

**DISTRICT OF COLUMBIA HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

DRAFT MEETING MINUTES

Committee on Operations

Executive Director's Conference Room

Wednesday, March 7, 2018

(Final minutes will be published once approved)

Commissioner Ken Grossinger, Chairman
Commissioner Joshua Lopez
Commissioner Jose Ortiz Gaud
Commissioner Aquarius Vann-Ghasri

**COMMITTEE
COMMISSIONER
MEMBERS PRESENT**

None

COMMITTEE MEMBERS ABSENT

Commissioner Frank Lancaster
Commissioner Ken Council
Commissioner Franselene St. Jean

**OTHER
COMMISSIONERS PRESENT**

Chairman Grossinger called the meeting to order on Wednesday, March 7, 2018 at approximately 12:06 pm.

CALL TO ORDER

The minutes of November 28, 2017 were considered and approved.

**MINUTES OF NOVEMBER 28,
2017**

Ron McCoy, Director of the Housing Choice Voucher Program, came before the Committee and provided an overview of Resolution 18-01. He explained that the DCHA set the FY2017 payment standards based on 175% of the HUD FMR at the 50th percentile for all programs administered by the Housing Choice Voucher Program and is now asking the Board to approve keeping the 2018 payment standards at the same level currently in place. He also added that the payment standard allows voucher holders to access 8 or 9 neighborhoods in the District that was not possible before the change. There was discussion regarding how income determines eligibility for a voucher. There was discussion regarding landlords requests for rent increases. There was discussion regarding discrimination from insurance companies and the possibility of DCHA reaching out to insurance companies on behalf of landlords who are having hardships in obtaining homeowners insurance or are being discriminated against because they rent to vouch holders. Chairman Grossinger asked what the advocate's position is on the payment standards. It was stated that the advocates are supportive of the payment standards.

**RESOLUTION 18-01
TO ADOPT THE FISCAL YEAR
2018 PAYMENT SCHEDULE
FOR ALL PROGRAMS
FUNDED BY THE HOUSING
CHOICE VOUCHER
PROGRAM (HCVP)**

Lorry Bonds, the Director of Administrative Services, came before the Committee to provide an overview of Resolution 18-03. Ms. Bonds explained that the resolution is to enter into contracts with HD Supply and Home Depot for supplies and products to support maintenance and operation at various DCHA properties. She further explained that US Communities has a streamlined procurement process. She also noted

**RESOLUTION 18-03
TO AUTHORIZE THE
EXECUTION OF A CONTRACT
FOR MAINTENANCE, REPAIR
AND OPERATION SUPPLIES**

that the contract is only for drop shipment of supplies and no services are offered therefore the Section 3 commitment does not apply. Commissioner Vann-Ghasri suggested that in the future there should be negotiations that would allow for voucher residents to obtain the same level of discounts offered to the agency through the contract. There was discussion regarding the selection of products and upgrades of products and supplies. It was stated that Operations has a standard on supplies and often looks at what works best as well as items that are troublesome or poor quality and upgrades are made. Commissioner Lopez asked if DCHA had a preventive maintenance plan in place. It was stated that preventive maintenance is based on annual inspections and open work orders. Director Garrett also added that a physical needs assessment was done and it will be available for Commissioners at the next Committee on Operations meeting. Commissioner Ortiz Gaud asked if DCHA utilized local and small business for supply purchases. There was discussion regarding the types of supplies DCHA procures from local and small businesses and how this particular contract allows DCHA to utilize the *Just In Time* inventory process that allows for next day delivery directly applied to open work orders and eliminates warehousing large quantity of items that may go missing, unused or become obsolete. This allows DCHA obtaining huge discounts that benefit the agency. There was discussion regarding energy efficient products such as lighting, low flow showers and toilets as well as the use of solar power.

Edward Kane, Deputy General Counsel, came before the Committee and provided a brief description of the Rental Assistance Demonstration (RAD) and the proposed amendments. The Board passed a resolution in December of 2017 on RAD and the Office of General Counsel has met with the advocates since that time to discuss amendments. Mr. Kane provided a summary of the amendments to the Committee and permission to publish with a 30 day comment period. Mr. Kane also added that HUD rules require consultation with residents of potential RAD properties so that they are aware of their rights with little impact to them. There was discussion regarding the right to return and how it impacts RAD and the possible revision of resolution 16-06 to include RAD. Chairman Grossinger wanted to ensure the Commissioner Slover as a representative of the advocate community is briefed on the amendments that are going out for comments. It was stated that the Office of the General Counsel will confirm with Commissioner Slover.

Rhonesha Buford, Associate General Counsel, came before the Committee to inform them on the proposed amendments to the Violence Against Women Act ("VAWA") regulations. Major changes include specifying "sexual assault" as a crime covered by VAWA; providing notice of VAWA protections to residents, applicants deemed ineligible, and participating families; specifying documentation requirements; clarifying VAWA emergency transfer requirements; and VAWA

**PROPOSED AMENDMENTS TO
DCHA RENTAL ASSISTANCE
DEMONSTRATION PROGRAM
REGULATIONS**

**PROPOSED AMENDMENTS TO
REGULATIONS RELATED TO
VAWA (VIOLENCE AGAINST
WOMEN)**

protections for victims domestic violence, dating violence, sexual assault, or stalking. She also added that VAWA applies to all not just women, men are protected too. There was discussion regarding emergency transfer list and a separate VAWA list. Voucher holders are entitled to an emergency transfer voucher and assistance in finding another place. A request was made to provide to the Board the number of transfers based on VAWA for both HCVP and Public Housing. DCHA has shared these proposed regulations with the advocate community, met with those who expressed interest to discuss the changes, and incorporated comments from the advocates into the current version of the proposed regulation. All proposed amendments comply with VAWA.

Natasha Campbell, Senior Deputy Director of Human Resources, presented DCHA's Sexual Harassment Policy to the Committee with a Power Point presentation prepared in conjunction with the Office of the General Counsel. There was discussion regarding the process of reporting allegations and tracking as well as the time line for investigations and action taken. Employees may be reassigned, suspended or terminated. Employees also have multiple avenues to report harassment and employees are required to participate in mandatory sexual harassment training. DCHA has also partnered with the US Department of Justice to do resident training with HCVP participants and public housing Community Navigators. Each sexual harassment investigation is handled on a case by case basis.

SEXUAL HARRASSMENT POLICY

Commissioner Council suggested that the Committee on Resident Services Committee ensure that information on sexual harassment is provided to the resident councils. The Committee requested the following changes:

1. Elaborate on the steps for employees or managers to report sexual harassment to Human Resources.
2. Provide a chart to show the process of a sexual harassment investigation.
3. Have a timeline of a sexual harassment investigation that applies to non-union employees as well.

Chairman Grossinger asked to see these changes at the next Committee on Operations meeting. Director Garrett added that it's best to use caution in interacting with employees and other Board members.

Commissioner Vann-Ghasri requested the schedule for the Department of Recreation outdoor movies to engage youth during the summer months. She also stated there is an issue with squirrels tearing up screens at Potomac Gardens.

COMMISSIONERS' ISSUES

Director Garrett informed the Committee that DCHA will begin doing background checks on new hires and will also begin drug and alcohol screening. He also added that there are 30 participants so far that have signed up for the modified apprenticeship program. The meeting was

ANNOUNCEMENTS & ADJOURNMENT

adjourned at 2:00 pm.

DRAFT