

Housing Authority of the City of Elk City, Oklahoma  
Board of Commissioners Meeting  
Wednesday, January 18, 2023 - 9:00 a.m. – Regularly Scheduled Meeting  
Fairview Village Community Room - 1510 W. 9<sup>th</sup> Street - Elk City, Oklahoma

AGENDA

1. Call to order
2. Roll Call
3. Consider/Approve/Disapprove minutes of previous meeting – December 21, 2022.
4. Reports:
  - A. Report on current occupancy statistics including vacancy rate and status of applications.
  - B. Report on current financial status including tenant accounts receivable and operating expenses.
  - C. Learning Center Report.
  - D. Executive Director's Report.
5. Unfinished Business
6. New Business (Items not anticipated at time of agenda preparation)
7. Adjourn

ELK CITY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
Minutes of  
January 18, 2023 – Regularly Scheduled Meeting  
9:00 A.M. – Fairview Village Community Room, Elk City, Oklahoma

**The Meeting Convened with The Following Members Present**

Sandra K-H Werner, Chairperson  
Donna Alford, Vice-Chairperson  
Rickey Shelton, Ex-Officio Member

Melba Zepeda, Member  
Tom M. Johnson, Member

**Members Not Present:**

Kenneth Hart, Member

**Also, Present:**

Mark D Norton, Executive Director

Ms. Werner declared a quorum present for the conducting of business and called the meeting to order at 9:02 a.m. Wednesday January 18, 2023.

Ms. Zepeda made a motion to approve the minutes of the December 21, 2022, regular meeting and Ms. Alford seconded the motion.

- All Board Members voted in the affirmative. THE MOTION CARRIED.

Mr. Norton presented the Occupancy Report for the periods ended December 31, 2022, noting that the most recent report reflects a 100% occupancy rate.

Mr. Norton presented the monthly Accounts Receivable statements for the period ended December 31, 2022, showing a total of \$2801.25. \$1735.25 of it, tenants made arrangements, and \$1047.00 where move outs leaving a balance owed, and \$19.00 has been contacted to be paid.

Ms. Alford made a motion to approve the Occupancy and Accounts Receivable reports and Ms. Zepeda seconded the motion.

- All Board Members voted in the affirmative. THE MOTION CARRIED.

Mr. Norton stated the financials for November 30, 2022, showing MTD totals was in good financial standings for the Elk City Housing Authority.

Mr. Johnson made a motion to approve the reports, and Ms. Alford seconded the motion.

- All Board Members voted in the affirmative. THE MOTION CARRIED

## MINUTES

Page 2

January 18, 2023

### **Learning Center Report**

- The learning Center has been emptied out and the Rehab is at a standstill until I can get my 3 estimates on a dividing wall. I have contacted 3 contractors and 2 has come out to look at the job and gave me an estimate. Once all estimates are submitted, I will get the work started.
- I spoke to Cheryl Ponce, and she has a teacher hired to start teaching at the Vo-Tech. She is going to put an ad in the newspaper announcing the move in the Learning Center location. Cheryl said they will start classes on January 17-18, Tuesday and Wednesday evening at 5:30-8:30. They will also offer classes during the day on Tues, Wednesday 9-12pm and on Thursday 9-12pm and 4-9pm.
- I have given Shawn Wilson at KECO radio information so he can announce it on the radio and Sheryl Ponce is doing a story in the paper and will be out in the paper today. She said she will bring in posters and flyers to inform our tenants as well.

### **Executive Director's Report:**

- Elk City Housing Authority had our REAC inspection on January 4, 2023. The last time we had an inspection was 2018 and we were scored a high performer. The inspector looks at Life, Health, and Safety issues and spot checks 26 units for inoperable items inside and out. I'm pleased to say that we received a score of (94%) High Performer once again and won't have another one for 3 more years.
- Yard spraying will be starting soon for the Elk City Housing Authority. We start at the end of January, first of February and try and do it on not so windy days.
- Close outs for the 2019, 2020 and 2021 CFP has been submitted to HUD. All funds have been obligated and disbursed and we are starting the Environmental Reviews for 2022 CFP in February.
- The February 15, 2023, monthly Board of Commissioners meeting will need to be changed from February 15 to February 14 at 9:30 a.m. due to a prior engagement.

Mr. Norton then ended his report:

MINUTES

Page 3

January 18, 2023

**Unfinished Business**

None

**New Business (Items not anticipated at time of agenda preparation)**

Mr. Johnson brought up that him and Mr. Norton was talking before the meeting and that he would like to see him use more local contractors for the Learning Center dividing wall. Mr. Johnson said there is a number of different contractors here in the community which would always appreciate a call from us. Mr. Johnson, Ms. Werner and Mr. Shelton exchanged phone numbers to Mr. Norton

Ms. Werner wanted to congratulate Mr. and Mrs. Norton for receiving the Volunteers of the Year through the Elk City Chamber of Commerce.

Mr. Johnson made a motion to adjourn, Ms. Zepeda seconded the motion. All Board members voted in the affirmative. The meeting adjourned at 9:25am.



(SEAL)

HOUSING AUTHORITY OF THE CITY OF ELK CITY OKLAHOMA

By: \_\_\_\_\_

Sandra K-H Werner, Chairperson

ATTEST:

Mark D Norton

Mark D Norton, Secretary