

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
REGULAR BOARD OF DIRECTORS MEETING
1002 North School Street, Building A Boardroom
Honolulu, Hawaii 96817
August 18, 2016
9:00 a.m.**

AGENDA

I. CALL TO ORDER/ESTABLISHING QUORUM

II. APPROVAL OF MINUTES

- A. HPHA Annual Meeting Minutes, July 21, 2016
- B. HPHA Regular Meeting Minutes, July 21, 2016

III. PUBLIC TESTIMONY

Public testimony on any item relevant to this agenda shall be taken at this time. Pursuant to section 92-3, Hawaii Revised Statutes, and section 17-2000-18, Hawaii Administrative Rules, the Board may limit public testimony to three minutes per agenda item.

IV. FOR ACTION

- A. **MOTION:** To Adopt Resolution No. 16-07 Approving the Section Eight (8) Management Assessment Program (SEMAP) Certification For Fiscal Year July 1, 2015 to June 30, 2016 and to Authorize Executive Director to Undertake All Actions Necessary to Submit the SEMAP Certification to the U.S. Department of Housing and Urban Development.

- B. **MOTION:** To Appoint the Following Individual for a Four Year Term:

- 1. Clyde Namu'o to the Oahu Eviction Board

To Reappoint the Following Individuals for an Additional Four-Year Term:

- 1. Arleila Andrade to the Kona Eviction Board
- 2. Sylvia Wilmeth to the Oahu Eviction Board

V. REPORTS

- Financial Report for the Month of July 2016. The July 2016 Financial Report is provided to the board in the monthly packet. Unaudited FDS is due to HUD on August 31, 2016. HUD financial monitoring August 1 – 5, 2016
- The Report on Contracts Executed During June 2016 and Planned Solicitations for July 2016 are provided to the Board in the monthly packet. No formal report is planned.
- Property Management and Maintenance Services Lease up Status and Eviction Hearings for the Month of May 2016. No formal report is planned.
- Construction Management Activities, including Obligation and Expenditure Status for the Federal Capital Fund Program (CFP) and the State Capital Improvement Program (CIP), Kuhio Park Terrace and Kalihi Valley Homes Construction Activity. No formal report is planned.
- Section 8 Subsidy Programs Voucher Tentative Schedule for Accepting On Line Applications. Status of the Special Rent Supplement Program Targeted to Homeless Families. The Section 8 Report is provided to the Board in the monthly packet.
- Status of Redevelopment at Mayor Wright Homes with MWH Partners: Establishment of the Community Advisory Committee; Design Charrettes Schedule.

If any person requires special needs (i.e., large print, taped materials, sign language interpreter, etc.) please call Ms. Jonessa Burns at (808) 832-4694 by close of business three days prior to the meeting date. Meals will be served to the Board and support staff as an integral part of the meeting.

HAWAII PUBLIC HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING
HELD AT 1002 NORTH SCHOOL STREET, BUILDING A
HONOLULU, HAWAII 96817
ON THURSDAY, AUGUST 18, 2016
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority (HPHA) held their Regular Board Meeting at 1002 North School Street, Building A on Thursday, August 18, 2016. At approximately 9:06 a.m. Chairperson Pono Shim called the meeting to order. Those present were as follows:

PRESENT: Director Pono Shim, Chairperson
Director Alena Medeiros, Vice Chairperson
Director Jason Espero, Secretary
Director George De Mello
Director Laura Smith
Director Myoung Oh
Director En Young

Deputy Attorney General, Jennifer Sugita
Deputy Attorney General, Klemen Urbanc

EXCUSED: Director Lisa Darcy
Director Rachael Wong

STAFF PRESENT: Hakim Ouansafi, Executive Director
Barbara Arashiro, Executive Assistant
Chong Gu, Chief Financial Management Advisor
Rick Sogawa, Procurement Officer
Helen Enobakhare, Property Management and Maintenance Services Branch Chief
Becky Choi, State Housing Development Administrator
Stephanie Fo, Section 8 Subsidy Programs Branch Chief
Shirley Befitel, Human Resources Supervisor
Renee Blondin-Nip, Hearings Officer
Sam Liu, Property Management Specialist
Nelson Lee, IT Specialist
Maricar Campos, Property Management Specialist
Kau`i Martinez, Resident Services Program Specialist
Jonessa Burns, Secretary

OTHERS PRESENT (and signing in as):

Jerry Ballard, Punchbowl Homes tenant
Ira Calkins, Punchbowl Homes tenant
U'i Goods, Medical-Legal Partnership
Belynda Harry, Kalihi Valley Homes tenant
Christina Kibin, Kalihi Valley Homes tenant
Desiree Kihano, Palolo Valley Homes tenant
Bob Loren, Punchbowl Homes tenant
Jeanne Lorrin, Punchbowl Homes tenant
Sandra Menzsa, Kalihi Valley Homes tenant
Holly Nojima, Punchbowl Homes tenant
Andrew Nakoa, Sr., Mayor Wright Homes tenant
Patricia Souza, Punchbowl Valley Homes tenant

Proceedings:

Chairperson Shim declared a quorum present.

Approval of Minutes:

Director Oh moved,

To approve the Annual Meeting Minutes of July 21, 2016.

The minutes were unanimously approved as presented.

Director Espero moved,

To approve the Regular Meeting Minutes of July 21, 2016.

The minutes were unanimously approved as presented.

Chairperson Shim requested that the public give special consideration to the policy on limiting testimony to 3 minutes per agenda item due to memorial services for the Late Representative Mark Takai.

Public testimony:

Ira Calkins, Punchbowl Homes tenant stated that he is the corresponding secretary for the Punchbowl Homes Resident Association (PHRA). Mr. Calkins stated that the landlord tenant code requires that the name and address of the property manager be posted in the elevator. Mr. Calkins further stated residents were not officially notified about the change in management and found out about the change by word of mouth.

Mr. Calkins stated that Punchbowl Homes should have security cameras to give the security guards a broader prospective of the property and provide increased security. He feels that one security guard for Punchbowl Homes is not sufficient. Mr. Calkins requested that the PHRA be provided with keys to the bathroom for the recreation room.

Holly Nojima, Punchbowl Homes tenant stated that she is the PHRA recording secretary. She also requested the bathroom keys and feels that it's degrading when the association is not provided to have keys to the bathroom. She further stated that the tenants are responsible adults who can take care of the bathroom and clean it.

Ms. Nojima expressed concerns regarding people coming onto the Punchbowl Homes property via Alapai Street. She stated that the gate is wide open and allows unauthorized people on the property. She also reported that people sleep near the back gate. Ms. Nojima stated security needs to be improved to address safety issues and also recommended the installation of security cameras.

Jeannie Lorrin, Punchbowl Homes tenant stated that she's a volunteer at the Punchbowl Homes recreation room and requested keys to the bathroom. She stated that she is unable to enjoy the use of the recreation room because she has to use the bathroom in her apartment. Ms. Lorrin stated that the volunteers should have the key to the recreation room and not only management.

Bob Loren, Punchbowl Homes tenant stated that elections for the PHRA were held in March resulting in a duly elected board. He stated they are still not certified as of today. Mr. Loren stated that the communication with Hawaii Public Housing Authority needs to be improved.

Mr. Loren stated that the bathroom keys are a health issue especially for the elderly and seniors that monitor the recreation room. He stated that the residents did not have use of the bathrooms for two months. Mr. Loren invited the Board to come to Punchbowl Homes and offered them adult diapers and buckets in lieu of access to a restroom.

Christina Kibin, Kalihi Valley Homes tenant stated that her 10-year old son is autistic and her fiancé has cancer. She stated that their current place has constant noise that prevents her fiancé from getting rest and scares her son. Ms. Kibin requested assistance for a reasonable place on behalf of her fiancé and son.

Executive Director Ouansafi asked Ms. Kibin if she requested a transfer under the reasonable accommodation policy. Ms. Kibin stated that she did submit a request for a transfer.

Belynda Harry, Kalihi Valley Homes tenant stated that her son is in a wheelchair and has not been to school or the doctor's for one year. She stated that the management told her there is a waiting list to transfer units. Ms. Harry would like to know how long she needs to wait for a transfer.

Jerry Ballard, Punchbowl Homes tenant stated that he was the previous President of the Punchbowl Homes Resident Association. Mr. Ballard advised the current PHRA to work with the Hawaii Public Housing Authority to be duly recognized. He further stated that the current Association is not using the format set forth by the Hawaii Public Housing Authority. Mr. Ballard also disputed the statement that the HPHA is not providing information to the tenants and produced the HPHA newsletter regarding construction at Punchbowl Homes.

Patricia Souza, Punchbowl Homes tenant voiced her concern that during a recent tenant meeting a secretary was elected. She noticed, however, that the PHRA recording secretary did not take any notes during the meeting. Ms. Souza was informed that Ira Calkins was recording the meeting. She stated that she felt her rights were violated because she was not notified that the meeting was being recorded. Ms. Souza stated that she would like to know when meetings at Punchbowl Homes are going to be recorded.

Andrew Nakoa, Mayor Wright Homes tenant stated that there has been a slight improvement in security since he reported an earlier incident. He further complained, however, that there was an incident with his next door neighbor threatening his family. He reported that the security guards did not respond timely in that incident and also appeared to side with the other family.

Mr. Nakoa stated that he attended the charrette at Mayor Wright Homes and was able to share his concerns and ideas with the planners. He stated that having a roadway and eliminating speed bumps through the property are not sensible. Mr. Nakoa stated the developers should listen to resident's concerns and urged the residents to form a resident association.

For Action:

Director Smith moved:

To Adopt Resolution No. 16-07 Approving the Section Eight (8) Management Assessment Program (SEMAP) Certification for Fiscal Year July 1, 2015 to June 30, 2016 and to Authorize the Executive Director to Undertake All Action Necessary to Submit the SEMAP Certification to the U.S. Department of Housing and Urban Development

Executive Director Ouansafi stated that the SEMAP is a federally mandated scoring system. He stated that the U.S. Department of Housing and Urban Development has detailed guidelines that we must follow. Executive Director Ouansafi stated that the staff provides the data that is submitted to HUD and a final score is given.

Executive Director Ouansafi stated that the Hawaii Public Housing Authority continues to be high performers of Section 8 program.

Chairperson Shim requested an explanation for Item #14: Self-Sufficiency (FSS) Enrollment and Escrow Account.

Executive Director Ouansafi stated that the FSS program is contracted to the City & County of Honolulu and is completely voluntary in nature. Under the FSS program, families are enrolled and receive service which assist them to improve or increase their self-sufficiency. This year, staff was increased for this program and the contractor was instructed to increase the services being provided.

Director Espero asked Executive Director Ouansafi for the amount of households served by the Hawaii Public Housing Authority in the last fiscal year and the method used to notify tenants of the program.

Executive Director Ouansafi stated that all Section 8 tenants are notified during their initial lease up into the Section 8 program and then at their annual certification. He explained that the contractor also does outreach to potential program participants.

Director Espero asked if the FSS program was for only Section 8 tenants or could other HPHA tenants apply.

Executive Director Ouansafi stated that the motion under consideration only applied to the Section 8 program. The FSS program, however, is made available to interested tenants of public housing.

The motion was unanimously approved.

For Action:

Director Mederios moved:

To Appoint the Following Individual for a Four-Year Term:

- 1. Clyde Namu'o to the Oahu Eviction Board**

To Reappoint the Following Individuals for an Additional Four-Year Term:

- 1. Arielila Andrade to the Kona Eviction Board**
- 2. Sylvia Wilmeth to the Oahu Eviction Board**

Executive Director Ouansafi stated that HPHA is grateful to have individuals from the public interested in serving on the Eviction Board.

The motion was unanimously approved.

Reports:

Executive Director Ouansafi reported that on August 16, 2016 the Section 8 Housing Choice Voucher program's waiting list was opened and will close at midnight on August 18, 2016. At the time of reporting, approximately 9,000 applicants had applied through the HPHA's web portal.

Executive Director Ouansafi reported that kiosks were manned by staff to assist applicants and within the first hour of opening approximately 1,300 applicants had submitted an application online.

Director Espero requested for statistical information on applicants receiving SSI and SSDI.

Executive Director Ouansafi expressed his appreciation to Stephanie Fo, Nelson Lee, Gary Nakatsu and the HPHA staff for their efforts to launch the new online portal. He commended them on a job well done and reported that the HPHA did not experience any issues during the opening due to their preparations.

Chairperson Shim also recognized the staff accomplishments and commented that the opening of the waiting list is "not a small feat and takes a lot of people to make it possible".

Executive Director Ouansafi directed the Board to the financial statements, but noted that it's the first month of the operating budget and there were no real variances to discuss.

Executive Director Ouansafi stated that HPHA is preparing for 2017 legislative session and would present the Board with proposed legislation for their discussion. He also asked if the board can notify his office if they have any legislative proposals they would like the HPHA to pursue.

Executive Director Ouansafi reported that the HUD field office performed a financial compliance monitoring and will present a to the HPHA report when it is completed.

Executive Director Ouansafi reported stated that the Hunt group and its design team held a week long charrette at Mayor Wright Homes from August 8 – 12, 2016. HPHA staff were able to participate during the week, hear tenants and public input. He stated that the design team received a lot of useful feedback and the HPHA will continue to meet with the development team to work on a vision for the redevelopment.

Executive Espero commented on the Section 8 program and recognized Executive Director Ouansafi and the HPHA staff for the work that was done to launch the new online application portal. He stated that he received positive feedback from case managers and homeless outreach staff.

Executive Director Ouansafi stated that having the applicants submit information online equates to almost one full time position entering applicant information for almost a full year.

Adjournment:

Director Young moved,

To Adjourn the Meeting.

The motion was passed unanimously.

The meeting adjourned at approximately 10:05 a.m.

MINUTES CERTIFICATION

Minutes Prepared by:



Jonessa Burns
Secretary

SEP 15 2016

Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on September 15, 2016: [] As Presented [] As Amended



Director Jason Espero
Board Secretary

SEP 15 2016

Date