

BOARD OF COMMISSIONERS
BOARD MEETING
OCTOBER 20 AND OCTOBER 22, 2015

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, was held at 1:00 p.m. on Tuesday, October 20, 2015 and at 7:30 a.m. on October 22, 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, and Sonya Ross, Administrative Assistant.

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

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.

Vice Chair Rector 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.

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of September 2015 were presented.
- B. Mr. Pollock presented the monthly report for the Family Self-Sufficiency program.
- C. Mr. Pollock reported that Commissioner Kolb's term as Commissioner expires November of 2015. Commissioner Kolb was approved to serve an additional four year term by the City Counsel.
- D. Mr. Pollock presented the Annual Public Housing Assessment System (PHAS) Score established by the Real Estate Assessment Center office of HUD. The Jefferson City Housing Authority received an overall score of 91 and was designated a high performer.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes, September 15, 2015.
- B. Approval of the Executive Session Meeting Minutes, September 15, 2015.
- C. Approval of the Special Meeting Minutes, October 6, 2015.
- D. Approval of the Special Executive Session Meeting Minutes, October 6, 2015.
- E. List of Disbursements for the month of September 2015. (Exhibit #1, 10/20/2015)
- F. Occupancy Report for the month of September 2015. (Exhibit #2, 10/20/2015)

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

RESOLUTION NO. 4512

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 September 2015 for Hamilton Tower and Capital City Apartments in the amount of \$772.00. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 10/20/2015)

RESOLUTION NO. 4513

RESOLUTION APPROVING ADJUSTMENTS IN THE URBAN RENEWAL, COMMUNITY DEVELOPMENT AND GENERAL FUND ACCOUNT

See attached Resolution

Mr. Pollock reported that in 2010 the Housing Authority made improvement to the Dunklin Street parking lot. Staff incorrectly recorded the improvement of \$91,242.20 in the Urban Renewal account, instead of the Community Development Block Grant (CDBG) General Fund account. In March 2015 the Housing Authority sold its properties in the convention center block to the City. The proceeds from the sale were all deposited in the Urban Renewal account, but three of the lots were owned by the General Fund. The amount of \$380,257.17 should have been deposited in the General Fund account rather than in the Urban Renewal account.

Mr. Pollock stated that with approval of this resolution staff would transfer the amounts to the appropriate accounts involving Urban Renewal, Community Development, and the General Fund.

Commissioner White made the motion to approve the resolution, seconded by Commissioner Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 10/20/2015)

RESOLUTION NO. 4514

RESOLUTION APPROVING AUDIT SERVICES FOR THE LOW INCOME HOUSING TAX CREDIT PROPERTIES

See attached Resolution

Mr. Pollock reported that staff issued a Request for Proposals for auditing services of the four (4) low income housing tax credit properties. Staff reviewed the four (4) proposals and recommended awarding the services to RubinBrown, LLC, for the years ended December 31, 2015, 2016, 2017, 2018 and 2019. RubinBrown has extensive experience in tax credit properties and proposed to spend sufficient time to conduct a thorough audit, which is why staff recommended that the RubinBrown proposal be accepted even though it was not the low bidder.

Commissioner Kolb made the motion to approve the proposal submitted by RubinBrown, LLC, seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #5, 10/222/2015)

Commissioner Kolb made the motion to adjourn the meeting until 7:30 a.m. on Thursday, October 22, 2015. Commissioner White seconded the motion. Upon unanimous favorable vote, the motion was approved.

Chairman Vincent reconvened the meeting at 7:30 a.m. on Thursday, October 22, 2015. 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.

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

-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.

Commissioner White 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.

The Board took up the issue of the next regular meeting date. The third Tuesday in November is the 17th. Due to several conflicts, the Board set the next regular meeting date for Thursday, November 19, 2015, at 1:00 p.m.

With no additional business to conduct, Commissioner Kolb moved that the meeting be adjourned. The motion was seconded by Vice Chair Rector. Upon roll call vote, the motion was approved.

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

Chairman Vincent declared the meeting adjourned.

Larry Vincent, Chairman

ATTEST: _____
Allen Pollock Secretary