



INDEPENDENCE HOUSING AUTHORITY

SECRETARY'S REPORT

March 2021

BOARD MEETING

A. General Operations

1. All IHA Job Descriptions and titles were revamped with current daily, weekly, monthly and annual work items to get all positions where they need to be. Some positions at IHA did not have an accurate Job Description to meet their title, such as the Section 8 Front Desk/Homeownership. She was promoted from Office Assistant years ago, prior to my being hired but her job description was still in her Personnel File as Office Assistant but that position also handles the HCV Homeownership program.
2. Southview Manor Elevator Camera Contract has been signed and materials ordered to get all 4 cameras installed and working. There will be power outlets installed and wireless capabilities installed to send signal back to NVR Box. It will cost us \$6,668 to put an outlet on the roof of each car for our camera company to install wireless cameras to send the signal back to the NVR. The wireless cameras will run an additional \$3,500 to get them installed. Due to COVID-19, all ordered camera materials are on back order and we think it will be in April 2021 before they arrive and can be installed. KONE Elevator technicians will be required to be on site when Atronic Alarms are installing the cameras in the elevator cabs.
3. Administration is currently utilizing Powell CWM Architects in getting Specifications ready for the Pleasant Heights Elevator Renovation Project that hopefully will be bid out in early 2021 as well as specifications / drawings for the Central Office exterior siding, entrance overhang and garage unit for the COCC and Section 8 vehicles.
4. Drain lines on the 1st floor both B and A side around the boiler rooms had to be jackhammered out and replaced. Both sides were collapsed under the slab but B side were worse and causing backup into the hallway and into 2 units. All work was done on an emergency basis on a Sunday to get the work completed and keep the backup from going into the units any further. The A side collapse under the slab was under the boiler room slab and was contained their only. There are no tenant units on that side of the building, luckily.
5. Powell CWM are also working on finishing up our specifications and drawings on the Pleasant Heights Brick Tuckpointing work that needs to be done on the West and North sides of the building.
6. Administration is still reviewing the Master Developer contract as well as an attorney for review before the contract can be signed.
7. Administration is also undergoing some interior renovation on the Main Level of Section 8

removing two walls, pulling up the flooring and moving the prior HCV Supervisor desk upstairs after we have renovated the Admin Assistants space first and pull the desk/counter system that was in the building when we purchased it. We have ran out of space for the Admin Assistant and pull up the carpet in a 9'x9' area and put Vinyl Plank flooring that I have in the conference room as well as break rooms. The removal of the walls is due to hiring of a new HCV Program Specialist to go with the other 4 staff. We added more to their job duties since the HCV Supervisor left. We moved adjustments back to the HCV Program Specialist position and moved the Ownership Changes up to the Admin Assistant and HCV Check Runs to the Accounts Payable Clerk, which caused me to change her position title to HR / Accounting. This position will also be absorbing payroll duties as well and taking that off of the Deputy Executive Director to take on more duties elsewhere.

8. IHA Domain name for website and emails have been changed to [@iha1.org](mailto:info@iha1.org) from [@independenceha.org](mailto:info@independenceha.org). The old domain will expire as of 4/18/2021. Currently, all old email and website domains are pointed to the new one until the expiration date above. Administration felt we needed to change the domain and emails to something a bit shorter to assist our landlord/participants in accessing our information easier.
9. Central Office Garage, Siding and Front Entrance Overhang project specifications has been completed by Architects and project permit application for the City of Independence has been signed and sent to the City for processing. The architects for this project has an independent job cost estimate for each of the three phases of this project, starting with the garage itself for the three vehicles. This can be discussed in the meeting.
10. Un-Restricted Reserve and Balance Summary for FYE 03/31/2021.
11. HCV Statistics for February 2021 (see enclosed)
12. LIPH Statistics for February 2021 (see enclosed)

B. Capital Fund Program Update

1. Pleasant Heights Elevator Renovation project is hopefully going to get bid on an RFP in the next 1-2 months, once the architects provide the updated specifications for the job.
2. 2019 CFP ESSG Grant for the Carbon Monoxide Detectors for the \$41,778 will have one year to get the money obligated by signing either a contract for a contractor to purchase and install these into our 140 units at Hocker Heights or the purchase of the carbon monoxide detectors will suffice as the contract and we have met the one year deadline to obligate the money and then have one additional year to draw the money down in a completed cycle.
3. The City of Independence Community Development was contacted back in the spring last year to give them plenty of time to start my 5YR CFP Rolling Base Environmental Review that is due for 2021 - 2025. It has to be done every 5 years. The staff person that normally would have completed the Environmental Review for us left to work for HUD and the new person that took over that staff person's position did not get our Environmental Review completed for us by December. The City has had to hire a company to do our Environmental Review and get to us because HUD will not release our 2021 CFP Funds to us without it. This has been a mess but I think we are finally on track. Hopefully, they can get it done quickly.