

BOARD OF COMMISSIONERS
BOARD MEETING
MARCH 8, 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, March 8, 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 Donna White, Myrtle Mayfield 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 the month of February, 2016 will be presented during the April, 2016 Board meeting.
- B. The February, 2016 monthly report for the Family Self-Sufficiency program was presented.
- C. Mrs. Quetsch anticipates the Housing Authority purchasing an accessible van from the City of Jefferson's transportation department.
- D. The Housing Authority is considering a partnership with the Boys & Girls Club for a block party in the Elizabeth Street neighborhood.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes, February 18, 2016
- B. List of Disbursements for the month of February, 2016. (Exhibit #1, 3/8/3016)
- C. Occupancy Report for the month of February, 2016. (Exhibit #2, 3/8/2016)

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

RESOLUTION NO. 4535

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 February 2016 for Hamilton Tower and Public Housing in the amount of \$31,716.95. Commissioner Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 3/8/3016)

RESOLUTUION NO. 4536

RESOLUTION OF THE JEFFERSON CITY HOUSING AUTHORITY APPROVING PEST CONTROL SERVICES

See attached Resolution

Mrs. Quetsch reported that staff publicly advertised for general pest control services. Bids were received from the following two (2) companies:

Presto X	\$137,372.00
Rottler Pest Control	\$120,205.00

Commissioner White made the motion to award the contract to low bidder Rottler Pest Control in the amount of \$120,205.00 per year, seconded by Vice Chair Rector. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 3/8/2016)

RESOLUTION NO. 4537

RESOLUTION APPROVING THE MISSION STATEMENT FOR THE JEFFERSON CITY HOUSING AUTHORITY:

See attached Resolution

During the February Board meeting it was the consensus of the Board for staff to develop a Mission Statement and present to the Board. Mrs. Quetsch presented the proposed Mission Statement for the Jefferson City Housing Authority.

The PHA's mission is to provide decent, safe, affordable housing, without discrimination, for low-income or very low-income individuals or families, persons with disabilities, and the elderly.

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

NEXT MEETING: 7:30 a.m., April 26, 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, White, Rector, Kolb, Vincent
NAYS: None
ABSENT: Mueller

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

Commissioner Kolb made the motion to adjourn the meeting, seconded by Vice Chair Rector.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary