

BOARD OF COMMISSIONERS  
BOARD MEETING  
AUGUST 18, 2015

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, was held at 7:30 a.m. on Tuesday, August 18, 2015, in the Board room at the Housing Authority office, 1040 Myrtle Avenue, Jefferson City, Missouri.

ROLL CALL: On roll call the following were in attendance: Chairman Larry Vincent, Commissioners Dennis Mueller, Larry Kolb and Donna White. Also in attendance were Allen Pollock, Executive Director; Jack Pletz, Legal Counsel; Jim Jenkins, Deputy Director; Sonya Ross, Administrative Assistant and one person from the general public.

	<u>Regular</u>	<u>Special</u>
Vincent	10-12	1-1
Rector	8-12	1-1
Mueller	11-12	1-1
Kolb	11-12	1-1
Mayfield	8-12	1-1
White	8-12	1-1

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of July 2015 were presented.
- B. Mr. Pollock presented the monthly report for the Family Self-Sufficiency program. Mr. Pollock stated the program now has 38 participants and a second person has graduated.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes, July 21, 2015.
- B. Approval of the Executive Session Meeting Minutes, July 21, 2015.
- C. List of Disbursements for the month of July 2015. (Exhibit #1, 8/18/2015)
- D. Occupancy Report for the month of July 2015. (Exhibit #2, 8/18/2015)

Commissioner Kolb made the motion to approve the Consent Agenda, seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4507

RESOLUTION APPROVING THE WRITE-OFF (COLLECTION LOSS) OF TENANT ACCOUNTS RECEIVABLE

See attached Resolution

Commissioner Kolb made the motion to approve the proposed rent and damage write-offs for the month of July 2015 for Linden Elderly, Capital City, Hamilton Towers, Westminster and Public Housing in the amount of \$5,013.00. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 8/18/2015)

RESOLUTION NO. 4508

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI, TO ESTABLISH A POLICY REGARDING CRIMINAL BACKGROUND CHECKS FOR APPLICANTS FOR PUBLIC AND ELDERLY HOUSING

See attached Resolution

Mr. Pollock stated that Mr. Pletz prepared the proposed revisions to the Criminal Background Check Policy for applicants applying for public and elderly housing.

Commissioner Kolb made the motion to approve the proposed Criminal Background Check Policy and Resolution, seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 8/18/2015)

RESOLUTION 4509

RESOLUTION APPROVING ROOF REPLACEMENT OF PUBLIC HOUSING UNITS

See attached Resolution

Mr. Pollock reported that staff publicly advertised for bids for roof replacement in public housing, using capital funds received from HUD. The following bids were received:

Midwest Renovation, LLC	\$246,863.00
TEB Civil Constructors, LLC	\$197,500.00
Franklin County Construction	\$182,900.00

Commissioner Mueller made the motion to award the contract to low bidder Franklin County Construction in the amount of \$182,900.00, seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #5, 8/18/2015)

INFORMATIONAL: Mr. Pollock recently met with Dr. Kevin Rome, President of Lincoln University. Dr. Rome discussed with Mr. Pollock the cooperative initiatives of providing activities for the residents and children in the area in order to expose them to the opportunities offered at Lincoln University.

Mr. Pollock will provide additional information when it becomes available.

LIFEBUILDERS MINISTRIES, INC.: Mr. Pollock reported that staff met with representatives of Lifebuilders Ministries, Inc., which is located in Springfield, MO. Lifebuilders Ministries is a Not-For-Profit faith-based organization that has built relationships with the Springfield Housing Authority offering various types of services to residents of public housing through contributions and financial support from a network of

churches. The meetings are held in community buildings and off-line apartments furnished by the Housing Authority of Springfield.

Mr. Pollock and staff would like permission to work with Lifebuilders Ministries to explore the provision of the same type of services to the residents of the Jefferson City Housing Authority properties.

Commissioner Kolb made the motion for staff to move forward with Lifebuilders Ministries, seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

NEXT MEETING DATE: 7:30 a.m., September 15, 2015

Commissioner White made the motion to adjourn into Executive Session for the purpose of considering the following:

- Legal action involving the Housing Authority and confidential or privileged communication with its attorney, under Section 610.021(1) RSMO;

- Leasing, purchase or sale of real estate by the Housing Authority when public knowledge of the transaction might adversely affect the legal consideration therefore, under Section 610.021(2) RSMO;

- Hiring, firing, disciplining or promotion of particular employees when personal information about the employee is to be discussed or recorded, under Section 610.021(3) RSMO.

- Welfare cases of identifiable individuals, under Section 610.021(8) RSMO.

Commissioner Mueller seconded the motion. Upon roll call vote, the motion was approved.

AYES: Mueller, Kolb, White, Vincent

NAYS: None

ABSENT: Mayfield, Rector

Following adjournment of the executive session, the Board reconvened in open session.

Commissioner Mueller made the motion to adjourn the meeting, seconded by Commissioner Kolb. Upon unanimous favorable vote, the motion was approved.

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Larry Vincent, Chairman

ATTEST: \_\_\_\_\_  
Allen Pollock, Secretary