

BOARD OF COMMISSIONERS  
BOARD MEETING  
September 20, 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 September 20, 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 and Donna White. Also in attendance were Cynthia Quetsch, Executive Director; Jack Pletz, Legal Counsel; Diana Walters and 3 individuals from the general public.

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

Commissioner Kolb seconded the motion, upon roll call vote the motion was approved.

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

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

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

INFORMATIONAL ITEMS:

- A. The Monthly Financial Statements, Balance Sheets and Income Statements for July and August 2016 were presented.
- B. The July and August 2016 monthly report for Family Self-Sufficiency program was presented.
- C. JCHA achieved high performer status for Public Housing for 2016.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes, July and August, 2016. (Exhibit 2-A, 2B 9/20/2016)
- B. List of Disbursements for the month of July and August 2016. (Exhibit #2C, 2D 9/20/2016)
- C. Occupancy Report for the month of July and August 2016. (Exhibit #2E, 2F 9/20/2016)

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

RESOLUTION NO. 4554

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

See attached Resolution

Commissioner Rector made the motion to approve the proposed rent and damage write-offs for the month of July for Linden Elderly, Hamilton Tower and Public Housing in the amount of \$1,588.00. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 9/20/2016)

RESOLUTION NO. 4555

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 August for Linden Elderly, Hamilton Tower, Ken Locke I and Public Housing in the amount of \$4,979.20. Commissioner Rector seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 9/20/2016)

RESOLUTION NO. 4556

A RESOLUTION APPROVING MODIFICATION TO THE ADMINISTRATIVE PLAN

See attached Resolution

Ms. Quetsch explained that the changes are to update the policy on portability and to clarify when criminal conduct can be used to deny eligibility.

Commissioner Rector made the motion to approve the modification. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.  
(Exhibit #5, 9/20/2016)

RESOLUTION NO. 4557

RESOLUTION APPROVING MODIFICATIONS TO MAINTENANCE CHARGES

See attached Resolution

Ms. Quetsch explained that there has been some confusion for tenants on maintenance charges. The maintenance charge sheet was revised to clarify when labor costs are charged.

Commissioner Mueller made the motion to approve the modification, seconded by Commissioner Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.  
(Exhibit #6, 9/20/2016)

PROCUREMENT POLICY

Modifications to the procurement policy were deferred to the October meeting.

BLIGHT STUDY

Commissioner Kolb made a motion to withdraw the amendment to the plan adopted at the August 2016 meeting and draft a new urban renewal plan. Seconded by Commissioner Rector. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.  
(Exhibit 8, 9/20/2016)

RESOLUTION 4558

RESOLUTION APPROVING MODIFICATIONS TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY FOR PUBLIC HOUSING (ACOP)

See attached Resolution

The changes update the policy to conform to HUD requirements.

Commissioner Rector made a motion to approve the updates, seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.  
(Exhibit 10, 9/20/2016)

SENIOR ACTIVITIES BUS

Ms. Quetsch recommended the Board approve a policy for nonresidents to be permitted to ride the Senior Activities bus if they are an attendant or aide for a resident or if there are vacant seats on the bus, as long as it does not prevent a resident from participating. A maximum of 2 nonresidents may be used to meet the minimum attendance requirement for a trip. Nonresidents will pay the same charge as residents for trips. There is no limit on the number of nonresidents to fill vacant seats if there are 10 or more residents participating. The Board approved the policy.

RESOLUTION NO. 4559

RESOLUTION APPROVING RENOVATIONS TO THE PLAYGROUND AT THE CHERRY STREET DAYCARE

The Head Start Program occupying the Cherry Street Day Care requested approval to expand the playground and install a new retaining wall at their expense.

Commissioner Rector made a motion to approve the concept of the change but requesting approval of the plans by an engineer before construction began, seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.  
(Exhibit 13, 9/20/2016)

Next Meeting: 7:30 a.m., October 25, 2016.

Commissioner Mueller 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