

BOARD OF COMMISSIONERS
BOARD MEETING
SEPTEMBER 15, 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, September 15, 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, Donna White, Myrtle Mayfield and Penney Rector. Also in attendance were Allen Pollock, Executive Director; Jack Pletz, Legal Counsel; Jim Jenkins, Deputy Director; Sonya Ross, Administrative Assistant and two persons from the general public.

Regular

Vincent	10-12
Rector	8-12
Mueller	11-12
Kolb	11-12
Mayfield	8-12
White	8-12

PUBLIC HEARING / PRESENTATION OF ANNUAL AUDIT:

Chairman Vincent declared the Public Hearing open relating to the Annual Audit. Mr. Lynn Graves, Graves and Associates, Certified Public Accounts, LLC, Jefferson City, Missouri presented the annual audit report for the fiscal year ending 3/31/2015 for Public Housing and other HUD programs. Mr. Graves stated the Housing Authority met all standards and was given a clean opinion with no major audit findings. No comments were presented from the general public, so the Public Hearing was concluded.

Chairman Vincent thanked staff for a job well done and the outstanding audit.

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of August 2015 were presented.
- B. Mr. Pollock presented the monthly report for the Family Self-Sufficiency program.
- C. Mr. Pollock stated that Chairman Vincent and Commissioner Kolb's terms were due to expire in November 2015. Mr. Pollock will contact the Mayor and request that they be reappointed.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes, August 18, 2015.
- B. Approval of the Executive Session Meeting Minutes, August 18, 2015.
- C. List of Disbursements for the month of August 2015. (Exhibit #1, 9/15/2015.
- D. Occupancy Report for the month of August 2015. (Exhibit #2, 9/15/2015)

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

RESOLUTION NO. 4510

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 August 2015 for Hamilton Towers, Hyder II and Public Housing in the amount of \$5,596.00. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 9/15/2015)

RESOLUTION NO. 4511

RESOLUTION ACCEPTING THE INDEPENDENT AUDITOR'S REPORT FOR FYE 03/31/2015

See attached Resolution

Commissioner Mueller made the motion to accept and approve the annual audit report as presented by Graves and Associates, Certified Public Accountants, LLC. Vice Chair Rector seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 9/15/2015)

REVISION OF MAINTENANCE CHARGES:

Mr. Pollock presented the updated proposed maintenance charge list that would be used by the maintenance department when an after hour service call is made. If approved the new standard amount would be charged to each tenant. The tenants will be notified and the list will be posted, effective November 1, 2015.

Vice Chair Rector made the motion to approve the proposed charges, seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #5, 9/15/15)

SPECIAL MEETING: 7:30 a.m. October 6, 2015

NEXT REGULER MEETING DATE: 7:30 a.m., October 20, 2015

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

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

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

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

Larry Vincent, Chairman

ATTEST: _____
Allen Pollock, Secretary

