

BOARD OF COMMISSIONERS
BOARD MEETING
JULY 21, 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, July 21, 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, Penney Rector and Myrtle Mayfield. Also in attendance were Allen Pollock, Executive Director; Jack Pletz, Legal Counsel; Jim Jenkins, Deputy Director; Sonya Ross, Administrative Assistant; Michelle Wessler, Housing Supervisor and one person from the general public.

	<u>Regular</u>	<u>Special</u>
Vincent	10-12	1-1
Rector	9-12	1-1
Mueller	11-12	1-1
Kolb	11-12	1-1
Mayfield	9-12	1-1
White	8-12	1-1

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of June 2015 were presented.
- B. Mr. Pollock reported that Chera McCoy was certified as an Occupancy Specialist following completion of the course offered by the National Center for Housing Management.
- C. Mr. Pollock provided a copy of the audit report by Alpha Homes, Inc. conducted by Graves and Associates, CPA's LLC. No findings were made.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes, June 16, 2015.
- B. Approval of the Executive Session Meeting Minutes, June 16, 2015.
- C. List of Disbursements for the month of June 2015. (Exhibit #1, 7/21/2015)
- D. Occupancy Report for the month of June 2015. (Exhibit #2, 7/21/2015)

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

CRIMINAL BACKGROUND CHECKS:

Mr. Pollock stated that during the June 16th Board meeting the Commissioners approved a waiver request regarding a prospective tenant convicted of a drug violation. The policy that was

approved in 1994 was reviewed by staff who recommended that the Board consider making revisions in the policy to make it more consistent.

Ms. Wessler provided background information and indicated that some changes to this policy had been approved by the Board when different provisions in the ACOP Manual were approved.

Mr. Pollock and Mr. Pletz will review it and make recommendations on revisions to the policy to be presented at the next Board meeting.

RESOLUTION NO 4502

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

See attached Resolution

Vice Chair Rector made the motion to approve the proposed rent and damage write-offs for the month of June 2015 for Hamilton Towers, Westminster and Public Housing in the amount of \$3,731.12. Commissioner Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 7/21/2015)

RESOLUTION NO. 4503

RESOLUTION APPROVING CHANGE IN PROVIDER FOR THE EMPLOYEE AND FAMILY DENTAL BENEFIT PLAN

See attached Resolution

Mr. Pollock reported that MetLife is currently providing dental insurance for the employees and that it was time to renew or replace the coverage. The broker, Wells Fargo Insurance, obtained quotes for dental coverage for the Housing Authority employees and dependents. Following review by staff they recommended the low bid submitted by Standard Insurance with an annual total cost of \$19,956.06.

Vice Chair Rector made the motion to approve Standard Insurance as the provider of the dental plan, seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 7/21/2015)

UPDATE-MANAGEMENT CONSULTANT:

Mr. Pollock spoke with Mr. Gary Lee, Management Resource Group, Inc. who indicated that seventeen applications for the director's position were received. Mr. Lee will review and rank the applications and submit them to Mr. Pollock. It was the consensus of the Board that following review by Mr. Pollock each Commissioner should receive a copy of all the applications for their review.

RESOLUTION NO. 4504

RESOLUTION OF THE JEFFERSON CITY HOUSING AUTHORITY APPROVING MODIFICATIONS TO THE ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

See attached Resolution

Mr. Pollock stated that Mr. Pletz reviewed the proposed revisions to the Administrative Plan dealing with interim recertification should there be a change in the family's income.

Vice Chair Rector made the motion to approve the modifications, seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #5, 7/21/2015)

UPDATE FOR FEDERAL INCOME TAX EXEMPTION FOR CAPITAL CITY APARTMENTS INVESTMENT CORPORATION:

At the previous Board meeting Mr. Pollock reported that he submitted the notice of change in the Articles of Incorporation to the Internal Revenue Service for exemption from federal income tax for Capital City Apartments Investment Corporation. He said that Capital City Apartments Investment Corporation was granted tax exempt status by the Internal Revenue Service.

RESOLUTION NO. 4505

RESOLUTION APPROVING CHANGES TO THE MULTI-FAMILY DEVELOPMENTS' HOUSE RULES

See attached Resolution

Mr. Pletz recommended proposed modifications to the House Rules for the residents of Hamilton Towers and the Tax Credit properties in order to clarify the wording dealing with tenant's cooperation and financial responsibility

Commissioner Kolb made the motion to approve the Resolution, seconded by Commissioner Mueller. Upon unanimous vote, the motion was approved. (Exhibit #6, 7/21/2015)

RESOLUTION NO. 4506

RESOLUTION APPROVING TERMINATION OF AGREEMENT WITH THE CITY OF JEFFERSON REGARDING SEWER BILLINGS

See attached Resolution

In 2013 the City of Jefferson implemented a new ordinance allowing Jefferson City Utilities to bill landlords for nonpayment of sewer charges by the tenants. The Housing Authority and the City signed an agreement waiving the requirement for prospective tenants of Single Family Housing on Dulle Street to post a deposit before obtaining sewer services in exchange for the Housing Authority guaranteeing payment in the event that the tenant failed to make payments

of those billings. Mr. Pollock stated that due to the cost and high occupancy rate, in staff's opinion the Agreement could be terminated.

Commissioner Kolb made the motion to terminate the Agreement between the Housing Authority and the City of Jefferson, seconded by Vice Chairman Rector. Upon unanimous vote, the motion was approved. (Exhibit #7, 7/21/2015)

NEXT MEETING DATE: 7:30 a.m., August 18, 2015

Commissioner Kolb 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: Mayfield, Mueller, Kolb, Rector, Vincent
NAYS: None
ABSENT: White

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.

Larry Vincent, Chairman

ATTEST: _____
Allen Pollock, Secretary