

BOARD OF COMMISSIONERS
BOARD MEETING
JANUARY 22, 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 Friday, January 22, 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 Allen Pollock, Executive Director; Jack Pletz, Legal Counsel; Jim Jenkins, Deputy Director; Sonya Ross, Administrative Assistant and Cynthia Quetsch, incoming Executive Director.

Chairman Vincent welcomed Cynthia Quetsch, as the new Executive Director of the Jefferson City Housing Authority. The Board and staff are looking forward to working with Ms. Quetsch.

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

INFORMATIONAL ITEMS:

- A. Due to the year-end closing of the LIHTC properties the Monthly Financial Statements, Balance Sheets and Income Statements for the month of December, 2015 will be presented during the February, 2016 Board meeting.
- 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.

OPEN SESSION:

- A. Approval of the Regular Meeting Minutes, December 15, 2015.
- B. Approval of the Executive Session Meeting Minutes, December 15, 2015.
- C. List of Disbursements for the month of December, 2015. (Exhibit #1, 1/22/2016)
- D. Occupancy Report for the month of December, 2015. (Exhibit #2, 1/22/16)

Commissioner White made the motion to approve the Consent Agenda, seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 1/22/1016)

RESOLUTION NO. 4525

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 December 2015 for Hamilton Tower, Capital City, Hyder II and Public Housing in the amount of \$11,363.50. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 1/22/16)

RESOLUTION NO. 4526

RESOLUTION APPROVING PHA CERTIFICATION OF COMPLIANCE WITH PHA PLANS AND RELATED REGULATIONS

See attached Resolution

With approval of this Resolution Mr. Pollock and Chairman Vincent would be authorized to sign and submit the new Annual PHA Plan along with the Five Year Plan of the Jefferson City Housing Authority to HUD. Mr. Pollock reported that staff held the required public hearing and compiled the Annual PHA Plan and the Five Year Plan containing all the documents and policies that have been revised in compliance with the law.

Commissioner Mueller made the motion to approve the PHA Certification of Compliance with PHA Plans and Related Regulations and submit to HUD for approval. Vice Chair Rector seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #5, 1/22/2016)

RESOLUTION NO. 4527

RESOLUTION APPROVING CYNTHIA QUETSCH AS AUTHORIZED SIGNATURE FOR ELECTRONIC BUSINESS SERVICES AS OFFER BY CENTRAL BANK

See attached Resolution

Mr. Pollock stated that with approval of this Resolution his name would be removed from the signature cards at Central Trust Bank certifying Cynthia Quetsch on February 1, 2016 as the new Executive Director and point of contact for the Jefferson City Housing Authority.

Vice Chair Rector made the motion to approve changing the name on all bank accounts and Tax Credit entities effective February 1, 2016, authorizing execution by Cynthia Quetsch, Executive Director. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #6, 1/22/2016)

NEXT MEETING: 7:30 a.m., February 18, 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 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.

Larry Vincent, Chairman

ATTEST: _____
Allen Pollock, Secretary

