



INDEPENDENCE HOUSING AUTHORITY

SECRETARY'S REPORT

BOARD MEETING

July 21, 2020

A. General Operations

1. Fire Unit at 308NL has begun with termite damage replacement while waiting on building permit for Fire damage to get started.
2. Independence Housing Authority and Lees Summit Housing Authority has been working on ACOP or Admissions and Continued Occupancy Policy for the LIPH program. The ACOP has been gone over by both Housing Authorities and now we are in revision mode. This will be something that the Executive Director can work on while out on Surgical Leave in August and have ready for the August Board meeting.
3. HUD Waiver for no resident services activities has been extended until at least 12/31/2020, which also means no lobby furniture or community room furniture or access to lock down community room/computer labs at this time. Currently, there have been no confirmed cases of the COVID-19 on our properties and administration would like to keep it that way if possible.
4. House Rules have been completed for all three properties. They will be on the Agenda as a Board Resolution.
5. We are also bidding out Architectural and Engineering Services, Janitorial Services for Pleasant Heights due to our Maintenance Laborer/Janitor at Pleasant Heights resigned due to not being able to continue with the workload anymore. We are also working on an Elevator Bid package for replacement of the Pleasant Heights elevators as well as the Bid Package for the Maintenance of the Elevators at both Southview Manor and Pleasant Heights.
6. Secured Parking at the Central Office has been started but the City had some additional concerns that have to be addressed before work can be completed.
7. The Dodge Promaster Van for Jobs Plus was purchased but having trouble getting into the DMV for an appointment to get it registered.
8. Choice Neighborhood Planning Grant was released on 7/14/2020 and the grant writer we were going to use to assist us has lost many of its employees due to COVID-19 and lack of grants to apply for so they don't have the capacity to work on it for us. IHA had paid on some of the balance last year when we were going to apply last year but then did not have enough time to get everything ready. Comprehensive Grants Management will refund us what we had paid and I am in talks with another grant writer as we speak. I am having the prior grant writer contact HUD and ask a generic question about one of the items in the Choice Neighborhood application dealing with a Threshold Eligibility Requirement that may affect our application and make us ineligible for now.
9. Southview Manor property manager gave her notice to leave and move back to Colorado to be closer to family. We are moving our Hocker Heights Manager over to Southview and promoting the Administrative Assistant for all three properties to the Hocker Heights Property Manager position. We are in a search pattern for a new Administrative Assistant now.

10. Un-Restricted Reserve and Balance Summary for FYE 03/31/2021.
11. HCV Statistics for June 2020 (see enclosed)
12. LIPH Statistics for June 2020 (see enclosed)

B. Capital Fund Program Update

1. Otis Elevators is almost completed the A side elevators and getting closer to completing B-side elevators now.
2. Fire Unit at 308 N. Leslie has begun with termite damage being replaced in the walls. That does not require a permit. The building permit and electrical permit have not been released by the city yet for us to get started.

LIPH STATISTICS	
Jun-20	Summary

Date	Vacancy	Lease Up	Category
6/1/20	4	0	Hocker Heights
6/1/20	11	0	Pleasant Heights
6/1/20	8	0	Southview Manor
6/30/2020	99.60%	50058 PIC Submission Rate for Annual Reexaminations <12 months	

Hocker Heights				
	Received	Pending	Eligible	Selected
0 BR	0	1	0	0
1 BR	1,942	85	9	0
2 BR	1,332	28	22	0
3 BR	655	9	19	0
4 BR	84	16	2	0
Totals	4,013	139	52	0

Pleasant Heights				
	Received	Pending	Eligible	Selected
0 BR	0	1	0	0
1 BR	1,969	90	9	0
2 BR	1,248	25	18	0
Totals	3,217	116	27	0

Southview Manor				
	Received	Pending	Eligible	Selected
0 BR	0	1	0	0
1 BR	2,000	91	9	0
2 BR	1,292	24	18	0
Total	3,292	116	27	0

SECTION 8 STATISTICS			
Jun-20			Summary
Date			Category
6/1/20	1,647		Total Vouchers
6/1/20	1,541		Total Leased Vouchers
6/30/20	8		# of Vouchers Coming off Program
6/30/20	98.27%	50058 PIC Submission Rate for Annual Reexaminations < 12 months	

Waiting List	Received	Pending	Eligible	Selected
OBR	9	28	0	0
1 BR	235	36	16	0
2 BR	263	51	14	0
3 BR	134	29	5	0
4 BR	22	5	0	0
5 BR	1	0	0	0
6 BR	0	1	0	0
Total	664	150	35	0