
- Visited with Tiffanie in S8 regarding FSS clients transitioning into S8 Voucher Program.
- Met with Tarleton & Baylor Social Work Interns to explain the FSS Program & provided 4 FSS files each
- Watched "The Crew" webinar and sent questions, receiving answers
- Attended various webinars for training and education
- Attended CRCG Meeting via ZOOM
- Attempted contact with Anice Chenault regarding errors in our PIC system-still waiting for response
- Transferred absorbed PORT Voucher participant's escrow account money to Tarrant County Housing Assistance
- Sent Mail Outs to those who have expressed interest in FSS Program-only 2 responses received
- Attended Sanctuary House Meetings

| Judy | | Theresa | |
|----------------------|------|----------------------|-------|
| Admin | 53.5 | Admin | 25 |
| Client Time | 73 | Client Time | 46.25 |
| Escrow | | Escrow | |
| Comm/Mtgs | 5 | Comm/Mtgs | 3.5 |
| Conf./Trng | 13.5 | Conf./Trng | 14.25 |
| COVID19 (Home hours) | 9 | COVID19 (Home hours) | 9 |
| Family Leave | | Family Leave | |
| Sick Leave | 9.5 | Sick Leave | 35.5 |
| Vacation | | Vacation | 35.5 |
| Holiday | 10 | Holiday | 10 |
| Field Task | 6.5 | Holiday | |
| TOTAL | 180 | TOTAL | 180 |

RESIDENT SERVICES: Earnest Ward, Coordinator of Residents

South Terrace:

- Meeting Canceled
- Met with Mary Powell, Mr. Davis, and Mrs. King concerning the RAD and they are still concerned about having to move from South Terrace and relocate to Estella Maxey or Kate Ross. I informed them that is not the plan and if they have any concerns they should discuss it with Nina. She will explain the relocation plan.

Kate Ross:

- Meeting Canceled
- Met with Tonya Jackson and Mary Helen by phone to encourage them to think of anything they feel we can sponsor and let Earnest know.
- Met with Mary Helen, Tonya Jackson and Mr. Brewer concerning the Blue Duck scooters at Kate Ross. They thought that would be an excellent idea.

Estella Maxey:

- Meeting Canceled
- Met with Mrs. Clark concerning the after school snacks at Estella Maxey. Food will be bagged and distributed to the kids out of the back door of the community center.

TRANSPORTATION:

- No rides are being given but other avenues are being evaluated.

Other:

- Returned calls and messages from email.
- Met with Mary Helen to purchase school supplies.
- School supplies will be distributed a little different this school year. Calls and flyers went out to residents that registered last year and a flyer was placed in the reader display board for students in need of school supplies to contact Earnest at Kate Ross.
- Distributed school supplies to 42 students.

Resident Services
 Time Management
 Home Visits: 30 hrs
 Com. Service: 30 hrs.
 Admin: 90 hrs.
 Meetings: 20 hrs
 Holiday: 10 hrs

YOUTH SERVICES: Al Davis, Coordinator

| | | | | | |
|--|----|--|---|--|----|
| Counseling | 6 | Conference Call Meetings: | | Teen Court | 1 |
| Home Visits | 28 | Mission Waco | 2 | Juvenile Court | 3 |
| Personal Contacts | 21 | Juvenile Probation | 3 | Truancy Court | |
| Phone Contacts | 32 | Voice Inc. | 2 | | |
| WISD | 10 | YMCA | 2 | Staff Meeting | 2 |
| Transformation Waco Schools Carver (2), J.H. Hines (1) | 3 | Starry Counseling Service Truancy Court | 4 | Total Doing Community Service | 3 |
| | | College Prep Program Methodist Home | 2 | Client Calls: South Terrace (12), Estella Maxey (13), Kate Ross (12) | 37 |

Update office files and reports.

**Time accountable Youth
Services**

Court14 hrs
 Meetings.....15 hrs
 Home Visits.....32 hrs
 Counseling.....11 hrs
 Ground Visits...17 hrs
 School Visits.....08 hrs
 Administrative..73 hrs

TEEN LEARNING LAB: Kenneth Alexander, Coordinator:

| Older Youth Program | Working With Students | Case Work | Outreach | Activities |
|--|-----------------------|-----------|----------|--|
| 15 enrolled 11 actively participating | hours | hours | hours | <ul style="list-style-type: none"> • Kenneth is staying in contact with his youth via phone and he is working to make sure they all had school supplies when school started • No activities due to Covid |

This program gives academic support for the youth of the Waco Housing Authority. Youth Training Coordinators work with young people ages 13-18 in Public Housing. They coordinate activities of students in the local schools by visiting with the students in non-school hours. This includes encouraging these students to participate in other youth organizations such as Boys & Girls Club or YMCA programs as well as WISD sports and related interest areas.

KIDZJAM: Coordinator Donnell Smith

Kidz Jam did not meet Wednesdays in September. They are making plans to start some Activities outside where they can maintain all of the Covid standards to keep everyone safe.

Kidz Breakfast program continued on Sunday mornings and had an average of 14 children served (take out) each week in September.

Dana Bibus: Tarleton University Intern:

- Learned about the different departments and services
- Read over organization's internal policies and safety procedures
- Met with the agency staff members and learned about their programs and roles
- Read over client case files to assist with the competence development
- Created a Needs Assessment Survey and repeated revisions
- Attended Census Community Outreach at Estella Maxey
- OV with Melissa and Judy every Thursday for Supervision
- Multiple OVs with members of the staff including Melissa, Judy, Theresa, and AI, to discuss future clients
- Multiple OVs with Melissa to discuss the agency and the learning contract as well as other agency relevant assignments
- OV with Judy to discuss how to use the HMS system – plan to continue at a later time due to computer issues
- OV with Jeanne to hear about her experience with the Branch Davidian case and her application of relevant skills
- HV at Estella Maxey unit that was reported to APS and CPS – repeated discussions and learning experiences
- Conducted a psychosocial assessment of a client over the phone
- Engaged with the same client multiple times and conducted a conference call with her insurance
- Reviewed three FSS client case files that I am overseeing
- Sent introductory letter to the three FSS clients to detail the shift in case management
- HV to meet with my youth client and her guardian - the client was not home at the time
- Repeated documentation for the E&D client
- Attended multiple staff meetings
- Participated in community outreach on the Kate Ross grounds
- Created flyer for community service department

Carrie Sloan: Baylor BSW Intern

- Learned about the different departments and services
- Read over organization's internal policies and safety procedures
- Met with the agency staff members and learned about their programs and roles
- Read over old client case files to assist with the competence development
- Created a Needs Assessment Survey and repeated revisions
- Attended Census Community Outreach at Estella Maxey
- OV with Melissa and Judy every Thursday for Supervision
- Multiple OVs with members of the staff, including Melissa, Judy, Theresa, and Al, to discuss future clients
- Multiple OVs with Melissa to discuss the agency and the learning contract as well as other agency relevant assignments
- OV with Judy to discuss how to use the HMS system – plan to continue at a later time due to computer issues
- OV with Jeanne to hear about her experience with the Branch Davidian case and her application of relevant skills
- HV at Estella Maxey unit that was reported to APS and CPS– repeated discussions and learning experiences.
- Two HVs with Melissa to South Terrace clients
- Conducted a psychosocial assessment with client over the phone
- Reviewed three FSS client case files that I am overseeing
- Sent introductory letter to the three FSS clients
- Two HVs to meet with my one youth client and her guardian
- Started documentation for youth client file
- Two PC attempts to youth client, one voicemail left
- One PC to youth client's guardian
- Two PC to youth client, tried to call back at a better time, then left voicemail
- Attended three staff meetings
- Participated in community outreach on the Kate Ross grounds
- Created flyer for community service department

COMMUNITY Connections Learning Centers: (CCLC) Technical Coordinator: Clint Coulson: LABS CLOSED DUE TO COVID 19

Tuesday, September 1, Ryan and Clint began installing new internet system at KR lab. They installed a new cabinet that will hold new router, battery backup, computer connection switch and access point for Wi-Fi. With these new items the internet service is now running fiber optic and increased the internet speed to over a gig per site.

Tuesday, September 8, they began installing the new internet system at EM lab with the same items as mentioned above except the box that houses the equipment is smaller and is mounted high on the wall and because of where it was mounted we lost the use of unit 9 because the box hangs too low and to avoid hitting your head on it we took it out and it is now a spare.

Monday, September 14, they installed new internet system at ST and completed it. All 3 labs were turned on as of Wednesday, September 16. Along with these changes we had to rewire units 11 thru 20 with longer lines to fit into the new box.

Thursday, September 17, we spoke with Eric Webb from Alpha Graphics about fitting the van for a protection shield so we can start running the van. We gave Mr. Webb measurements of the front seats and sent pictures to show him what area we are looking to cover and the protection between driver and riders.

Friday, September 25, a Caritas run was made for Mr. Charles J. on Kennedy Cir.

Wednesday, September 30, a Caritas run was made for Ms. B. D. on Kennedy Cir.

Also ran numerous errands for the department.



Voice has opened although some are still working from home. They have not planned any activities with the Youth yet.

Center Rentals-

Estella Maxey Senior Center Activity Calendar, 1809 J J Flewellen Rd, 799-3304

October - No Events Scheduled Due To Covid-19/ helped anyone that knocked on the door for services.
September 9– No activates for the month.

Kate Ross Senior Center Activity Calendar, 1115 Cleveland, 752-0324. Ext 284

September 3 - No Events Scheduled Due To Covid-19 helped anyone that knocked on the door for services.

Center Rentals

OCTOBER: No Events Scheduled for Hall Rentals,

SEPTEMBER- No Events Scheduled for Hall Rentals, returned all deposits to anyone who paid for the month of August.

**Waco Housing Authority Affiliates
Consolidated Financial Statements August 2020**

| | Central Cost Center | Kate Ross | Estella Maxey | South Terrace | HCV | Raintree | Cimmaron | Hunnington | Picadilly | Misty Square | Total |
|-------------------------------------|---------------------|--------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|-----------------|-----------------|---------------------|
| Income | | | | | | | | | | | |
| Dwelling rental | | 48,563.85 | 61,236.95 | 61,097.05 | | 92,464.32 | 49,537.49 | 33,642.58 | 2,816.00 | 8,290.00 | 357,648.24 |
| Excess Utilities | | 6,965.86 | 9,024.18 | 948.56 | | | | | | | 16,938.60 |
| Non-Dwelling Rental | | 6,000.00 | | | | | | | | | 6,000.00 |
| Total Rental Income | - | 61,529.71 | 70,261.13 | 62,045.61 | - | 92,464.32 | 49,537.49 | 33,642.58 | 2,816.00 | 8,290.00 | 380,586.84 |
| Mgmt. & Admin. Fees Rev. | 218,414.20 | 8,263.74 | 13,858.76 | 11,558.94 | 122,396.00 | | | | | | 374,491.64 |
| Interest on Investments | 795.69 | 2,346.09 | 3,941.78 | 2,825.96 | 1,323.24 | 1,328.41 | 704.45 | 489.99 | 353.85 | 69.56 | 14,179.02 |
| Other Income | | 7,401.77 | 7,574.37 | 8,429.94 | 71,579.56 | 5,256.94 | 4,758.12 | 1,216.00 | 1,305.03 | 295.31 | 107,817.04 |
| Operating Transfer In | | 18,248.07 | 21,562.46 | 15,898.74 | | | | | | | 55,709.27 |
| HUD Contributions | | 78,898.65 | 104,628.00 | 65,504.34 | | | | | | | 249,030.99 |
| Total Operating Income | 219,209.89 | 115,158.32 | 151,565.37 | 104,217.92 | 195,298.80 | 6,585.35 | 5,462.57 | 1,705.99 | 1,658.88 | 364.87 | 801,227.96 |
| Total Income | 219,209.89 | 176,688.03 | 221,826.50 | 166,263.53 | 195,298.80 | 99,049.67 | 55,000.06 | 35,348.57 | 4,474.88 | 8,654.87 | 1,181,814.80 |
| Expenses | | | | | | | | | | | |
| Administrative Salaries | 90,034.14 | 13,001.24 | 18,356.56 | 17,168.16 | 51,188.61 | 6,663.31 | 4,095.98 | 2,443.20 | 276.52 | 700.38 | 203,928.10 |
| Legal | | | | | | 218.81 | 140.27 | | | 8.42 | 367.50 |
| Staff Training & Travel | 1,580.00 | 244.64 | 305.80 | 214.06 | | | | | | | 2,344.50 |
| Sundry | 8,875.44 | 4,938.15 | 6,582.95 | 5,399.18 | 15,554.58 | 1,722.96 | 684.02 | 417.01 | 177.41 | 161.99 | 44,513.69 |
| Mgmt. & Bkpg. Fees Exp. | | 30,907.53 | 38,441.26 | 29,327.59 | 69,306.46 | 24,213.42 | 12,723.80 | 8,763.68 | 442.20 | 852.80 | 214,978.74 |
| Total Admin. Expenses | 100,489.58 | 49,091.56 | 63,686.57 | 52,108.99 | 136,049.65 | 32,818.50 | 17,644.07 | 11,623.89 | 896.13 | 1,723.59 | 466,132.53 |
| Total Tenant Serv. Expenses | | 9,497.81 | 11,561.97 | 8,189.49 | | | | | | | 29,249.27 |
| Total Utility Expenses | 1,691.08 | 56,273.08 | 51,373.26 | 36,331.15 | 777.05 | 10,160.96 | 8,454.31 | 4,599.26 | 445.97 | 985.50 | 171,091.62 |
| Labor | | 10,731.22 | 14,116.94 | 15,961.49 | | 5,743.68 | 4,989.99 | 2,976.47 | 239.30 | 787.88 | 55,546.97 |
| Materials | 300.00 | 10,029.42 | 8,634.36 | 1,076.35 | 125.98 | 4,613.92 | 2,307.31 | 2,085.62 | 485.62 | 87.72 | 29,746.30 |
| Contract Costs | 4,468.21 | 31,894.02 | 45,656.39 | 20,203.20 | 1,396.97 | 11,811.00 | 5,685.88 | 3,699.40 | 301.95 | 668.93 | 125,785.95 |
| Total Maint & Operations | 4,768.21 | 52,654.66 | 68,407.69 | 37,241.04 | 1,522.95 | 22,168.60 | 12,983.18 | 8,761.49 | 1,026.87 | 1,544.53 | 211,079.22 |
| Employee Benefits | 22,540.15 | 10,889.27 | 15,864.22 | 13,621.59 | 15,401.51 | 5,366.75 | 3,293.27 | 1,964.43 | 223.19 | 541.01 | 89,705.39 |
| Insurance | 677.06 | 5,121.52 | 5,542.38 | 2,969.36 | 823.12 | 3,024.32 | 1,704.86 | 740.59 | 104.30 | 192.38 | 20,899.89 |
| Administrative Fees | | | | | 1,982.86 | | | | | | 1,982.86 |
| Collection Losses | | 5,856.19 | 5,120.79 | 1,100.95 | | | | | | | 12,077.93 |
| Non-Routine Expense | | | | | | 73.07 | 245.33 | | | | 318.40 |
| Depreciation Expense | | | | | | 14,101.18 | 7,196.91 | 4,373.36 | 269.24 | 2,639.44 | 28,580.13 |
| Total General Expenses | 23,217.21 | 21,866.98 | 26,527.39 | 17,691.90 | 18,207.49 | 22,565.32 | 12,440.37 | 7,078.38 | 596.73 | 3,372.83 | 153,564.60 |
| Total Expenses | 130,166.08 | 189,384.09 | 221,556.88 | 151,562.57 | 156,557.14 | 87,713.38 | 51,521.93 | 32,063.02 | 2,965.70 | 7,626.45 | 1,031,117.24 |
| Profit/Loss | 89,043.81 | (12,696.06) | 269.62 | 14,700.96 | 38,741.66 | 11,336.29 | 3,478.13 | 3,285.55 | 1,509.18 | 1,028.42 | 150,697.56 |

INTERLOCAL AGREEMENT
BETWEEN THE
GRANDVIEW HOUSING AUTHORITY
AND THE
WACO HOUSING AUTHORITY

RESOLUTION NO. 3830

WHEREAS, the Grandview Housing Authority (“GHA”) is pending approval from the United States Department of Housing and Urban Development (“HUD”) to convert 20 dwelling units in 10 dwelling buildings (“Project”) to tenant-based assistance, and then remove all real property associated with those units (10 dwelling buildings, 6 non-dwelling buildings, and 2.571 acres of underlying land at TX347000001) from its public housing inventory through the Section 18 Demolition and Disposition (“S18”) Program and upon the completion of the S18 transaction, the Project will be converted to Section 8 Voucher Assistance to be administered by an Administering PHA as more particularly described in the rules and regulations pertaining to the S18 Program;

WHEREAS, GHA has requested that the Waco Housing Authority (“WHA”) act as the Administering PHA, and WHA desires to facilitate the S18 transaction by acting in such capacity.

WHEREAS, GHA intends to convert all public housing units to Section 8 Voucher Assistance, and GHA and WHA desire that WHA shall further act as Administering PHA for the vouchers;

NOW, THEREFORE, the parties hereto, the Grandview Housing Authority (“GHA”), and the Waco Housing Authority (“WHA”), agree as follows:

Section 1: Cooperation Agreement. GHA and WHA agree to cooperate to provide housing for lower income persons in the City of Grandview, consistent with the provisions below.

Section 2: Section 8 Administration. GHA acknowledges that WHA is authorized under federal law to administer the Section 8 Housing Assistance Payments Program, under an Annual Contributions Contract with the U. S. Department of Housing and Urban Development, and by the resolution, within the territorial boundaries of the City of Grandview for the benefit of lower income residents of the City of Grandview.

Section 3: Preservation of Authority. No provision or intention in this cooperation agreement limits the authority or power of GHA to exercise its powers under the Texas Housing Authorities Law, Tex. Local Govt. Code, Chapter 392, to finance, plan, undertake, construct, or operate a housing project under this Agreement or in the area of operation of the GHA defined in Tex. Local Govt. Code 392.015.

Section 4. Implementation. The Executive Director of GHA and the Executive Director of WHA are authorized to take any reasonable and necessary action to effectuate and implement the direction and intention of this cooperation agreement and the authorizing resolutions.

Section 5. Amendment or Termination. This Agreement may be amended or terminated for any reason by resolution of the board of commissioners of either party. The party desiring to amend the agreement must give at least 30 days written notice to the other party prior to considering for approval a resolution or action to amend or terminate the cooperation agreement. However, any housing project already begun, undertaken, bound, or obligated by a party may continue to operate under authority of this cooperation agreement.

Agreed this _____ day of _____, 2020.

Secretary

Chairperson of the Board

Grandview Housing Authority

By: Les Carney, Executive Director

(SEAL)