

BOARD OF COMMISSIONERS  
BOARD MEETING  
FEBRUARY 18, 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 Thursday, February 18, 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; Commissioners Dennis Mueller, Donna White, and Myrtle Mayfield. 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	11-12	2-2
Rector	9-12	2-2
Mueller	12-12	2-2
Kolb	9-12	2-2
White	9-12	2-2
Mayfield	9-12	2-2

INFORMATIONAL ITEMS:

- A. The Monthly Financial Statements, Balance Sheets and Income Statements for the months of December 2015 and January 2016 were presented.
- B. The January 2016 monthly report for the Family Self-Sufficiency program was presented.
- C. On February 11, 2016 a reporter with KOMU met with Cynthia Quetsch, Executive Director regarding mold in the public housing units. A link to the story was provided for the Commissioners.
- D. Ms. Quetsch asked the Commissioners their preferences on time and method to receive Board meeting material. The consensus is to continue with paper copies delivered on Friday prior to Tuesday's meetings.
- E. The retirement reception for Allen Pollock is scheduled at Bones Lounge and Restaurant on February 26, 2016 from 4:00 to 6:00 p.m.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes, January 22, 2016.
- B. List of Disbursements for the month of January, 2016. (Exhibit #1, 2/18/2016)
- C. Occupancy Report for the month of January, 2016. (Exhibit #2, 2/18/2016)

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

RESOLUTION NO. 4530

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

See attached Resolution

Commissioner White made the motion to approve the proposed rent and damage write-offs for the month of January 2016 for Hamilton Tower, Westminster and Capital City in the amount of \$7,085.00. Vice Chair Rector seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 2/18/2016)

RESOLUTION NO. 4531

RESOLUTION COMMENDING ALLEN POLLOCK FOR HIS SERVICE AS AN EMPLOYEE OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM MAY 10, 1977 THROUGH FEBRUARY 29, 2016

See attached Resolution

Vice Chair Rector made the motion approving the Resolution commending Allen Pollock for thirty-nine years of service that will be presented during the reception on February 26, 2016. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 2/18/2016)

RESOLUTION NO. 4532

RESOLUTION COMMENDING JEFFREY (JEFF) SIEGEL FOR HIS SERVICE AS AN EMPLOYEE OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM FEBRUARY 8, 1988, THROUGH FEBRUARY 29, 2015

See attached Resolution

Commissioner White made the motion approving the Resolution commending Jeff Siegel for twenty-eight years of service that will be presented during a luncheon on February 19, 2016. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #5, 2/18/2016)

RESOLUTION NO. 4533

RESOLUTION APPROVING RENOVATIONS/MODIFICATIONS TO THE BASEMENT AREA AT THE COLE COUNTY EAST HEAD START FACILITY

See attached Resolution

During the previous Board meeting the Commissioners approved allowing the Cole County East Head Start to pursue the designing process for remodeling of the basement area, subject to final approval of the plans by the Jefferson City Housing Authority Board of Commissioners.

Commissioner Mueller made the motion to approve the design and revisions to the basement area, seconded by Vice Chair Rector. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #6, 2/18/2016)

DISCUSSION OF THE MISSION STATEMENT:

Ms. Quetsch provided background information on the Jefferson City Housing Authority's Mission Statements. At this time the Authority has three Mission Statements and she would like for them to be consistent. It was the consensus of the Board for staff to develop a Mission Statement and present to the Board at a future Board meeting.

NEXT MEETING: 7:30 a.m., March 8, 2016

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 White. Upon unanimous favorable vote, the motion was approved.

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Larry Vincent, Chairman

ATTEST: \_\_\_\_\_  
Cynthia Quetsch, Secretary