

BOARD OF COMMISSIONERS
BOARD MEETING
NOVEMBER 19, 2015

The Annual Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, was held at 1:00 p.m. on Thursday, November 19, 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, Vice Chair Penney Rector, Commissioners Dennis Mueller, Larry Kolb, Donna White and Myrtle Mayfield. Also in attendance were Allen Pollock, Executive Director; Jack Pletz, Legal Counsel; Jim Jenkins, Deputy Director; Sonya Ross, Administrative Assistant and several persons from the general public.

	<u>Regular</u>	<u>Special</u>
Vincent	11-12	2-2
Rector	9-12	2-2
Mueller	12-12	2-2
Kolb	11-12	2-2
Mayfield	10-12	2-2
White	8-12	2-2

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.

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

AYES: Mayfield, Mueller, Kolb, White, Rector, Vincent

NAYS: None

ABSENT: None

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

ELECTION OF OFFICERS:

Commissioner Kolb made the motion to retain Commissioner Vincent as Chairman and Commissioner Rector as Vice Chair. Commissioner Mueller seconded the motion. Upon favorable vote Chairman Vincent declared the motion approved.

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of October 2015 were presented.
- B. Mr. Pollock presented the monthly report for the Family Self-Sufficiency program.
- C. The annual Non-Christmas Party is scheduled at Bones Lounge and Restaurant on January 22, 2016.
- D. The Missouri Rural Services Worker's Compensation Insurance Trust recognized the Jefferson City Housing Authority for below normal claim history.
- E. Special Meeting minutes for November 6, 2015 will be presented for approval during the December 15th Board meeting.

OPEN SESSION:

- A. Approval of the Regular Meeting Minutes, October 20 & 22, 2015.
- B. Approval of the Executive Session Meeting Minutes, October 20 & 22, 2015.
- C. List of Disbursements for the month of October 2015. (Exhibit #1, 11/19/2015)
- D. Occupancy Report for the month of October 2015. (Exhibit #2, 11/19/2015)

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

RESOLUTION NO. 4516

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 October 2015 for Linden Elderly, Hamilton Tower and Public Housing in the amount of \$5,963.00. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 11/19/2015)

APPEARANCE BY PLANNING DIRECTOR JANICE MCMILLIAN:

Ms. McMillian reported that due to the number of vacancies and abandoned homes in the central Capitol Avenue area, the City of Jefferson would like to promote revitalization there. The City would like the Housing Authority to consider financing a study to determine if the area is blighted, at an estimated cost of approximately \$25,000. The City would handle a request for proposals for a consultant and is willing to handle all the procurement, advertising and consultant selection.

It was the consensus of the Board to discuss related legal issues in closed session.

APPEARANCE BY TENANTS ON ELIZABETH STREET:

Ms. Angela Whitman, President of a group referring to itself as Elizabeth Community, presented a list of concerns regarding the living conditions on Elizabeth Street. Ms. Whitman moved into Public Housing in September, 2015 in order for her daughter to attend Lincoln University. During the walk-through with the manager, Ms. Whitman said she was concerned about trash left on the back patio. The maintenance department was contacted, and the trash was removed prior to Ms. Whitman moving in, but she expressed additional concerns regarding trash. She also said that due to violence that occurred during the first week she lived on Elizabeth Street, Ms. Whitman does not feel safe.

Ms. Whitman also said she had questioned the manager about a community organization for the residents in public housing. The manager indicated that at this time there was not an organization. A meeting was scheduled with staff and Ms. Whitman in order to discuss her concerns.

On October 10, 2015, a meeting was held at the Pack Center. The meeting was attended by Ms. Whitman, six families from public housing, Councilman Larry Henry, police department representatives and public housing staff in order to address the violence, drugs and environmental issues in public housing and to build a relationship with the police department and the housing authority.

Two other residents presented additional concerns regarding a recent shooting, drugs, and mold in the apartments that allegedly is creating health concerns. Ms. Stewart stated that she and her children moved from Chicago, and this is the first time for them to live in public housing. Ms. Stewart said that she had mold in her previous unit that affected her young son who had to be in the hospital several times. She invited the Commissioners to come and look at her unit.

Chairman Vincent stated that the Board would review the list of concerns, but that due to budget cuts there were only so many improvements the Authority could make.

Councilman Henry reported that they had met with the group the previous day, but that it was unclear what the next step should be at this point.

RESOLUTION NO. 4517

RESOLUTION APPROVING THE ANNUAL BUDGET FOR FYE 03/31/2017 (PUBLIC/ASSISTED HOUSING) AND FYE 12/31/2016 FOR LOW INCOME HOUSING TAX CREDIT PROPERTIES

See attached Resolution

Approval of the proposed Resolution would adopt the General Operating Budget covering all of the operations and activities of the Housing Authority and the Land Clearance for Redevelopment Authority, with the different fiscal years for housing authority operations and tax credit property operations. The respective Budgets would be submitted to HUD as required for its approval following favorable action by the Board.

Commissioner Kolb made the motion to approve the General Operating Budget, seconded by Vice Chair Rector. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 11/19/2015)

RESOLUTION NO. 4518

RESOLUTION APPROVING THE RENEWAL OF THE HEALTH INSURANCE PROVIDED BY HOUSING BENEFITS PLAN

See attached Resolution

Mr. Pollock reported that the Housing Benefits Plan was a housing authority pool serving housing authorities in the southeastern United States. Staff reviewed the renewal rate from Blue Cross Blue Shield of Illinois who proposed a monthly premium increase of 5% over last year's coverage.

Commissioner Kolb made the motion to approve the proposal from Blue Cross Blue Shield of Illinois, seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #5, 11/19/2015)

RESOLUTION NO. 4519

RESOLUTION APPROVING A QUIT-CLAIM DEED TO LINCOLN UNIVERSITY FOR THE PROPERTY NEAR ELM STREET

See attached Resolution

With approval of the proposed quit-claim deed the remnant property near the Elm Street public housing would be conveyed to Lincoln University.

Commissioner Kolb made the motion to approve the Resolution and convey the property by the proposed quit-claim deed to Lincoln University, seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #6, 11/19/2015)

NEXT MEETING: 7:30 a.m., December 15, 2015

Vice Chair Rector 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)
- 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, White, Rector, Vincent
NAYS:	None
ABSENT:	None

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

RESOLUTION NO. 4520

RESOLUTION APPROVING GRANTING REQUEST OF CITY FOR \$25,000 TO FUND STUDY OF EAST CAPITOL AVENUE AREA

See attached Resolution

Commissioner Kolb made the motion to approve the City request for the Housing Authority, acting in its capacity as a Land Clearance Authority, to provide \$25,000 to the City for a study to determine if a designated area in the East Capitol Avenue neighborhood is blighted, subject to Housing Authority review of the proposed terms of contract with the consultant to be sure it

would provide sufficient information for the Housing Authority to make necessary findings under the Land Clearance for Redevelopment Authority law. The motion was seconded by Vice Chair Rector. Upon unanimous vote, Chairman Vincent declared the motion approved.

Vice Chair Rector 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