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Board of Commissioners

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Agency: Cuyahoga Metropolitan Housing Authority

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Summary

- Every resolution presented passed.
- Representatives from most of the 24 contractors for Resolution I attended the meeting.
- It appears many of the fair housing programs have a long wait list.

Follow-Up Questions

- Resolution I spokesperson asked for a request for funds not to exceed \$7.5 million, although the agenda says \$12 million. Did something change?

Notes

Find a copy of the agenda [here](#).

New business

I watched this meeting via a Zoom video recording. Unfortunately, the video began in the middle of a sentence. My notes begin with discussion of Resolution A on the agenda. Also, Cuyahoga Metropolitan Housing Authority commissioners were not visible when speaking in the meeting video, so it was not possible to know which of them was speaking at the time. *[Editor's note: The video of this meeting was incomplete. If this meeting proceeded according to the agenda, the missed sections were the roll call, approval of the previous meetings, minutes, the committee reports and the CMHA CEO's finance report.]*

Resolution A - A contract with CHN Housing Partners to provide project-based voucher rental assistance for low-income veteran families at Cleveland West Veterans Housing.

Presenter: Dorivette Nolan, chief of Policy, Planning and Voucher Administration, CMHA

- Veterans can move into the project in fall 2026. Referrals will come directly from the [U.S. Department of Veterans Affairs \(VA\)](#).
- Supportive services to address substance and mental disorders will be available

via the [Louis Stokes Cleveland Department of Veterans Affairs Medical Center](#).

- The resolution unanimously passed.

Resolution B - A contract with Emerald Senior L.P. to provide project-based voucher rental assistance for low-income veteran families at Emerald Senior Apartments.

Presenter: Nolan

- The project will build 62 new one-bedroom units at Emerald Senior Apartments..
- The project will be close to public transit and offer supportive services with a front desk staffed 24 hours a day. The apartments will be fully furnished.
- Emerald Senior Apartments is located near East 111th Street and Superior Avenue in the Glenville neighborhood.
- Resident incomes will be at or below 50% of [area](#) median [income \(AMI\)](#)
- The resolution unanimously passed.

Resolution C - A contract with Cleveland Housing Solutions, LLC to provide project-based voucher rental assistance for low-income families at the Yolanda Williams Building.

Presenter: Nolan

- The Yolanda Williams Building will serve families at or below 30% to 40% [AMI](#)
- The project will have a site-based waitlist that will open once project-based voucher requirements have been met.
- A commissioner asked where can potential residents fill out an application?
Nolan: The waiting list will be administered by the Housing Choice Voucher program on the 1st floor of the CMHA headquarters.
- A commissioner asked about the different requirements for eligibility and AMI.
Nolan: The maximum income you can have is 50% of AMI. However, some projects with other subsidies attached might have lower AMI requirements.
In general, we would like to see a mix of incomes.
- Unanimously passed.

Resolution D - A contract with West 80 Senior Limited Partnership to provide project-based voucher rental assistance for low-income seniors at Karam Senior Living.

Presenter: Nolan

- This project would provide project-based vouchers for 51 new housing opportunities.
- Karam Senior Living is located on the northeast corner of W. 80th Street and Detroit Avenue.
- The project will serve elderly households at or below 50% AMI

- Unanimously passed.

Resolution E - A one-year contract renewal with NMAI LLC dba Nan McKay & Associates, Inc. for residential property inspection services

Presenter: Claire Russ, chief of Agency Analytics, Inspections and Technology, CMHA

- McKay & Associates provides housing quality standard (HQS) inspections for CMHA-administered, landlord-owned voucher choice units.
- Inspections are required during initial occupancy and during recertification, after participants report conditions.
- In June 2021, the board adopted Resolution 5021, a two-year contract with McKay & Associates with two one-year renewal contract options.
- This resolution is the request for the second and final one-year renewal option.
- A commissioner asked for details about the performance so far, and what makes Nan McKay & Associates stand out.

Russ: Nan McKay & Associates has been a vendor since CMHA moved to a new software of record in 2021. The software requires a vendor that is willing to work with us to fully leverage it. Nan McKay & Associates has been a “vigilant partner.”

- Unanimously passed.

Resolution F - A one-year contract renewal with Paycom Payroll, LLC for a human resources information system, time and attendance management program, and automated payroll processing services.

Presenter: Ronaye Steele, director of Human Resources, CMHA

- The original resolution was adopted in September 2020, with four one-year optional contract renewals
- The current contract will end in August of 2025. This resolution is requesting the final one-year contract renewal.
- Unanimously passed.

Resolution G - A two-year contract with H&M Fire Protection LLC for the testing, maintenance, service and repair of automatic sprinklers and standpipes in an amount not to exceed \$185,000.

Presenter: Wilhelmina Huff, associate general counsel/ risk manager, CMHA

- Huff: This resolution will make sure all CMHA buildings are up to fire sprinkler code
- A commissioner asked what properties this contract covers?
Huff: All 43 properties, scattered across the county
- A commissioner asked where the sprinkler systems are located in CMHA

buildings.

Huff: Sprinkler systems are located in the ceilings and floors to maintain safety in case of a fire.

- A commissioner asked how the repairs are being executed.

Huff: H&M provides an annual assessment of what needs to be done.

- Unanimously passed.

Resolution H - A three-year contract to Nice Systems, Inc. to provide call center software tools, customer service, and training to support the Client Information Center in an amount not to exceed \$107,444.

Presenter: Cortney Crockett, director of Client information Center, CMHA

- Crockett: This resolution is for upgrades to CMHA's Client Information Center, specifically call center software.

- A commissioner asked how this will improve the system?

Crockett: Good systems should give us better reporting and better customer service.

- A commissioner asked when the upgrade will take place.

Crockett: November 2024

- Unanimously passed and moved

Resolution I - A one-year contract with a mutual one-year renewal option to each of the 24 contractors listed herein to participate in the authority's Prepare for Occupancy of Long Standing and Vacant Units Program managed by Gordian Associates Inc. in the aggregate amount not to exceed \$12 million. Presenter: Sharhonda Greer, chief of Housing, Administration and Operations, CMHA

- These contracts are to prepare vacant and long-term vacant CMHA properties for occupancy.
- There are 694 vacant units currently.
- Roughly 100 units are vacated monthly.
- More contractors would allow faster turnaround time and allow people who are on the waitlist to move in more quickly..
- By preparing more units for occupancy, this resolution will give more families affordable housing.
- The contract work will be managed by Gordian Group.
- Access to software solution for contractors
- Greer: The requested funds not to exceed \$7.5 million.
- A commissioner asked if the number of contracting companies was increasing.

Greer: Yes

- A commissioner asked what expectations are.

Greer: The U.S. Department of Housing and Urban Development (HUD) has a standard for housing authorities. For example, a one-bedroom unit, on average, should take seven to 10 days to prepare. We expect our contractors to meet that standard.

- A commissioner asked if CMHA has enough staff to achieve this.

Greer: That is the goal in adding more contractors.

- The (many) contractors in the room were asked to stand.
- A commissioner noted that CMHA currently has 36 contractors, and asked if this was an additional 24.

Greer: Yes

- Unanimously passed

Resolution J - A one-year contract with a one-year renewal option to Famous Distribution, Inc. dba Famous Supply, for the supply and delivery of kitchen and vanity cabinets using the Commonwealth of Pennsylvania's Cooperative Purchasing Program in an amount not to exceed \$500,000.

Presenter: Sharhonda Greer, chief of Housing, Administration and Operations, CMHA

- A commissioner asked a question about this contract using the Commonwealth of Pennsylvania's Cooperative Purchasing Program. Greer explained Famous Supply's main office was located in Pennsylvania (now Akron), and HUD rules allowed CMHA to use Pennsylvania's purchasing cooperative.
- A commissioner asked more about the cooperative purchasing program.

Edwin Oliveras, CMHA director of Purchasing, explained that a cooperative is a governmental organization that puts out solicitation across the nation for products and services. Oliveras also explained that Famous Supply has since moved to Akron. But for now, CMHA must use the Pennsylvania cooperative arrangement because that's what is on the record.

- Unanimously passed

Resolution K - A resolution authorizing CMHA to utilize co-developer services with a number of organizations, mostly LLCs.

Presenter: Matthew Schmidt, director of Modernization and Development, CMHA

- This resolution is for co-developer services to help with future development projects. It is a renewal.
- Each firm was asked to submit an explanation of how their work aligns with this project as part of the RFQ (request for quote) process.
- No funding tied to this project currently. Funding will be figured out upon the

identification of what needs to be done.

- Commissioner: Is there a time frame on this?

Schmidt: Not currently

- Commissioner: No formal process of removing an organization from this co-developer title?

Schmidt: Correct

- Unanimously passed.

Resolution L - Authorizing CMHA to execute the HUD-1044 Grant Agreement and other documentation related to the authority's award of a FY 2023/24 Choice Neighborhoods Supplemental Grant for the Buckeye-Woodhill Choice Neighborhood in the amount of \$2.5 million.

Presenter: Matthew Schmidt, director of Modernization and Development, CMHA

- CMHA was awarded an initial \$35 million choice grant for the Buckeye Woodhill plan before
- HUD issued the next round of grants, including opportunities to address the increased costs for realizing the housing plan.
- Unanimously moved.

Resolution M - A resolution authorizing CMHA to enter into loan documents and a reimbursement agreement with the Community Builders, Inc. or its affiliate to provide Choice Neighborhoods demolition funding for the redevelopment of Woodhill Homes

Presenter: Schmidt

- A commissioner asked when the demolition would take place.

Schmidt: Demolition at Woodhill is currently ongoing.

- Board Chair Joseph Black abstained from the vote.
- Unanimously passed.

[Editor's note: There was more to this meeting not captured in these notes, including Resolutions N-U. Find the full meeting agenda [here](#). Also, find coverage of this meeting by Documenter Marvetta Rutherford [here](#).]

If you believe anything in these notes is inaccurate, please email us at cleDOCUMENTERS@gmail.com with "Correction Request" in the subject line.