

BOARD OF COMMISSIONERS
BOARD MEETING
APRIL 26, 2016

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, April 26, 2016, 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, Dennis Mueller and Larry Kolb. Also in attendance were Cynthia Quetsch, Executive Director; Jack Pletz, Legal Counsel; Jim Jenkins, Deputy Director; and Sonya Ross, Administrative Assistant.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	2-2
Rector	9-12	2-2
Mueller	11-12	2-2
Kolb	9-12	2-2
White	9-12	2-2
Mayfield	10-12	2-2

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for February, 2016 were presented. The monthly Financial Statements, Balance Sheets and Income Statements for March, 2016 will be presented during the May, 2016 Board meeting due to the year end for public housing.
- B. The March, 2016 monthly report for the Family Self-Sufficiency program was presented.
- C. The Audit reports on the Tax Credit properties (Linden Elderly, Hyder, Capital City Elderly, and Capital City Apartments) were available for the Commissioners review.
- D. Mrs. Quetsch presented the score established by the Real Estate Assessment Center, (REAC) office of HUD for Linden Campus. The Jefferson City Housing Authority received an overall score of 85. The next inspection conducted by REAC for the Linden Campus will be in 2018.
- E. Mrs. Quetsch reminded the Commissioners that any required disclosure to the Missouri Ethics Commission are due by May 1st, and to provide staff with a copy.
- F. The Jefferson City Housing Authority is supporting the Jefferson City Parks Recreation and Forestry Department's application for a Recreational Trails Grant.
- G. Mrs. Quetsch submitted a grant request to the Missouri Foundation for Health for carbon monoxide detectors for public housing units with gas appliances.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes, March 8, 2016.
- B. List of Disbursements for the month of March, 2016. (Exhibit #1, 4/26/2016)
- C. Occupancy Report for the month of April, 2016. (Exhibit #2, 4/26/2016)

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

RESOLUTION NO. 4540

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 March 2016 for Hamilton Tower, Capital City Apartments and Public Housing in the amount of \$6,059.87. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 4/26/2016)

CHANGES TO THE PAY RANGES AND COMPENSATION PLAN FOR STAFF:

Mrs. Quetsch reported that the Authority was utilizing an outdated pay range schedule with 28 levels. The low end was below minimum wage and she recommended adoption of a new schedule utilizing only five (5) levels. If the proposed schedule is approved it would not alter the pay of current employees.

Commissioner Mueller made the motion to approve the proposed pay range schedule, seconded by Vice Chair Rector. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 4/26/2016)

PENDING HUD RULE ON PUBLIC HOUSING GOING SMOKE FREE:

Mrs. Quetsch reported that HUD has a proposed rule pending, requiring all public housing units to be smoke free within 18 months of the final rule. Mrs. Quetsch questioned if it should be limited to only public housing. HUD has suggested that the Authorities designate a covered outdoor smoking area within 25 feet of the building.

It was the consensus of the Board for staff to include in the tenant's newsletter that HUD is proposing a rule implementing a smoke free policy in all of public housing units.

Additional information will be provided when it becomes available.

AFFIRMATIVELY FURTHERING FAIR HOUSING (AFFH) RULE REQUIREMENTS:

Mrs. Quetsch reported that the Affirmatively Furthering Fair Housing rule has gone into effect. The purpose of the rule is to have Public Housing spread across the community. Mrs. Quetsch will work with the City of Jefferson to analyze the fair housing conditions and set local priorities and promote to the community. Additional information will be provided to the Commissioners when it becomes available.

NEXT MEETING: 7:30 a.m., May 17, 2016

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 Kolb seconded the motion. Upon roll call vote, the motion was approved.

AYES: Rector, Kolb, Mueller, Vincent

NAYS: None

ABSENT: White, Mayfield

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: _____
Cynthia Quetsch, Secretary