

BOARD OF COMMISSIONERS  
BOARD MEETING  
October 25, 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, October 25, 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, Dennis Mueller, Larry Kolb, Penny Rector, Donna White and Minnie Word. Also in attendance were Cynthia Quetsch, Executive Director; Jack Pletz, Legal Counsel; Diana Walters; Cindy Reeves; Lynn Graves of Graves and Associates; two members from the general public and a media representative.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	2-2
Rector	10-12	2-2
Mueller	12-12	2-2
Kolb	12-12	2-2
White	12-12	2-2
Word	1-1	

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

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

NEW COMMISSIONER

Chairman Vincent administered the oath of office to Minnie Word, new commissioner on the Board.

PUBLIC HEARING – PRESENTATION OF THE 2016 AUDIT

Lynn Graves of Graves and Associates presented the annual audit for the Jefferson City Housing Authority for the fiscal year ending March 31, 2016. The audit is for Public Housing and other HUD programs.

A public hearing on the operations of the Housing Authority was held. There was no input from the public.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes for September 2016. (Exhibit 1-A, 10/25/2016)
- B. List of Disbursements for the month of September 2016. (Exhibit 1-B, 10/25/2016)
- C. Occupancy Report for the month of September 2016. (Exhibit 1-C, 10/25/2016)

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

RESOLUTION NO. 4560

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 September for Hamilton Tower and Public Housing in the amount of \$24,929.00. Commissioner Rector seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit 2, 10/25/2016)

RESOLUTION NO. 4561

RESOLUTION ACCEPTING THE INDEPENDENT AUDITOR'S REPORT FOR FISCAL YEAR ENDING MARCH 31, 2016

Commissioner Rector made the motion to accept the Auditor's Report. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4562

RESOLUTION APPROVING RENEWAL OF HEALTH INSURANCE COVERAGE THROUGH THE HOUSING BENEFITS PLAN (HBP)

Ms. Quetsch explained that HBP insurance announced a 9% increase in cost for health insurance coverage for the year. Staff reviewed other plans and recommended health insurance be continued with the HBP Company at the Blue Cross Premier PPO plan level.

Commissioner Mueller made the motion to approve renewal of the Health Insurance coverage through HBP. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit 4, 10/25/2016)

RESOLUTION NO. 4563

RESOLUTION APPROVING MODIFICATIONS OF THE PROCUREMENT POLICY

Commissioner Rector made the motion to approve changes to the procurement policy requiring sealed bids for all purchases in excess of \$50,000.00. Commissioner Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit 5, 10/25/2016)

Discussion on the schedule for the Christmas and New Year Holiday and office celebrations. The decision was made to hold a holiday party for staff, board members, and spouses in January and to have a staff luncheon in December.

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);
- 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:	Kolb, Mueller, White, Rector, Word, Vincent
NAYS:	None
ABSENT	None

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

RESOLUTION NO. 4564

RESOLUTION APPROVING SUBMISSION OF PROPOSED URBAN RENEWAL PLAN FOR THE EAST CAPITOL AVENUE URBAN RENEWAL AREA TO THE PLANNING AGENCY FOR THE CITY OF JEFFERSON FINALLY ADOPTED

After a discussion of which properties should be identified on the acquisition map, Commissioner Kolb made the motion to approve the draft Urban Renewal Plan and to include the properties identified the meeting in the plan as Exhibit I and to forward the plan to the City. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit 6, 10/25/2016)

INFORMATIONAL ITEMS:

- A. The Monthly Financial Statements, Balance Sheets and Income Statements for September 2016 were presented.
- B. The September 2016 monthly report for Family Self-Sufficiency program was presented.
- C. Mini libraries were installed on Elizabeth and Elm Streets.
- D. Chairman Vincent was reappointed to a 4 year term.

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Larry Vincent, Chairman

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