

III. RECOMMENDATION

That the HPHA Board of Directors recognize the Punahale Resident Association as a duly elected resident association pursuant to volume 24 CFR part 964.

Attachments: Confirmation of Good Standing
Certification of Election Results
Punahale Resident Association By-Laws

Prepared by: Tammy Passmore, AMP 37 Manager and Allan Sagayaga, Program Specialist *AP*

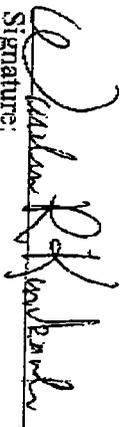
Reviewed by: Stephanie Fo, Acting Property Management and Maintenance Services Branch Chief *RF* *St*

THIRD PARTY OBSERVER
Punahale Resident Association

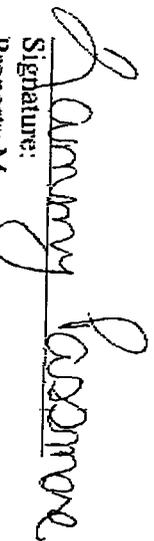
Date of Election: Wednesday, March 12, 2008
Place of Election: Kaunahale O Hanakahi Community Center

I hereby certify as the independent third party conducting these elections this 12th day of March 2008, that the elections were conducted fairly, democratically, and in accordance with the Punahale by-laws and volume 24 code of the federal regulations part 964. I also certify that the attached results are true and correct to the best of my knowledge.

Elections monitored by:


Signature:
Third Party Observer

WANDA R KANAKALIS
Print Name and Organization
Third Party Observer
NEUHOPE
KEAWAHA


Signature:
Property Management

TAMMY FASSMORE
Print Name
Property Management

Signature:
Resident Services

Print Name
Resident Service Section

LINDA LINGLE
GOVERNOR



CHAD K. TANIGUCHI
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
600 WAILOA STREET
HILO, HAWAII 96720
PHONE 808-933-0474
FAX 808-933-0479

March 11, 2008

Punahale Resident Association Request for Good Standing

NAME	IN GOOD	NOT GOOD
Mark Gomes	X	
Mona Livsey	X	
Pearl Uratani	X	
Anna Carlos	X	
Kaainoa Enaena	X	

All in Good Standing at this time.

Sincerely,

Tammy Passmore
Tammy Passmore
Manager

**BY-LAWS OF THE
PUNAHELE RESIDENT ASSOCIATION**

ARTICLE I: NAME

The name of the organization shall be Punahеле Resident Association, hereinafter called the Association. The principle office of the Association is:

ARTICLE II: PURPOSE

Mission

The purpose of the Association is to create a safe and healthy community, where residents can take pride in themselves and in their community, and to work in cooperation with the Hawaii Public Housing Authority and the U.S. Department of Housing and Urban Development in promoting safe, decent, and sanitary housing.

The goals of the resident association are as follows:

Goals

1. To serve in good faith as the representative for the general membership residing at Punahēle and to act in the best interest of the membership.
2. To act as a liaison between management and the general membership in all matters related to the community at large.
3. To improve the quality of life for the residents of Punahēle by engaging in the following:
 - a. Support security and public safety programs established by the HPHA and/or the Association (such as the voluntary tenant patrol or neighborhood watch program);
 - b. Promote programs that will provide improved educational, recreational and social service opportunities;
 - c. Promote self-sufficiency programs for residents by encouraging participation in programs, conducting outreach to residents, and coordination of services with service providers;
 - d. Make recommendations on all aspects of public housing operations through active participation in the public housing agency plan process via the Resident Advisory Board; and
 - e. Assist the management in the formation and maintenance of a Pet Committee.
4. To promote compliance with the lease agreement and project rules to the general

membership to support the peaceful enjoyment of the project premises.

ARTICLE III: MEMBERSHIP

1. All residents of Punahale who are age 18 years or older and are named on the lease agreement are considered to be members of the Association. Membership entitles each person to hold elective office, serve as a committee chairperson or committee member, and participate in all election processes, including voting.
2. Members who are not in good standing (i.e., in violation of their lease agreement or referred for evictions) shall have limited rights as it pertains to holding a duly elected office and as specified in Article IV: Executive Board. No other rights of membership shall be affected.
3. There shall be no dues charged for membership.

ARTICLE IV: EXECUTIVE BOARD

1. The Executive Board, hereinafter referred to as the Board, shall consist of five elected officers to include: President, Vice-President, Secretary, Treasurer and Sergeant-at -Arms.
2. All members of the Association must be in good standing and in compliance with their lease agreement to be eligible for nomination and election to a duly-elected office and to continue to hold elected office. The Board will work cooperatively with management to confirm good standing.
3. Example: In addition to the HPHA's Policy on Good Standing, the Association also requires that a member who was cited by management staff for defacing the common areas shall not be considered in good standing and shall be ineligible for nomination and election to a duly-elected office or be allowed to continue to hold office for a period of one year. *(In addition to the HPHA's Policy on Good Standing, the resident association is allowed to include any other conditions in their by-laws as long as it does not infringe upon their rights of membership.)*

ARTICLE V: GENERAL MEMBERSHIP MEETINGS

1. Regular membership meetings shall be held monthly and open to all members of the Association, including all family members residing in their household.
2. Notice of all regular monthly meetings shall be posted in a consistent and conspicuous location on the project premises. The notice shall provide members notice of the meeting at least ten days in advance.

3. Meetings shall be held at a site to be announced on the housing project. The general meeting will be held on the last Thursday of the month at 6:00 p.m. and continue until all business has been concluded.
4. Regular meeting agenda will include reports from the Officers and all Committees.
 - a. The President's report, at a minimum, shall include a report of all activities the President participated in on behalf of the association.
 - b. The Vice-President's report, at a minimum, shall include a report of all activities the Vice-President participated in on behalf of the association.
 - c. The Secretary's report, at a minimum, shall include the submission of minutes from the previous meeting and a summary of all incoming and outgoing correspondence.
 - d. The Treasurer's report should include detailed reports of all bills received and paid, and a report of all funds received during the month and a balance of the association's funds.
 - e. Committee Chairperson's shall report on all committee activities and proposed or future activities.
5. The general membership shall be required to announce any special guests (i.e., non-residents, residents from another housing project) to the President (or meeting chairperson) prior to the start of any regular membership meetings.
6. The President shall not be required to yield the floor to any speaker:
 - a. Who is not a member of the Association and has not checked in with the President prior to the start of any regular membership meeting;
 - b. Who is requesting to discuss a topic not listed on the posted agenda; or
 - c. Who is denied the floor through a simple majority vote of the general membership present at the meeting.
7. An Annual Meeting shall be held during the month of June of each year, as a substitute for the regular monthly meeting. The Annual meeting shall include the calendar and budget for the coming year.
8. Robert's Rules of Order shall be used to resolve any conflicts or meeting matters not covered by these by-laws.

ARTICLE VI: EXECUTIVE BOARD MEETINGS

1. The Board shall meet once a month, at least seven days before the general membership meeting. The Board meeting shall be convened by the President or at the request of a minimum of 3 Board members.
2. Meetings shall be held at a site to be announced on the housing project. The general meeting will be held on the last Thursday of the month at 6:00 p.m. and

3. continue until all business has been concluded.
3. Each officer shall be given no less than one week written notice before each regular or special meeting of the Board. The notice shall be mailed or delivered to each officer's residence and shall state the purpose, the time, and the location of the meeting.
4. The purpose of the executive board meeting shall be to set the agenda for the regular membership meeting, including a discussion of old and new business, determine who will attend the general membership meeting, discuss changes in policies and/or procedures that must be brought before the general membership.

ARTICLE VII: SPECIAL MEETINGS

1. Special or emergency meetings shall be called by the President or any three Executive Board members with a minimum of 48 hours notice to the general membership.
2. All special or emergency meetings shall be required to meet the same requirements for posting of notices in a conspicuous and consistent location.
3. Robert's Rules of Order shall be used to resolve any conflicts or meeting matters not covered by these by-laws.

ARTICLE VIII: QUORUM

1. The Board meeting quorum shall be a simple majority of three of the five Executive Board members.
2. The General membership meeting quorum shall be 2/3 of members present at the general membership (non-officers) and three Executive Board members.
3. If quorum cannot be attained the meeting shall be cancelled, postponed or conducted for informational purposes only at the discretion of the Association President in consultation with the executive board members present.

ARTICLE IX: MEMBER ROLES AND RESPONSIBILITIES

1. Members of the Association are entitled to:
 - a. Vote on any subject matter presented for consideration by the general membership;
 - b. Request information on Association business (such as a report of activities and financial expenditures);

- c. Nominate and elect the officers of the Board;
 - d. Run for and hold elected office on the Board;
 - e. Request a recall or circulate a recall petition against any member of the Board;
 - f. Vote on these by-laws and any amendments to these by-laws.
2. Members are responsible for supporting and furthering the goals of the Association.

ARTICLE X: BOARD ROLES AND RESPONSIBILITIES

1. The Board shall be responsible for the following:
 - a. Appointing committee chairpersons and establishing ad hoc committees as necessary;
 - b. Oversee the work of the Association's committees;
 - c. Manage the affairs of Association in the best interests of the general membership;
 - d. Develop and recommend policies and programs for the Association;
 - e. Report activities at each meeting of the Association;
 - f. Represent the Association in meetings with management and/or HPHA and outside communities; and
 - g. Actively participating in the PHA Plan process via communication with or participation on the Resident Advisory Board.
2. **Terms of Office**
 - a. The general membership shall elect members of the Board for a term of three years, for a maximum of two consecutive terms.
 - b. Any Board member that serves a maximum of two consecutive terms is eligible to run for re-election after 2 years; or is eligible to run for election to another position.
 - c. Any Board member seeking office in a vacant seat must first resign his/her current position to be eligible to run for the vacant seat.

3. **Leave of Absence**
 - a. A Board member may request a leave of absence up to 30 consecutive calendar days, with a possible 30-day extension upon written approval by the Board.
 - b. The request for leave of absence and/or extension must be submitted in writing to the Board members and shall be subject to Board approval.
 - c. The Board may request an officer's resignation if the leave of absence exceeds thirty consecutive calendar days and if the leave of absence creates an undue burden on the Board, negatively impacts the effective functioning of the Board, or causes a disruption of services, programs or operations of the Association.

- d. A Board member who has resigned his/her office, is eligible to seek re-election for any future vacancies.

4. Resignation

- a. A member of the Board may resign at any time through submission of a written letter of resignation to the remaining Board members. Said resignation letter should include the Board member's office and the effective date of the resignation.
- b. A Board member's resignation shall be considered accepted upon delivery of the written letter of resignation.
- c. During a time of medical or personal emergency, a member of the Board may resign through verbal commitment over the telephone to the highest serving Board member. The caller and the receiver must have at least 1 witness to the telephone call. The Board member who receives the verbal resignation shall document the telephone call and submit it to the Board.

5. Termination from Office

- A Board member may be automatically removed from office for the following:
 - a. Unexcused absences for three consecutive Board meetings;
 - b. Convicted and incarcerated of a punishable crime or serves more than 45 consecutive days in jail/prison;
 - c. Moves from Punahale and/or is no longer a tenant and does not submit a letter of resignation prior to moving from the community;

The Board may terminate a Board member for the reasons listed above by a simple majority vote of the full Board at a regular or emergency Board meeting and by providing termination notice in writing to the Board member.

6. Conflicts of Interest

- a. Any Board member who has any financial or economic interest in a matter before the Board shall not be allowed to vote.
- b. No more than 2 members of the same household shall be allowed to hold elected office at the same time.
- c. All fiscal and operational documents that require 2 signatures shall not be signed by members of the same household or be members of the same family by blood or marriage. This includes hanai family members of the same household.

ARTICLE XI: ELECTION

The Association shall have a duly elected Board.

1. Procedure for Nominations
 - a. General elections shall be held no less than thirty (30) days prior to the beginning of the each three year term
 - b. The Board shall establish a Nomination and Election Committee to administer the election process which should consist of Board members and non-Board members. The Board shall make good faith efforts to outreach to non-Board members to participate in the election process.
 - c. The Nomination and Election Committee shall notify the general membership of the opening of nominations for officers. All voting members of the will be given no less than 30 days for nominations and elections.
 - d. The notice of nominations must include a description of the election procedures, the eligibility requirements for residents to run for office, and the dates of nominations and elections.
 - e. At a minimum, the notice must be posted in the management office and on any community bulletin board and in a consistent and conspicuous place throughout the housing complex.
 - f. The list of nominees shall be submitted to Management to confirm that the nominees are in good standing and in compliance with their lease agreement.
 - g. A member shall be allowed to run for only one office at a time. This will allow for more members to participate on the Board.
 - h. The Nomination and Election committee with work with HPHA to create the election ballot.
2. Third-Party Oversight
 - a. The Association shall use local election boards, commissions, or another independent third party to oversee elections and recall procedures to ensure that the election is conducted in a fair and open manner.
 - b. The third-party observer shall not be allowed to conduct outreach, campaign, or any other activities that would impact the results of the election.
 - c. The third-party observer shall not be any resident of federal or state public housing, be the recipient of housing assistance payments from the HPHA or any other government agency, be a member of any resident group or organization, be employed by HUD, the HPHA or its managing agents, or have any financial interest in the Association.
 - d. The Association and the HPHA shall agree on the selection of the third-party observer prior to the election.

3. Election Procedures

- a. All election process shall be conducted in a fair and open manner.
- b. The election shall be held at a place and time that is convenient for the general membership and as specified in the posted notice.
- c. The Nomination and Election Committee will post notices in consistent and conspicuous places on-site at least 30 days prior to the election.
- d. The Nomination and Election Committee shall coordinate with management for staff to check-in voters to ensure that all voters are members of the Association.
- e. The candidates who receive the most votes will be duly elected as the new officer, pending confirmation of good standing.
- f. Any election ballot with more than one vote per office shall be counted as a blank vote.
- g. Any nominee that runs for election in an uncontested race shall be required to receive at least one vote to hold office.
- h. A non-vote is a blank vote and shall not be counted for or against any person running for election.

4. Association Files and Assets

- a. All Association files, records and material assets (such as equipment, office supplies) shall be to be transferred to the new duly elected Board within two weeks after the verification of good standing and recognition by the HPHA Board of Directors.
- b. If the results of any election is contested, the former Board shall transfer all Association files and records within 5 days of the conclusion of any investigation by the HPHA and Board.
- c. Upon the close of a Board member's term, he/she shall not have free access to any financial records without the express written consent of the Board.
- d. During the period of transition, the outgoing Board shall not be authorized to terminate any services (for example utilities, supportive services, food bank distribution, use of association office) on behalf of the newly elected board.

5. Board Vacancies

- a. Any vacancy on the Board shall be filled by appointment not to exceed 6 months, or until such time that a special election is conducted, whichever is shorter. Any member can fill a vacant position through appointment by a minimum of 2/3 of Board members.
- b. An elected Board with more than one vacancy must be filled by special election and will follow the regular election procedures after the vacancy occurs.
- c. In the case of a vacancy of the President, the Vice-President shall assume the President's duties for the duration of the term of office.
- d. All those elected to fill a vacancy shall serve to the end of current term.

6. Contested Elections
- a. In the event of contested election results, the former Board shall remain in office for a period not to exceed 30 days or until such time that the inquiry or issue is resolved, whichever is shorter
 - b. Any member of the Association may contest an election by submitting a letter in writing to the Nomination and Election Committee and the HPHA. The HPHA, in cooperation with HUD, will review the election process and make a final determination on whether the election followed the proper procedures.
 - c.

7. Recall Elections
- a. Any officer may be subject to a recall for reasonable cause.
 - b. Any member of the resident association may request a recall election by circulating a petition to the general membership.
 - c. The petition must state the name of the officer and the reason for the recall election, and can only be signed by members of the association. In order for a recall election to be held, at least 10% of the voting members must sign the petition requesting the recall.
 - d. The petition should be submitted to the Board and the HPHA for review. If the persons are verified as members of the Association, HPHA will inform the Board of the need for a recall election.
 - e. A nomination and election committee will be set up to conduct the recall election. The recall election shall have the same requirements relating to posting of notices and time frame for notification to the voting membership.
 - f. The ballot shall indicate that a vote in favor of recalling the officer will result in their termination from office; a vote against the recall will result in the officer remaining on the Board.

ARTICLE XII: VOTING

1. Voting participation and procedures
- a. At the general meeting of the Association, all members shall have one vote on any matter before the general membership.
 - b. There shall be no proxy voting or absentee ballots for matters before the general membership at a general meeting.
 - c. Absentee ballots shall be allowed only for voting during election of Board members at the annual meeting and special meetings and will be made available in cooperation with the management office up to 14 days prior to the election.
 - d. Voters shall not be allowed to remove absentee ballots from the management office. Each resident requesting an absentee ballot must present a valid picture ID. Each resident shall be allowed only one absentee ballot.

- e. Accurate records shall be kept for all elections and activities related to elections for at least 3 years after the completion of elections.

2.

Votes

- a. Votes shall be cast by a show of hands on all matters before the general membership; except in cases where a role call is requested.
- b. In electing Board members, each association member may cast their votes via printed ballot and shall be allowed only one vote per each candidate.

ARTICLES XIII: DUTIES OF THE OFFICERS

1.

The PRESIDENT shall:

- a. Preside over Board and Association meetings
- b. Chair the meetings and set procedures of debate, set time limits on speakers and the number of speakers allowed to speak for and against a motion, when necessary
- c. Represent the Association in all community events
- d. Appoint chairpersons of standing and Ad Hoc committees with the written approval of the Board
- e. Oversee the work of the other officers and committees
- f. Co-sign all Association checks with the Treasurer
- g. Keep the general membership informed of all matters related to the transactions and business of the Board of Officers

2.

The VICE PRESIDENT shall:

- a. Preside over meetings and assume the responsibilities of the President in his/her absence
- b. Keep informed of all matters relating to the various standing committees
- c. Shall be a non-voting ex-officio member of all committees
- d. Work closely with the Chairperson(s) of the committee
- e. Co-sign all Association checks with the Treasurer, and/or President
- f. Assume other duties that may be required of the President, should the President become incapacitated or resign as outlined herein
- g. Perform all duties as assigned by the President

3.

The SECRETARY shall:

- a. Notify members of all general meetings
- b. Prepare and distribute minutes from general and board meetings
- c. Maintain minutes of general membership meetings for approval
- d. Record of the board and association attending each meeting will be recorded and placed in the Minutes of the meeting
- e. Perform all duties as assigned by the President
- f. Prepare and file all incoming and outgoing correspondence on behalf of the Board

4. The TREASURER shall:
 - a. Prepare written and oral financial reports for general and committee meetings
 - b. Co-sign all Association checks with the President and/or Vice- President
 - c. Be accountable for all business transactions of the Association
 - d. Receive and issue receipts for money due and payable to the Association
 - e. Deposit all money received in the name of the Association in such banks, trust companies, credit union or the Board may designate other insured depositories
 - f. Keep records of all financial transactions
 - g. Perform all duties as assigned by the President
5. The SERGEANT -AT-ARMS shall:
 - a. Preserve and keep order at Association, committee and Board meetings
 - b. Coordinate the use and set up of the meeting room
 - c. Distribute meeting materials
 - d. Assist the Secretary with the attendance sheet
 - e. Perform all duties as assigned by the President

ARTICLE XIV: COMMITTEES

4. Standing Committees

There shall be the following standing committees :

 - a. The Finance Committee will be responsible for preparing the annual budget, to assist with all fund-raisers and shall be chaired by the Treasurer.
 - b. The Hospitality Committee/Welcoming Committee will be responsible for coordinating refreshments for meeting and leis for guests.
 - c. The Recreation Committee will be responsible for the organization of activities (i.e. speakers, activities, etc.)
2. Ad-Hoc (Special) Committees(s)
 - a. An Ad-Hoc (Special) Committee may be appointed by the Board to do special work that the Association requires.
 - b. The Ad-Hoc (Special) Committee shall cease to exist after it completes its job and submits a written record of its actions.
3. Appointment of Committee Chairpersons and Members
 - a. The Executive Board shall appoint the committee chairpersons.
 - b. The Committee Chairperson shall appoint the committee members.
 - c. Committee Chairpersons shall not be allowed to limit participation in Association committees by any member in good standing.

- d. Committee Chairpersons shall be responsible for conducting outreach to obtain maximum participation necessary to successfully achieve program goals.

ARTICLE XV: FISCAL AFFAIRS

- 1. **Deposit of Funds**
All funds of the Association shall be promptly deposited into a financial institution; the Board may designate trust companies, credit union or other reliable and insured depositories as deemed appropriate.

- 2. **Checks**
 - a. All checks, drafts, endorsements, notes and evidence of debt shall be signed by at least two Board members who are designated or authorized by the Board.
 - b. All expenditures shall be made according to an approved budget.
 - c. All expenditures should be supported by meeting minutes or other appropriate form of documentation which shows that the expenditure was authorized.

- 3. **Loans**
 - a. No loans or advances or promises of payment shall be contracted or accepted on behalf of, or in the name of the Punahale Resident Association, except those contracts authorized by the Board.
 - b. No loans or advances shall be made to any person or individual using resident association funds to settle personal financial debts.

- 4. **Procurement**
 - a. An officer authorized by the Board may, in the name of and on behalf of the Association, enter into contracts, which are authorized by the Board.
 - b. The Board shall implement a procurement policy that will ensure that the resident association's funds are being expended appropriately and that all costs incurred are reasonable. For example, the resident association should not spend funds for items that can be bought at discounted rates or on sale if available.
 - c. For any expenditures that total more than \$1,000 the Board shall be required to obtain three quotes for cost, and purchase the goods or services that are determined to be the best value.

- 5. **Fiscal Year**
The fiscal year of the Association shall run from April – March of each year.

ARTICLE XVII: BY-LAWS

1. These by-laws shall be adopted and become effective and the Punahale Resident Association shall be established upon the signing of these by-laws.
2. The by-laws shall be reviewed at least once every two (2) years by the general membership which shall recommend to the Association any changes or amendments.
3. Amendments to these by-laws shall be made by an affirmative vote of a 2/3rd vote of those present at a general membership meeting of Punahale Resident Association. Any proposed amendment shall be made available in writing to all members at least three (3) weeks prior to the meeting at which adoption of the proposed amendments will be voted on.

Approved and ratified at the Punahale Resident Association's General Meeting on

February 15, 2006.

Date: September 30, 2008

Mark Gomes - President



Moha Livsey - VP



Pearl Uratani - Secretary



Anna Carlos - Treasurer



Ka'ainoa Eneana -- S of A





FOR THE KEIKI

To help keep children safe, concerned area residents have formed The Punahoe Association. The goal is to teach keiki about the negative aspects of drugs and violence and to improve community life. From left, are President Mark Gomes and Vice President Mona Livsey, in front; and Secretary Pearl Higaki-Uratali, Treasurer Anna Carlos and Sergeant-at-arms Kaainoa Enaena, in back row. Donations toward the group's efforts are welcomed. Contact Gomes at 990-8663.

Executive Director's Report
November 20, 2008

Highlights:

A. FY 2009 Budget

Year to Date (YTD) Financial Variance Report by Program for September, 2008
(see ED Report pages 22 - 24) [Fiscal Management Office report from emPHAsys].

- Total positive cash flow of \$10,068,681.
 - Cash basis reporting underreports liabilities not yet paid.
 - Target is to achieve accrual reporting by 12/31/08.
 - Rental program income "Budget" column based on FY2007 collections.
 - "Actual" columns based on 100% charges to tenants.

Rent Collection Rate from 7/01/08 – 10/31/2008 (see ED Report page 25) [Property Branch report from emPHAsys].

- Federal data show 97.33% rental collection rate over first 4 months.
 - Dollar amount collected for federal public housing [\$5,445,405] extrapolated over 12 months would total [\$16,336,215].
 - This is \$453,000 less than budgeted income [\$16,778,000].
 - 2009 Turnaround Plan depends on HPHA earning \$900,000 more than budget by increased occupancy [95%] and increased collections [95%].
 - The collections percentage (Federal) is currently 97%, but occupancy is still at 93%.
 - The collections percentage (State) is currently 100%, but occupancy is still at 90%. (see ED Report page 26)

HPHA Island Overview Report as of 10/31/08 Federal (see ED Report page 27)

HPHA Island Overview Report as of 10/31/08 State (see ED Report page 28)

Vacant Units Repairs Federal and State combined (see ED Report pages 29 - 30)

[manually compiled reports from Special Teams, Derek Kimura; Construction Management Services, Marcel Audant; Property Branch, Stephanie FoJ]

- 253 "old vacant units" of 535 units vacant as of 6/30/08 have been repaired in four months.
- Remaining 282 scheduled to be repaired by 6/30/09 (58 to be under contract but not completed by then).
- Since 7/1/08 127 additional units became vacant, 28 repaired; 99 unrepaired. AMPs responsible to keep up with turnarounds of newly vacated units.
- Positive follow up meetings have been held with HGEA and UPW to evaluate progress of 2009 Turnaround Plan.

B. Fiscal Management Office

- Audit reports to independent auditors delayed to 11/17/08, still in time to meet state deadlines.
- Nancy McWaters, emPHAsys trainer, reports significant improvements in attitudes and performance of staff/management.
- Submittal of HUD Financial Data Schedules (FDS) planned for December 2008.

C. Mixed Income Redevelopment Update

- Request for Proposal for consultant is being worked on.

D. Legislative Briefing – November 5, 2008

- Executive Director participated in the informational briefing of the Senate Committee on Human Services and Public Housing and the Housing Committee on Human Services and Housing. The purpose of the briefing is to update the public and the legislature on the progress made in vacant unit repairs and status of repair and maintenance projects.
- Senator Suzanne Chun Oakland and Representative Karl Rhoads conducted the briefing.
- There were 2 presentations from the public: 1) Waianae Community Outreach discussed concerns regarding HPHA's readmission policies; and 2) Durrant Media Five presented its Strategic Asset Services.
- Concerns/questions raised by the Legislators included:
 - Monitoring of the security guard contract at Mayor Wright Homes. The HPHA has since met with the security company regarding various issues and will receive an update on its investigations by the end of November 2008.
 - Monitoring of resident participation funds and use by resident associations. The HPHA is conducting ongoing monitoring of resident participation funds and will submit reports to the Legislature as requested.
 - Tenant monitoring program update. The HPHA is in the process of drafting the program rules and requirements, identifying pilot project sites, and interested residents. Anticipated start date: January 2009
 - Status on the implementation of Act 34 (regarding consumption of alcohol in the common areas of public housing). As reported at the briefing, the HPHA continues to meet with the Community Prosecutors and the Honolulu Police Department on the implementation of Act 34. The HPHA will send at least 2 notices to all tenants before the January 1, 2009 effective date.

E. Property Management & Maintenance Services Branch

- *Time to fill units has significantly improved to 8.5 days, due to increase in pools of rent ready families (now totaling 160 families) by Applications special team.*
- Number of delinquent tenants and amounts owed are increasing.
- Collections team will focus on collections and evictions at AMPs that show high delinquencies.
- Still working on hiring tenant monitors to assume after hours contacts duties.

F. Resident Community Meetings Status

- Meetings were held at all 16 AMPs.
- At least one HPHA Board member attended each meeting.
- Resident turn out was good, thanks in part to community organizing by Jun Yang of FACE (Faith Action for Community Equity).
- Notes and materials are posted on the HPHA website. The next round of community meetings (twice per year) will start in January

2009. Staff is working to address issues and will report on accomplishments during the next round of meetings.

G. Construction Management Branch

- Kuhio Park Terrace Tower B Elevator #5 repaired at cost of \$138,931 on 5/15/08 by Kone maintenance firm.
- #5 inoperable since 8/26/08, leaving only one elevator servicing Tower B.
- Elevator consultant evaluating Kone's report of #5 repairs and causes of failure.
- Elevator manufacturer to provide estimate of cost to maintain and repair #5.
- Maintenance services contract for all elevators being rebid due to contractor's failure to renew 3-year contract on time.
- Kuhio Park Terrace elevator modernization contract cancelled by State Procurement Office rebid on 11/12/08.

H. Homeless Programs

- Villages of Maili targeted to open December 2008.

I. Personnel Office

- Currently HPHA has 273 full time employees statewide and 99 vacant positions.
- Continue to recruit 21 critical full-time positions.
- During the month of October critical positions were filled: Chief Financial Management Financial Advisor, Fiscal Officer, Budget Analyst IV (89 day appointment) and Hearings Officer.
- MD Strum training for PMMSB on Asset Management and Budgeting.
- FMO Staff training of Emphasys software.

J. Reports

- Elevator Repair Report – page 31
- Hearings-Results of Eviction Referrals – page 32
- Procurement including contract status - page 33
- Section 8 Subsidy Program Branch – pages 34 - 35
- Homeless Programs Branch - page 36
- Personnel Issues – pages 37 - 41

**YTD Financial Variance Report by Program
September 2008**

Federal Low Rent:

Rental Program revenues show a negative YTD variance to budget of <\$57K> with the major shortfall occurring in Hilo AMP. All rental incomes will need to show increases to budgeted guidelines in order to overcome the net loss in the annual budget. **Subsidy Income** is <\$1.0M> below budget and this negative variance is distributed among all the AMPs. The present monthly draw-downs will be adjusted upward for the 2nd quarter of the fiscal year because of the change in pro-ration by HUD.

Expenses show a positive variance to budget YTD of \$2.3M but accruals for items such as bad debt, insurance, and other general expenses totaling \$1.4M are not being recorded on the cash basis reporting method. We are presently reviewing these expenses to determine the proper accrual amounts. Wages and benefits also show savings to budget of \$211K and we will need to compare the actual costs to the staffing guides to detail position variances.

State Family Program:

Rental Program is slightly ahead of budget. **Expenses** show a \$223K positive variance to budget due to COCC fee transfers which still need to be recorded. In addition bad debt expenses still need to be accrued.

State Elderly Program:

Program revenues and expenses are in line with budgeted expectations. However, COCC fee transfers will need to be recorded for this program.

Section 8 Housing Choice Voucher:

Revenue shortfalls total <\$312K> due to decrease in subsidy payments as a result of under leasing of rental units. **Expenses** show an \$898K positive variance to budget due to decrease in costs for housing assistance payments of \$736K.

Section 8 Project Based Program:

Revenues show an increase to budget of \$545K due to increases in subsidy receipts. **Expenses** show a negative variance to budget of <\$431K> due to increased housing assistance payment expenditures of <\$545K> but this is partially offset by savings of \$276K in fees which still need to be accrued.

State Rent Supplement:

Revenues, in total show a slight \$11K increase to budgeted expectations. Expenses show a positive variance to budget of \$9K because of lower other general expenses which is due to lack of fee accruals.

Homeless Programs:

Subsidy incomes show an increase of \$6.9M due to \$12M a state allotment recorded in July. This subsidy is actually for the whole year. Expenses are down <\$3.1M> due to a reduction in administrative other expenses. In addition, fees expenses need to be accrued as well as administrative benefits.

Central Office Cost Center:

Revenues were down \$608K to budget as not all budgeted fees have been charged out to other funds. We are presently reviewing the additional budgeted charge outs prior to transferring to other funds. Expenses show an increase to budget of <\$624K> due to increased utilities expenses <\$329K> and wages/benefits <\$133K> which need to be researched.

Capital Fund:

Subsidy income of \$2.1M partially offset expenditures of \$2.9M. These are not actual operating costs and income and expenses will offset after timing differences are negated.

HAWAII PUBLIC HOUSING AUTHORITY
G/L BUDGET COMPARISON REPORT
MAJOR PROGRAMS

Sep-08			
Budget	Actual	Difference	%

Year-To-Date			
Budget	Actual	Difference	%

Total Year Budget

Federal Low Rent Program

Rental Program	1,412,527	1,382,741	(29,786)	98%	4,237,581	4,179,924	(57,657)	99%	16,950,324
State and Federal Subsidy	1,614,756	1,283,542	(351,214)	78%	4,844,268	3,834,166	(1,010,102)	79%	19,377,072
Other Revenue	36,705	30,670	(6,035)	84%	110,115	77,375	(32,740)	70%	440,460
Expenses	3,192,147	3,285,261	(93,114)	103%	9,576,441	7,205,824	(2,370,617)	75%	38,305,764
NET PROFIT	(128,159)	(608,308)	(480,149)	475%	(394,477)	885,641	1,270,118	-230%	-1,537,808

State Family Program

Rental Program	65,981	74,628	8,647	113%	197,943	217,508	19,565	110%	791,772
State Subsidy	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0
Other Revenue	190	1,137	947	598%	570	3,183	2,613	558%	2,280
Expenses	200,204	92,736	107,468	46%	600,612	377,610	223,002	63%	2,402,448
NET PROFIT	(134,033)	(16,970)	117,063	13%	(402,099)	(156,919)	245,180	39%	(1,608,396)

STATE ELDERLY PROGRAM

Rental Program	156,034	159,484	3,450	102%	468,102	472,764	4,662	101%	1,872,408
State Subsidy	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0
Other Revenue	0	266	266	#DIV/0!	0	(5,500)	(5,500)	#DIV/0!	0
Expenses	200,619	90,491	110,128	45%	601,857	600,459	1,398	100%	2,407,428
NET PROFIT	(44,585)	69,259	113,844	-155%	(133,755)	(133,195)	560	100%	(535,020)

SECTION 8 HOUSING CHOICE VOUCHER

Federal Subsidy	1,687,210	1,582,899	(104,311)	94%	5,061,630	4,748,697	(312,933)	94%	20,246,520
Other Revenue	188,135	144,098	(44,037)	77%	564,405	527,991	(36,414)	94%	2,257,620
Expenses	1,899,114	1,675,739	223,375	88%	5,697,442	4,799,316	898,026	84%	22,789,368
NET PROFIT	(23,769)	51,258	75,027	-216%	(71,307)	477,372	548,679	-669%	(285,228)

SECTION 8 PROJECT BASED PROGRAM

Federal Subsidy	1,499,994	102,600	(1,397,394)	7%	4,499,982	5,045,259	545,277	112%	17,999,928
Other Revenue	131,441	147,235	15,794	112%	394,523	425,879	31,556	108%	1,577,292
Expenses	1,621,681	1,905,408	(283,727)	117%	4,865,043	5,296,537	(431,494)	109%	19,460,172
NET PROFIT	9,754	(1,655,573)	(1,665,327)	-16973%	29,262	174,601	145,339	597%	117,048

STATE RENT SUPPLEMENT

State Subsidy	0	0	0	#DIV/0!	0	248,341	248,341	#DIV/0!	0
Other Revenue	98,794	0	(98,794)	0%	296,382	59,916	(236,466)	20%	1,186,528
Expenses	103,768	97,813	5,955	94%	311,304	301,565	9,739	97%	1,245,216
NET PROFIT	(4,974)	(97,813)	(92,839)	1966%	(14,922)	6,692	21,614	-45%	(59,686)

HOMELESS PROGRAMS

State and Federal Subsidy	1,818,167	0	(1,818,167)	0%	5,454,501	12,394,644	6,940,143	227%	21,818,004
Other Revenue	101,155	35,580	(65,575)	35%	303,465	105,342	(198,123)	35%	1,213,860
Expenses	1,906,498	947,631	958,865	50%	5,719,488	2,597,374	3,122,114	45%	22,877,952
NET PROFIT	12,826	(912,051)	(924,877)	-7111%	38,478	9,902,612	9,864,134	25736%	153,912

CENTRAL OFFICE COST CENTER

Other Revenue (Fees)	482,894	274,540	(208,354)	57%	1,448,683	840,647	(608,036)	58%	5,794,733
Expenses	521,712	673,184	(151,472)	129%	1,565,137	2,189,305	(624,168)	140%	6,260,548
NET PROFIT	(38,818)	(398,644)	(359,826)	1027%	(116,454)	(1,348,658)	(1,232,204)	1158%	(465,815)

SUB-TOTAL OPERATIONS

	(351,758)	(3,568,842)	(3,217,084)	1015%	(1,055,274)	9,808,147	10,863,420	-929%	6,211,225
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CAPITAL FUND

State and Federal Subsidy	4,606,353	0	(4,606,353)	0%	13,819,059	2,135,226	(11,683,833)	15%	55,276,236
Expenses	4,606,353	933,760	3,672,593	20%	13,819,059	2,929,966	10,889,093	21%	55,276,236
NET PROFIT	0	(933,760)	(933,760)		0	(794,739)	(794,739)		0

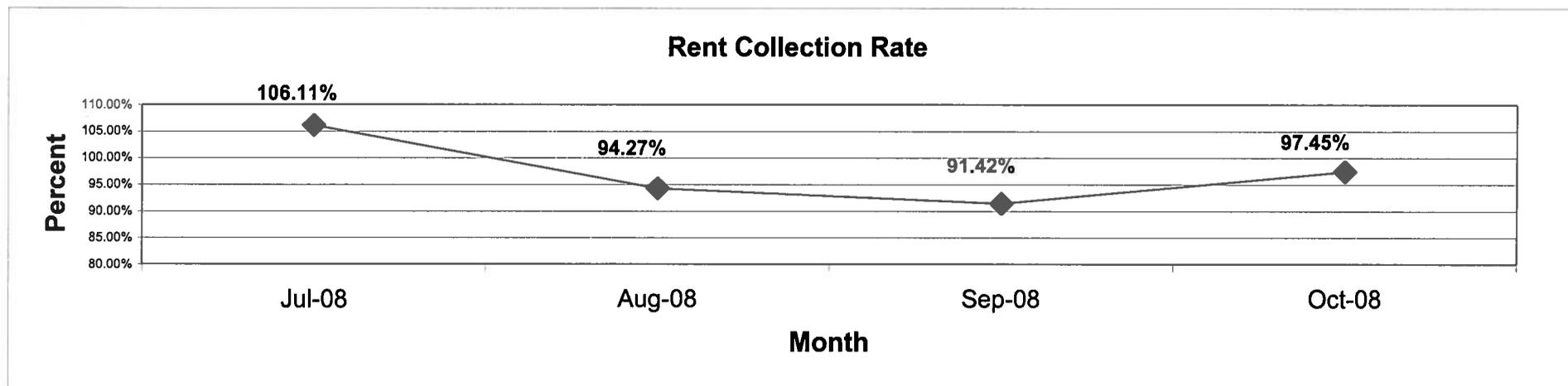
GRAND TOTAL AGENCY

	(351,758)	(4,502,602)	(4,150,844)	1280%	(1,055,274)	9,013,407	10,068,681	-854%	(4,221,095)
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FEDERAL PUBLIC HOUSING

Rent Collection Rate from 07/01/2008 to 10/31/2008

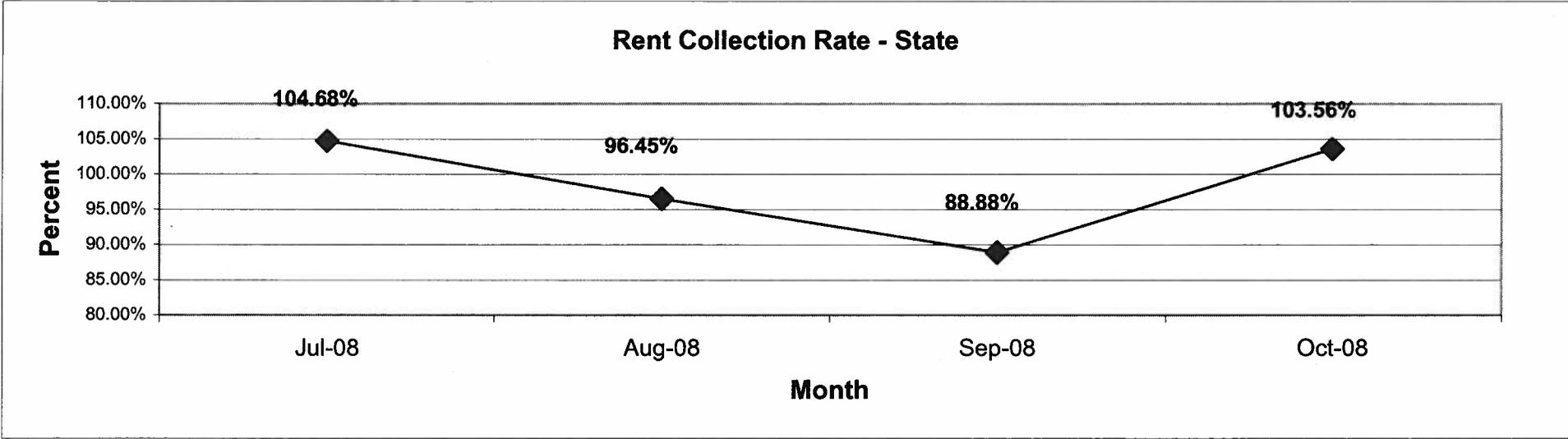
	Jul-08			Aug-08			Sep-08			Oct-08			Total		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	\$ 115,501.80	\$ 119,449.48	103.42%	\$ 118,139.43	\$ 110,018.10	93.13%	\$ 119,940.32	\$ 107,424.20	89.56%	\$ 115,805.00	\$ 112,651.67	97.28%	\$ 469,386.55	\$ 449,543.45	95.77%
Kauai	\$ 77,681.00	\$ 75,888.71	97.69%	\$ 72,581.88	\$ 75,606.72	104.17%	\$ 75,099.00	\$ 72,970.09	97.17%	\$ 76,097.67	\$ 81,561.74	107.18%	\$ 301,459.55	\$ 306,027.26	101.52%
Maui	\$ 47,242.00	\$ 45,173.29	95.62%	\$ 46,418.00	\$ 47,288.59	101.88%	\$ 45,363.50	\$ 38,933.14	85.82%	\$ 44,320.00	\$ 45,240.18	102.08%	\$ 183,343.50	\$ 176,635.20	96.34%
Oahu	\$ 1,162,504.22	\$ 1,248,176.72	107.37%	\$ 1,174,460.74	\$ 1,097,785.82	93.47%	\$ 1,138,433.16	\$ 1,041,198.82	91.46%	\$ 1,165,018.83	\$ 1,126,037.93	96.65%	\$ 4,640,416.95	\$ 4,513,199.29	97.26%
Total	\$ 1,402,929.02	\$ 1,488,688.20	106.11%	\$ 1,411,600.05	\$ 1,330,699.23	94.27%	\$ 1,378,835.98	\$ 1,260,526.25	91.42%	\$ 1,401,241.50	\$ 1,365,491.52	97.45%	\$ 5,594,606.55	\$ 5,445,405.20	97.33%



STATE PUBLIC HOUSING

State Rent Collection Rate from 07/01/2008 to 10/31/2008

	Jul-08			Aug-08			Sep-08			Oct-08			Total		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	11,190.00	11,046.23	98.72%	10,114.00	8,885.00	87.85%	10,784.00	8,577.00	79.53%	10,794.00	8,757.00	81.13%	173,313.78	165,217.46	95.33%
Kauai	5,944.00	5,247.05	88.27%	6,149.00	6,044.95	98.31%	5,936.00	5,191.00	87.45%	6,574.00	6,314.62	96.05%	87,967.00	87,481.57	99.45%
Maui	3,828.00	3,963.32	103.54%	4,530.00	4,147.94	91.57%	4,597.00	4,386.00	95.41%	3,555.00	2,763.00	77.72%	67,118.00	62,486.25	93.10%
Oahu	203,482.00	214,688.62	105.51%	210,722.00	204,218.97	96.91%	213,300.00	190,372.64	89.25%	209,265.00	220,536.57	105.39%	3,260,322.11	3,279,139.91	100.58%
Total	\$ 224,444.00	\$ 234,945.22	104.68%	\$ 231,515.00	\$ 223,296.86	96.45%	\$ 234,617.00	\$ 208,526.64	88.88%	\$ 230,188.00	\$ 238,371.19	103.56%	\$ 3,588,720.89	\$ 3,594,325.19	100.16%



Federal LIPH
 HPHA Island Overview Report
 As of October 31, 2008

Executive Director's Report, November 2008

Island	Occupancy					Monthly Activity				Federal Waiting List	
	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly
Hawaii	602	532	88.37%	70	6	9	17	3	0	1,366	215
Kauai	313	302	96.49%	11	0	3	3	0	1	106	46
Maui	196	139	70.92%	57	1	1	2	0	0	159	55
Oahu	4,038	3,829	94.82%	209	54	26	37	6	2	6,388	1,639
Total	5,149	4,802	93.26%	347	61	39	59	9	3	8,019	1,955

Island	Non Vacated Delinquencies				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	97	\$ 49,973.27	59	\$ 95,688.00	\$ 115,805.00	\$ 112,651.67	97.28%
Kauai	31	\$ 14,097.32	13	\$ 25,121.67	\$ 76,097.67	\$ 81,561.74	107.18%
Maui	34	\$ 23,636.00	47	\$ 88,941.90	\$ 44,320.00	\$ 45,240.18	102.08%
Oahu	569	\$ 327,274.63	354	\$ 869,334.66	\$ 1,165,018.83	\$ 1,126,037.93	96.65%
Total	731	\$ 414,981.22	473	\$ 1,079,086.23	\$ 1,401,241.50	\$ 1,365,491.52	97.45%

State IIPH
 HPHA Island Overview Report
 As of October 31, 2008

Executive Director's Report, November 2008

Island	Occupancy *				Monthly Activity				Federal Waiting List		
	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes Rent Ready)	Units Rent Ready at end of month	Units Vacated (includes Transfers)	Units Filled (includes Transfers)	Transfers	Evictions	Family	Elderly
Hawaii	56	30	53.57%	26	0	1	0	3	0	1,246	0
Kauai	26	24	92.31%	2	0	0	1	0	0	57	0
Maui	33	29	87.88%	4	0	1	1	0	0	38	0
Oahu	750	699	93.20%	51	28	3	11	2	0	8,602	486
Total	865	782	90.40%	83	28	5	13	5	0	9,943	486

* Please notice that there is 4 units from 2209 and 1 unit from 6581 missing in this calculation

Island	* Non Vacated Delinquencies				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	10	\$ 4,375.00	13	\$ 15,363.84	\$ 10,794.00	\$ 8,757.00	81.13%
Kauai	4	\$ 855.00	1	\$ 409.46	\$ 6,574.00	\$ 6,314.62	96.05%
Maui	8	\$ 1,835.00	17	\$ 15,450.53	\$ 3,555.00	\$ 2,763.00	77.72%
Oahu	33	\$ 23,194.00	71	\$ 322,925.65	\$ 209,265.00	\$ 220,536.57	105.39%
Total	55	\$ 30,259.00	102	\$ 354,149.48	\$ 230,188.00	\$ 238,371.19	103.56%

* Missing 44,625.80 from 6 records older than 90 from Project 2203

VACANT UNITS AS OF 6/30/08

VACANT UNIT REPAIRS

Vacant Unit Completion Status

11/13/2008 A

Project	Actual						Projected										
	Vacant Units	Completed	To Be Completed	Assigned to AMP, Team, Others	Assigned to CMS	Assigned to CMS/Team	Aug. 2008	Sept. 2008	Oct. 2008	Nov. 2008	Dec. 2008	Jan. 2009	Feb. 2009	Mar. 2009	Apr. 2009	May 2009	June 2009
AMP 30 (Halawa)	4	4	0	0	0			1 A									
AMP 31 (Kalihi Valley Homes)	130	81	49	0	49	0	3 T	16 C/T	12 C/T					27 C			22 C (2/10)
AMP 32 & 33 (Mayor Wright Homes)	26	16	10	1	9		3 A	3 A		1 A	5 C				4 C		
AMP 34 (Kalakaua)	22	5	17	4	3	10	2 A			4 T						10 C/T	3 C
AMP 35 (Punchbowl)	44	12	32	1	4	27			11 A	1 A	31 C/T						
AMP 37 (Hilo)	49	4	45	13	32		1 A	2 A		16 C	10 T	7 C/T				12 C	
AMP 38 (Kauai)	22	12	10	2	8		3 A	2 A	1 A			2 A			4 C		4 C
AMP 39 (Maui)	61	31	30	17	13		11 C/A	12 C			7 V/C	4 C		19 C/T			
AMP 40 (Kuhio Park Terrace)	32	8	24	0	24				2 A							1 A/C	23 C
AMP 43 (Kona)	33	28	5	2	3							5 C/T					
AMP 44 (Leeward Coast)	25	4	21	12	9							12 I/A			7 C		2 C
AMP 45 (Windward Oahu)	22	10	12	12	0				3 A	1 T/A		12 T/A					
AMP 46 (North Hawaii)	31	13	18	16	2		3 A	2 A	5 A			6 A	10 A				2 C
AMP 48 (Waipahu)	14	14	0	0	0				12 A/V								
AMP 49 (Wahiawa/Waialua)	17	9	8	6	2						6 T						2 C
AMP 50 (Palolo)	3	2	1	0	1		2 V					1 C					
Total	535	253	282	86	159	37	28	53	32	22	71	31	16	46	27	11	58

A - AMP
 C - CMS
 I - Inmates (Dept. of Public Safety)
 T - Team
 V - VIP (Volunteers)
 () - Did Not Complete

Vacant Unit Completion Status
 Units Vacated After July 1, 2008
 As of 10/31/08

Project	Actual Unit Status		1st Quarter (July - Sept)	Projected Repair/Construction Schedule								
	Vacant Units	To be Completed	Units Completed	Nov '08	Dec '08	Jan '09	Feb '09	Mar '09	Apr '09	May '09	Jun '09	FY 09-10
AMP 30 (Halawa)	3	2	1									
AMP 31 (Kalihi Valley Homes)	11	8	3									
AMP 32 & 33 (Mayor Wright Homes)	10	6	4									
AMP 34 (Kalakaua)	8	7	1									
AMP 35 (Punchbowl)	21	16	5									
AMP 37 (Hilo)	17	16	1									
AMP 38 (Kauai)	9	9	0									
AMP 39 (Maui)	16	16	0									
AMP 40 (Kuhio Park Terrace)	5	3	2									
AMP 42 (State Elderly)	1	1	0									
AMP 43 (Kona)	4	2	2									
AMP 44 (Leeward Coast)	2	0	2									
AMP 45 (Windward Oahu)	3	3	0									
AMP 46 (North Hawaii)	2	2	0									
AMP 48 (Waipahu)	7	0	7									
AMP 49 (Wahiawa/Waiialua)	7	7	0									
AMP 50 (Palolo)	1	1	0									
Total	127	99	28									

Elevator Repair Report: Hawaii Public Housing Authority Elevators reported as of 10/28/08

Name	Type	Elevator No.	Repair	No. and duration of Repairs to Elevator for month of September			No. and duration of Repairs to Elevator between 7/1/07 to 9/30/08			Start Date	Date or Estimated Completion of Major Repair	Total Repair Cost as of Report Date
				Less than one day	2 to 7 days	More than 7 days	Less than one day	2 to 7 days	More than 7 days			
Kuhio Park Terrace A	Family	1		2	1		24	3	2			\$ 112,378.75
		2		1	1		11	4	2			\$ 68,027.85
		3					2					\$ 2,475.06
Kuhio Park Terrace B	Family	4	Parts used to repair #5	Cannot be repaired.					1	06/29/07	Cannot be repaired.	
		5	Elevator was repaired and worked since 05/15/08	Cannot be repaired. Elevator is down since 08/26/08			12	1	2			\$ 138,931.39
		6		1			41					\$ 5,362.50
Paoakalani	Elderly	1					2					
		2					1		1			\$ 17,038.90
Kalaka'aua Home	Elderly	1					12	1	1			
		2		1			5	1				\$ 14,538.60
Ho'olulu Elderly	Elderly	1							1			\$ 12,140.20
		2		1			2					
Kalanihua	Elderly	1					13	1	1			\$ 27,626.25
		2					15					137.5
Kamalu Elderly	Elderly	1					5	2	1			\$ 9,330.00
		2					3					
Makamae	Elderly	1					2		1			\$ 2,722.51
		2										
Makua Aili	Elderly	1					7	2	1			\$ 137.50
		2					3					
Punchbowl Homes	Elderly	1					8	2				\$ 23,350.78
		2					6	1	1			\$ 137.50
Banyan St Manor	Family	1					3					\$ 2,722.51
Hale Pool	Elderly	1					5	2				\$ 137.50
		2					2					
Halia Hale	Elderly	1					1					\$ 3,323.02
Kulaokahua	Homeless	1					3					
Laiola	Elderly	1					1					
		2					4					
Punehana	Elderly	1					6	2				\$ 17,726.24
		2					5					\$ 240.63
Salt Lake Apts	Family	1					2					\$ 23,350.78
Wilikina Apts	Family	1					5	1				\$ 3,323.02
		2					4					\$ 17,038.90
Total		34		8	2	0	223	24	15			\$ 502,197.88

Total Cost for Repairs to date \$ 502,197.88

RESULTS OF EVICTION REFERRALS

July 2007 – October 2008

MONTH	REFERRALS			RESULT OF EVICTION REFERRAL					
	TOTAL	REASON FOR REFERRAL		Eviect	Eviect with Cond	10-day Cure	Dismiss	Continued	Completed
July 07	21	Rent 11	Other 10	9	3	2	0	7	14
Aug 07	12	7	5	2	5	2	1	2	10
Sept 07	13	7	6	6	1	0	0	6	7
Oct 07	13	5	8	6	3	2	0	2	11
Nov 07	21	15	6	12	3	1	1	4	17
Dec 07	3	2	1	1	0	1	1	0	3
Jan 08	10	10	0	5	3	0	0	2	8
Feb 08	10	9	1	3	2	1	0	4	6
Mar 08	7	6	1	2	1	1	0	3	4
Apr 08	30	27	3	9	13	0	1	7	23
May 08	14	11	3	4	6	0	0	4	10
June 08	12	9	3	6	2	0	1	3	9
July 08	0	0	0	0	0	0	0	0	0
Aug 08	13	9	4	5	2	0	1	5	8
Sept 08	14	12	2	4	2	1	3	4	10
Oct 08	22	15	7	5	7	0	2	8	14
TOTALS	215	155	60	79	53	11	11	61	154

**Contract & Procurement Office
Monthly Status Report for October 2008**

Solicitations Issued in October 2008

Solicitation No.	Project	Deadline
Job No. 07-022-163-F	Invitation for Bids for Roof and Miscellaneous Repairs at Nani Olu	November 20, 2008
Job No. 07-023-153-F	Invitation for Bids for Roof and Miscellaneous Repairs at Hale Hookipa	November 20, 2008

Contracts Executed in October 2008

Contract No.	Contractor & Project	Amount
CMS 08-26 SA01	Constructors Hawaii Physical Improvements to Lanakia Demolition of Phase III & IV October 7, 2008 to November 10, 2008	\$24,840.00
CMS 08-37	GYA Architects, Inc. Kalihi Valley Homes Site & Dwelling Improvements October 20, 2008 to January 3, 2011	\$651,971.00
PMB 08-06-SA01	Realty Laua, LLC Property Management & Maintenance Services for Banyan Street Manor November 1, 2008 – January 31, 2009	\$75,342.00
PMB 08-07-SA01	Realty Laua, LLC Property Management & Maintenance Services for Wilikina Apartments November 1, 2008 – January 31, 2009	\$179,502.00

Status Reports:

1. Sale of Wilikina Apartments
 - a. The Dept of the Attorney General (AG) is currently reviewing the purchase and sales agreement and anticipates the review to be completed in time for the November board meeting.
 - b. Upon approval of the purchase and sales agreement by the AGs, the HPHA will execute the agreement with the buyer. The buyer will then be able to apply for tax credits and arrange for the financing of the purchase
 - c. Target date for completion of the sale is April 2009.
 - d. Staff shall continue to communicate with and monitor A&M's activities to avoid delay of the sale of the property.

2. Sale of Banyan Street Manor
 - a. The HPHA's real estate advisor, Alvarez & Marsal Real Estate Advisory Services (A&M), will submit draft Request For Proposal (RFP) to the HPHA for review and comment.
 - b. A&M is currently on schedule to issue the RFP in November 2008.
 - c. Staff will continue to communicate with and monitor A&M's activities to avoid any delay of the issuance of the RFP.

3. Sale of Vacant Parcel, Hana, Maui – Procurement Timeline:
 - a. A solicitation for a real estate company to assist with the sale of the vacant parcel was conducted on the State Procurement Office's electronic procurement system, HePS, with bids due on 10/31/08.
 - b. Staff is prepared to award Hana Coast Realty upon submission of the required certifications. Receipt of the certifications is expected by 11/28/08.
 - c. Hana Coast Realty has indicated that listing the property as late as December 2008 will not impact the sale. From their past experience, potential buyers from the mainland begin to arrive in December.

Section 8 Subsidy Programs Branch
Program Report

As of October 31, 2008

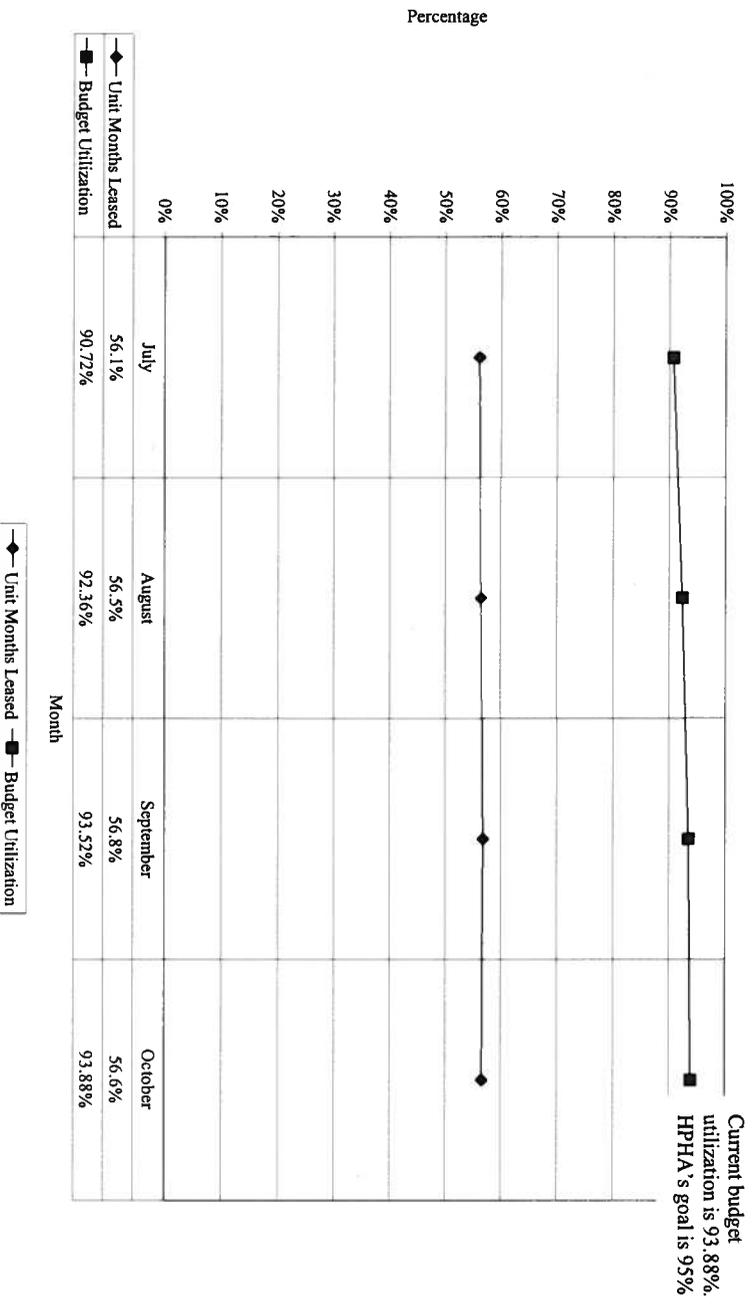
Federal Housing Choice Voucher (Section 8) Program

2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly voucher lease up is 1,729 or 56.52% of the total 3,058 baseline vouchers.
- The Housing Assistance Payments (HAP) unadjusted average annual budget utilization is 92.62% of the total annual allocated budget of \$18,994,788 or \$1,582,899 per month.
- The monthly average per unit cost subsidy is \$848.00 per month. The amount reflects the difference between what the family pays towards rent and the approved payment standard. Payment standards vary among bedroom sizes.
- October 2008 subsidy payments show a 0.36% monthly increase in subsidy expenditures from the previous month and a .2% decrease in voucher usage beginning the 1st of the month and a .5% increase in voucher usage ending October 31, 2008.
- The values for previous reports may not be the same as currently reported due to retroactive adjustments in lease up and subsidy payments.

Monthly Report (Monthly Snapshots)

FY 2009 Section 8 Budget Utilization and Unit Months Leased



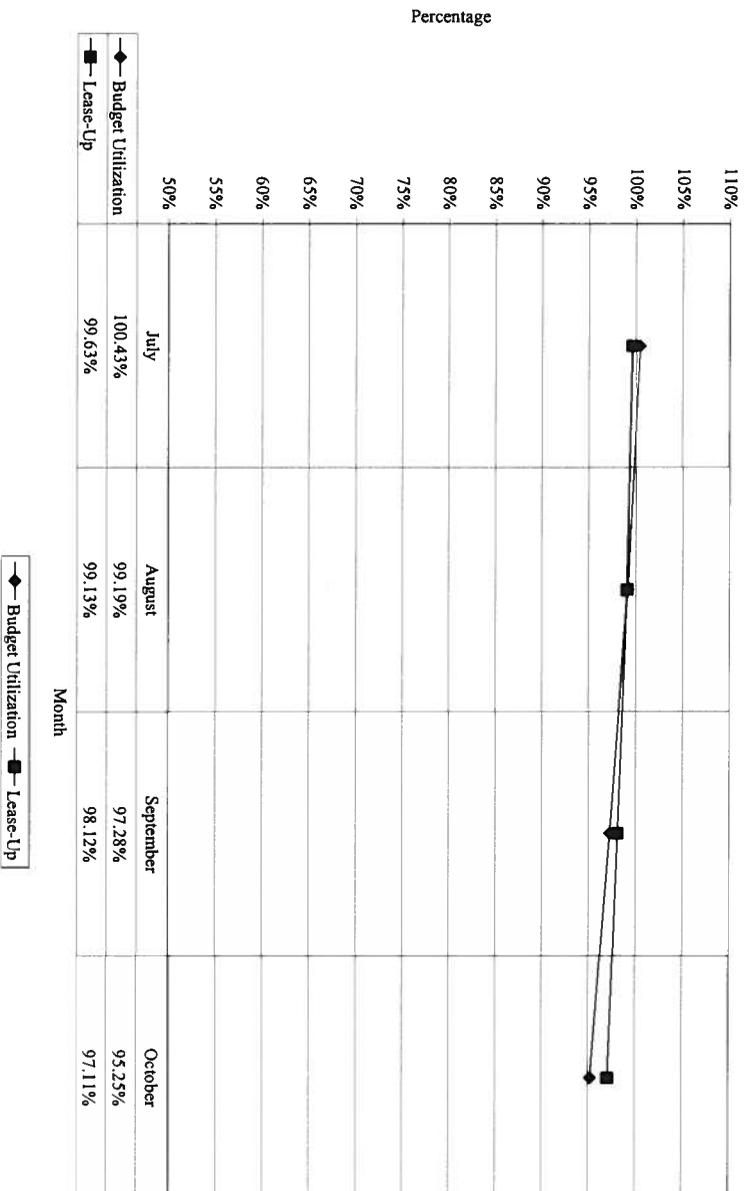
State Rent Supplement Program

2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly lease up is 384 families or 96.7% of the total 403 possible families when based on the average subsidy payments.
- The Rent Supplement unadjusted average annual budget utilization is 98.04% of the total annual allocated budget of \$924,720 or \$77,060 per month.
- The monthly average per unit cost subsidy is \$194.00 per month. The amount reflects the difference between what the family pays towards rent and the maximum subsidy amount of \$230.00 per month.
- October 2008 Rent Supplement Subsidy payments show a 2.03% monthly decrease in from the previous month due to 4 families who left the program, which caused a reduction in the budget utilization.
- The program is expected to place one family on the program and anticipating contacting an additional 10 to 15 families off the Oahu Rent Supplement wait list.
- The values for previous reports may not be the same as the current reported due to retroactive adjustments in lease up and subsidy payments.

Monthly Report (Monthly Snapshots)

FY 2009 Rent Supplement Program Budget Utilization and Lease Up



HOMELESS PROGRAMS BRANCH

I. ACCOMPLISHMENTS

A. Shelter Management

1. Weinberg Village Waimanalo (Waimanalo, Oahu)
 Family Shelter
Oct 2008
 Total number of units: 30
 No. of vacant units: 0
 Wait List 59

2. Nakolea (McCully, Oahu)
 Working singles
Oct 2008
 Total number of units: 88
 No. of vacant units: 0
 Wait List 2

3. Kulaokahua (Makiki, Oahu)
 Single homeless seniors
Oct 2008
 Total number of units: 29
 No. of vacant units: 0
 Wait List 26

4. Next Step Shelter (Kakaako, Oahu) Oct 2008
 Emergency shelter for singles and families
 Total number of units: 175
 No. of vacant units: 14 singles
 Wait List n/a
 Next Step - Puahala
 Total number of units: 14
 No. of vacant units: 0
 Wait List n/a

5. Oneleu'ena (Kalaeloa, Oahu) Oct 2008
 Emergency shelter for singles and families
 Total number of units: 64 family/2 dorms
 No. of vacant units: 4 single beds
 Wait List 61 singles/28 families

6. Onemalu (Kalaeloa, Oahu) Oct 2008
 Transitional shelter for singles and families
 Total number of units: 44
 No. of vacant units: 6
 Wait List 112

7. Hale Ulu Pono (Kalaeloa, Oahu) Oct 2008
 Homeless mentally ill singles
 Total number of units: 72
 No. of vacant units: 7 beds
 Wait List 29

8. Paiolu Kaaialu (Leeward Oahu) Oct 2008
 Emergency shelter for singles and families
 Total number of units: 125
 No. of vacant units: 10 singles
 Wait List n/a

**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
STAFFING REPORT**

As of November 3, 2008

Branch	Section	Total Full Time Positions			Occupied		Vacant		% Vacant	Active Recruitment	
		Civil Svc	Exempt	Total	8	0	0	0		0.00%	Yes
Office of the Executive Director		5	3	8	8	0	0	0.00%	0	0	
		5	3	8	8	0	0	0.00%	0	0	
		5	3	8	8	0	0	0.00%	0	0	
Planning and Evaluation Office		1	2	3	0	3	3	100.00%	1	2	
		1	2	3	0	3	3	100.00%	1	2	
		1	2	3	0	3	3	100.00%	1	2	
Compliance Office		1	3	4	2	2	2	50.00%	1	1	
		1	3	4	2	2	2	50.00%	1	1	
		1	3	4	2	2	2	50.00%	1	1	
Housing Information Office		0	2	2	1	1	1	50.00%	0	1	
		0	2	2	1	1	1	50.00%	0	1	
		0	2	2	1	1	1	50.00%	0	1	
Hearings Office		1	2	3	2	1	1	33.33%	1	0	
		1	2	3	2	1	1	33.33%	1	0	
		1	2	3	2	1	1	33.33%	1	0	
Fiscal Management Office	FM Office	4	0	4	2	2	2	50.00%	0	2	
	Acctg Sec	10	0	10	5	5	5	50.00%	1	4	
	Pay & Disb	4	0	4	4	0	0	0.00%	0	0	
Information Technology	Budget	1	1	2	1	1	1	50.00%	1	0	
	Asset Mgt	1	0	1	0	1	1	100.00%	0	1	
		20	1	21	12	9	9	42.86%	2	7	
Personnel Office		1	5	6	3	3	3	50.00%	0	3	
		1	5	6	3	3	3	50.00%	0	3	
		1	5	6	3	3	3	50.00%	0	3	
Procurement Office		4	1	5	4	1	1	20.00%	0	1	
		4	1	5	4	1	1	20.00%	0	1	
		4	1	5	4	1	1	20.00%	0	1	
Construction Mgt. Branch	CMS	2	0	2	1	1	1	50.00%	1	0	
	CMS 1	3	0	3	2	1	1	33.33%	0	1	
	CMS 2	2	7	9	5	4	4	44.44%	0	4	
Homeless Branch	DSS	4	3	7	6	1	1	14.29%	1	0	
		1	2	3	2	1	1	33.33%	0	1	
		12	12	24	16	8	8	33.33%	2	6	
Section 8 Branch	Homeless	1	10	11	10	1	1	9.09%	1	0	
		1	10	11	10	1	1	9.09%	1	0	
		1	10	11	10	1	1	9.09%	1	0	
Property Management & Maint. Services Branch	Sec 8 Office	2	0	2	2	0	0	0.00%	0	0	
	Insp Unit	1	7	8	6	2	2	25.00%	0	2	
	Rent Sub Sec 1	14	0	14	10	4	4	28.57%	0	4	
TOTAL	Rent Sub Sec 2	13	0	13	6	7	7	53.85%	0	6	
		30	7	37	24	13	13	35.14%	0	13	
		30	7	37	24	13	13	35.14%	0	13	
TOTAL	PMMSB	3	2	5	1	4	4	80.00%	1	3	
	MGT SEC	2	0	2	2	0	0	0.00%	0	0	
	APP	7	0	7	5	2	2	28.57%	0	2	
TOTAL	RSS	3	8	11	7	4	4	36.36%	0	4	
	PMCS	2	5	7	4	3	3	42.86%	0	3	
	CMSS	23	0	23	19	4	4	17.39%	0	4	
TOTAL	OAHU 1	25	0	25	21	4	4	16.00%	1	3	
	OAHU 2	28	0	28	22	6	6	21.43%	1	5	
	OAHU 3	35	0	35	30	5	5	14.29%	2	3	
TOTAL	OAHU 4	27	0	27	21	6	6	22.22%	2	4	
	OAHU 5	30	0	30	22	8	8	26.67%	1	7	
	HAWAII 7	16	0	16	14	2	2	12.50%	1	1	
TOTAL	KAUAI 8	10	0	10	9	1	1	10.00%	1	0	
	MAUI 9	13	0	13	9	4	4	30.77%	2	2	
		224	15	239	186	53	53	22.18%	12	41	
TOTAL		305	67	372	273	99	26.61%	21	78		

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of November 3, 2008

Pos. No.	CS EX TA	Ending	Source	Type of Pos.	Authorized Position Title	SR	Status
COMPLIANCE OFFICE							
103020	EX	N	T		Chief Compliance Officer	SRNA	Employee terminated eff: 10/29/08.
41041	CS	W	P		Secretary I	SR12	No action; cost savings.
FISCAL MANAGEMENT OFFICE							
41253	CS	N	P		Secretary II	SR14	No action; cost savings.
98903K	CS	N	P		Office Assistant III	SR08	No action; cost savings.
ACCOUNTING SECTION							
41252	CS	N	P		Accountant IV	SR22	No action; cost savings.
42097	CS	N	P		Account Clerk III	SR11	Start date 12/1/08.
46278	CS	W	P		Accountant II	SR18	Unable to fill; state funded.
22265	CS	W	P		Account Clerk III	SR11	Unable to fill; state funded.
111496	CS	N	P		Accountant III	SR20	No action; cost savings.
ASSET MANAGEMENT STAFF							
96908K	T	N	P		Office Assistant III	SR10	No action; cost savings.
HEARINGS OFFICE							
100913	EX	N	T		Hearings Officer	SRNA	89day appt start on 11/5/08.
HOUSING INFORMATION OFFICE							
102041	EX	W	T		Housing Information Officer	SRNA	No action; cost savings.
BUDGET STAFF							
41267	CS	N	P		Program Budget Analyst IV	SR22	Pending recommendation.
PROCUREMENT OFFICE							
117691	EX	N	T		Contract Specialist	SRNA	No action; cost savings.
100882	EX	W	T		Contracts & Procurement Officer	SRNA	HPHA staff temporarily assigned.
31664	CS	W	P		Procurement & Supply Specialist II	SR20	No action; cost savings.
96903K	CS	N	P		Office Assistant II	SR10	No action; cost savings.
CONSTRUCTION MGMT BRANCH							
CONSTRUCTION MGMT SECTION							
5857	CS	N	P		Secretary II	SR14	No action; cost savings.
CONSTRUCTION MGMT UNIT 1							
103024	EX	N	T		Contract Administrator	SRNA	No action; cost savings.
100439	EX	W	T		Housing Warranty & Inspection Asst.	SRNA	State funded unable to fill.
100202	EX	W	T		Project Engineer	SRNA	State funded unable to fill.
102383	EX	N	T		Project Engineer	SR26	No action; cost savings.
CONSTRUCTION MGMT UNIT 2							

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of November 3, 2008

Pos. No.	CS EX TA	Funding Source	Type of P/L	Authorized Position Title	SR	Status
102676	EX	W	T	Engineer (Building) IV	SRNA	State funded unable to fill.
				DEVELOPMENT SUPPORT SECTION		
100886	EX	W	T	Housing Development Specialist I	SRNA	State funded unable to fill.
				HOMELESS PROGRAM BRANCH (HPB)		
103011	EX	A	P	Homeless Program Specialist	SRNA	Continuous recruitment.
				INFORMATION TECHNOLOGY OFFICE		
51820	CS	N	T	Office Assistant III	SR08	No action cost savings.
100368	EX	N	T	HPHA Systems Analyst	99	No action cost savings.
106429	EX	N	T	HPHA Systems Analyst	99	No action cost savings.
				PERSONNEL OFFICE		
51784	CS	N	T	Office Assistant III	SR08	No action; cost savings.
				PLANNING AND EVALUATION OFFICE		
102034	EX	N	P	Housing Planner (Supervisor)	SRNA	Pending recommendation.
107934	EX	N	T	Housing Planner	SRNA	Employee terminated 10/20/08.
98902K	EX	N	P	Office Assistant III	SR 10	No action; cost savings.
				PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH		
101072	CS	N	T	Public Hsg Mgr VII	SRNA	concurrency from HUD.
96904K	EX	N	T	Hsg Maintenance Manager	SR26	No action; cost savings.
96905K	CS	N	T	Secretary II	SR14	No action; cost savings.
32210	CS	W	P	Office Assistant III	SR08	No action; cost savings.
				CENTRAL MAINTENANCE SERVICES		
6787	CS	N	P	Heavy Truck Driver	BC07	Pending start date.
5968	CS	N	P	Welder I	BC10	No action; cost savings.
5647	CS	A	P	Office Assistant IV	SR10	State funded unable to fill.
8756	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
				PMMSB-MS-APPLICATION SERVICES UNIT		
9648	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
117850	CS	N	T	Public Hsg Spclt II	SR18	Pending request from PMMSB
				Asset Management Project 30 (MU 1)		
5636	CS	N	P	Public Housing Spclt II	SR18	No action; cost savings.
6171	CS	N	P	Account Clerk II	SR08	No action; cost savings.
42292	CS	N	P	Social Service Asst IV	SR11	Received eligible listing and pending interview date.
6791	CS	N	P	General Laborer II	BC03	No action; cost savings.
105749	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
				Asset Management Project 31 (MU 2)		
5855	CS	W	P	Secretary I	SR12	Stated funded unable to recruit.
11626	CS	N	P	Building Maintenance Worker II	WS09	Pending interview date.
10879	CS	N	P	Building Maint. Worker I	BC09	No action; cost savings.
4939	CS	N	P	General Laborer II	BC03	No action; cost savings.
32407	CS	N	P	General Laborer I	BC02	No action; cost savings.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of November 3, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
6642	CS	N	P	Truck Driver	BC06	No action; cost savings.
105752	TA	N	T	Janitor II	BC02	Recommendation made; pending start date.
101119	TA	N	T	General Laborer I	BC02	No action; cost savings.
101137	TA	N	T	Janitor II	BC02	No action; cost savings.
105748	TA	N	T	Social Services Aide I	SRNA	No action; cost savings.
101128	TA	N	T	Social Services Aide I	SRNA	No action; cost savings.
Asset Management Project 32/33 (MU 3)						
5035	CS	N	P	Public Housing Suvr IV	SR22	Pending request to fill from PMMSB.
6286	CS	N	P	Public Housing Specialist II	SR18	No action; cost savings.
46195	CS	N	P	Social Service Asst IV	SR11	Pending request to fill from PMMSB.
8834	CS	N	P	Bldg Maint Wkr I	BC09	No Action; cost savings.
10541	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
101126	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
Asset Management Project 34 (MU4)						
6693	CS	W	P	Public Hsg Spvr IV	SR22	State funded unable to fill.
23696	CS	W	P	Public Hsg Spct II	SR18	State funded unable to fill.
6728	CS	N	P	Building Maint Wkr I	BC09	New eligible list pending interview date.
6792	CS	W	P	Building Maint. Helper	BC05	State funded unable to fill.
8842	CS	N	P	Painter I	BC09	Pending eligible listing from DHS.
12703	CS	N	P	General Laborer II	BC03	No action; cost savings.
101127	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
Asset Management Project 35 (MU 5)						
9204	CS	N	P	Public Hsg. Supr IV	SR22	Pending eligible listing from DHS.
23574	CS	N	P	Bldg. Maint Wkr I	BC09	Employee terminated 10/31/08.
5640	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
10866	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
43948	CS	N	P	General Laborer II	BC03	No action; cost savings.
15486	CS	N	P	General Laborer I	BC02	No action; cost savings.
23698	CS	W	P	Public Hsg Spct I	SR16	State funded unable to fill.
8846	CS	N	P	Bulding Maint. Worker I	BC09	No action; cost savings.
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.
Asset Management Project 37 (MU 7)						
6931	CS	N	P	Bldg. Maint. Supervisor	F109	Pending recommendation
8719	CS	N	P	Secretary I	SR12	No action; cost savings.
28995	CS	N	T	Public Housing Specialist I	SR16	Employee terminated 10/31/08.
101112	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101136	TA	N	T	Clerk I	SRNA	Pending start date.
101123	TA	N	T	Social Services Aide I	SRNA	No action; cost savings.
Asset Management Project 38 (MU 8)						
8830	CS	N	P	Secretary I	SR12	Pending eligible listing.
102241	TA	N	T	General Laborer I	SRNA	No action; cost savings.
102242	TA	N	T	General Laborer I	SRNA	No action; cost savings.
Asset Management Project 39 (MU 9)						

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of November 3, 2008

Pos. No.	CS EX TA	Funding Source	Type of Job	Authorized Position Title	SR	Status
23050	CS	N	P	Public Hsg Spvr III	SR20	No action; cost savings.
6352	CS	N	P	Secretary I	SR12	No action; cost savings.
4938	CS	N	P	Bldg. Maint. Wkr I	BC09	DHS to finalize PD.
46343	CS	N	P	Public Hsg Spc II	SR18	Pending start date.
101121	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101122	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101134	TA	N	T	Clerk I	SR04	No action; cost savings.
105750	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)						
102048	EX	W	P	Property Management Specialist	SR22	No action; cost savings.
42096	CS	W	P	Secretary I	SR12	State funded unable to fill.
96903K	EX	N	T	Office Assistant III	SRNA	No action; cost savings.
RESIDENT SERVICES SECTION						
41254	CS	N	T	Secretary I	SR12	No action; cost savings.
51818	CS	N	T	Office Assistant III	SR08	Start date 11/12/08.
103036	EX	N	T	Resident Services Pgm Specialist	99	No action; cost savings.
111874	EX	N	T	Resident Services Pgm Specialist	99	No action; cost savings.
103043	TA	N	T	Social Service Aide I	SR05	No action; cost savings.
SECTION 8 - INSPECTION UNIT						
101214	EX	N	T	Lead Housing Inspector	99	No action; cost savings.
100572	EX	N	T	Housing Inspector	SRNA	No action; cost savings.
101130	TA	N	T	Office Assistant II	SR04	No action; cost savings.
RENT SUBSIDY SECTION 1						
29009	CS	N	P	Office Assistant III	SR08	No action; cost savings.
23029	CS	N	P	Public Hsg Spc II	SR18	No action; cost savings.
28657	CS	A	P	Public Hsg Spc II	SR18	No action; cost savings.
46983	CS	A	P	Public Hsg Spc II	SR18	No action; cost savings.
14977	CS	N	P	Office Assistant III	SR08	No action; cost savings.
RENT SUBSIDY SECTION 2						
28654	CS	N	T	Office Assistant III	SR08	No action; cost savings.
35416	CS	N	T	Public Hsg Spc II	SR18	No action; cost savings.
23103	CS	A	P	Public Hsg Spc II	SR18	No action; cost savings.
111465	CS	N	T	Public Hsg Spc II	SR18	No action; cost savings.
111467	CS	N	T	Public Hsg Spc II	SR18	No action; cost savings.
111468	CS	N	T	Public Hsg Spc II	SR18	No action; cost savings.
111469	CS	N	T	Public Hsg Spc II	SR18	No action; cost savings.
101132	TA	N	T	Office Assistant II	SRNA	No action; cost savings.

FOR INFORMATION

SUBJECT: Palolo Valley Homes: Discussion of the Issue of Public Versus Private Management of Palolo Valley Homes

I. BACKGROUND

On November 1, 2007, the Hawaii Public Housing Authority (HPHA) assumed management and operations of Palolo Valley Homes. Palolo Valley Homes consists of 118 family units and was built in the 1960s.

Prior to November 1st, the property was managed under private management contract by Urban Real Estate Company.

A. Project Status at Time of Transition

Upon taking control of the property management responsibilities at Palolo Valley Homes, the HPHA discovered numerous operational deficiencies that required attention. The following is a list of the major problems found at the project.

Maintenance:

- Four (4) vacant units reported as completed, were not rent ready.
- Keys were missing for several housing units, heater rooms, and resident mailboxes. Three different brands of locks were used and the master key did not work to unlock all units. Mailboxes were not transferred to HPHA as required.
- Water shut off valves were corroded or buried/could not be located. (If the water valve cannot be located, water has to be shut off at the main valve, shutting off water for entire buildings on one side of the street. Drain pipes were leaking in units and plumbing repairs were neglected.

Operations:

- Materials inventory was missing items and not inputted into the Emphasys database as required.
- Ranges and refrigerators in units did not match inventory information. No warranty information was maintained for new appliances. Unit assignment of refrigerators found in maintenance shop is unknown.
- Approximately 75% of ranges in units inspected for compliance with Uniform Physical Condition Standards (UPCS) had a deficiency (e.g., burners, oven, broiler not working). Refrigerators were observed to have missing parts and the wrong sized gaskets installed.
- Reports completed by Urban Real Estate Company were deleted from the office computer. Urban Real Estate Company also did not provide a copy of reports on a CD, as requested.

- Palolo Valley Homes had 27 incomplete re-examinations that were overdue. In addition, for all 118 units, the re-examination documents were not filed in tenant folder for 4 years and pertinent HUD documents were missing (50058, 4061 Notice of Eligibility Worksheet, Supplemental Rental Agreements with current attachments, Grievance Procedure, Pet Permits, Family Annual Update Forms).
- Utility allowances adjustments were not completed back to 2005 and 2006.
- Tenant addresses were incorrect.
- Compliance with the community service requirement was not tracked since November 2005.
- A portion of interim reviews were not completed and documents residents claimed were submitted were missing. (Interims are conducted when a family loses income and the rent should be decreased).
- Vacated tenant files were filed with active tenant folders. (which is a poor management practice) Eleven (11) vacated accounts were unsettled. The Notice of Intent to Vacate form missing, Vacant Unit Inspection form missing, no charges for renovation indicated. Date keys returned unknown.
- Former management did not complete face to face interviews to complete annual recertification, missing forms, signatures. All Mandatory Earned Income Disallowance (MEID) were calculated incorrectly.

B. Resolution of Project Issues at Transition

- Four (4) vacant units: Emphasys database was updated with correct unit information.
- Keys: Replaced 2 sided locks. Mailboxes transferred ownership from the U.S. Postal Service to the HPHA.
- Tenant initiated work orders for plumbing problems are addressed as received.

Operations:

- Materials inventory was updated and inputted into the Emphasys database.
- Ranges and refrigerators: Staff has not had time to untangle inventory issues.
- Appliances: Ongoing repair or replacement of appliances.
- Reports deleted. AMP staff have inputted work orders and tenant information from existing hard copies and recreated documentation.

- Incomplete re-examinations are complete, except for 2 households. The four year backlog of non-existent Rental Agreements and Supplemental Agreements were completed retroactive to 2004.
- Utility allowances adjustments were completed for 2005 and 2006
- All tenant mailing addresses were corrected.
- Compliance agreement and exemption forms for the community service requirement were updated.
- Tenant folders were refilled correctly.

C. Current Operations

The HPHA's current management and maintenance staff has made considerable efforts and improvements at Palolo Valley Homes despite the numerous deficiencies discovered at the time of the property was returned to HPHA's management control.

Staffing. At this time, the AMP is understaffed. Due to the number of maintenance employees on light duty or off duty due to work related injuries. While the HPHA has temporarily deployed maintenance staff from its Central Maintenance Services Section, the AMP needs to have permanent, full time staff on full duty. One (1) building maintenance worker position is being filled and one (1) painter and one (1) general laborer position are in active recruitment.

Maintenance. Management has requested improvements to sewer lines by a contractor, installation of 16 hot water heaters has been completed, and the AMP has recommended that 33 additional lighting fixtures be installed by a contractor.

Operations

There are four (4) vacant units that are rent ready. Rent collections at Palolo Valley Homes exceeds the 95% goal. The AMP has completed 996 routine work orders and 78 emergency work orders (within 24 hours) in the past 12 months. Please note, however, that the HPHA does not currently have base line data to quantify improvements as the former management agent failed to timely and accurately input information on operations into the Emphasys system.

Security. Security continues to remain a resident concern at Palolo Valley Homes. The HPHA intends to implement the Tenant Monitor Pilot Project at Palolo Valley Homes in January 2009. As the program is under development, the HPHA has been meeting with interested tenants.

Resident Relations. In early November, the Palolo Valley Homes Resident Association President reported that AMP Manager, Janice Mizusawa, has been responsive to their concerns and has scheduled ongoing meetings with the resident association.

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FOR DISCUSSION

SUBJECT: Agency Outlook for 2009.

1. Continued emphasis on significant improvements in the benchmarks of the agency
 - a. Number of Vacant Units
 - b. Turnaround time
 - c. Occupancy rates
 - d. Accounts receivables and collections
 - e. Evictions
 - f. Homelessness
2. Improved financial management and reporting - across the board - budgeting, asset management, audit results, and interactions with state and federal agencies.
3. Resolution, with active Board participation, of waiting list issues, public vs. private management of projects, decentralization of authority for projects, automatic rent payments and deductions.
4. Aggressive action to privatize projects, while retaining affordable rental characteristics. Explore sale of units to residents/tenants.
5. Proceeding with mixed use development of one or more projects.
6. Increased resident assumption of responsibility for security and maintenance of projects, with improved communication and participation.
7. Additional development of agency employees - through training, recognition and motivation.
8. Shed non-core functions of the Agency - transfer Section 8 to City, divest the agency of vacant land, and non-public housing.
9. Improved management of the projects.

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