

BOARD OF COMMISSIONERS  
ANNUAL BOARD MEETING  
NOVEMBER 13, 2018

The Annual 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 November 13, 2018, 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; Commissioners Larry Kolb, Bob Weber, Dennis Mueller, Donna White and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Michelle Wessler Chief Housing Officer, Cindy Reeves, Chief Financial Officer; Jack Pletz, Legal Counsel; Diana Walters, Administrative Assistant; Ron Fitzwater, City Councilman; Carrie Tergin, Mayor.  
Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	6-6
Mueller	12-12	6-6
Kolb	12-12	5-6
White	12-12	5-6
Weber	12-12	3-3
Cain	9-9	2-2

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of October 2018.
- B. The Family Self Sufficiency program monthly report was presented.
- C. We received a score of 89c on the REAC inspections done October 22-23, 2018. This was an improvement from last year. The next inspection is in 2 years.
- D. The annual appraisal of public housing was substandard due to a low occupancy rate. Review of the data discovered an error and incomplete data. The data was revised and resubmitted. We anticipate a rescore of standard performer.
- E. Personnel Financial Disclosure Forms Information booklets were available at the meeting.
- F. There will be a holiday party for the staff and Board members on January 25, 2019 at Reinhardt Circle.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for October 16, 2018 (Exhibit 1-A)
- B. List of Disbursements for the month of October 2018. (Exhibit 1-B)
- C. Occupancy Report for the month of October 2018. (Exhibit 1-C)

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. 4651

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

Commissioner Weber made the motion to approve the proposed rent and damage write-offs for the month of October for Hamilton Towers and Public Housing in the amount of \$2,545.01. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 11/13/2018)

#### UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

103 Jackson Street has one remaining lien.

The 90 day deadline to make 101 and 105 Jackson Street habitable is December 11, 2018. If the deadline is not met the Housing Authority gets immediate possession of the property. There are 2 liens on the properties.

The Phase 2 lawsuit hearing was continued until December 14, 2018 before Judge Joyce.

The request for development proposals on 608 East State Street will be reviewed in closed session.

#### UPDATE ON DULLE TOWER RENOVATION PROJECT

The lateral sewer line installation is done in the first 2 stacks. The HUD severe use cabinets have been installed in the first stack. The proposed date for tenants to move into the renovated units is December 10, 2018.

#### HEALTH INSURANCE COVERAGE FOR 2019

There is a 26% increase in the rates for our current health insurance plan with Housing Benefit Plan (HBP). A different policy from HBP, Value PPO with Premier RX is within the budget (11% increase) but has a higher deductible than the current plan (\$1250.00 compared to \$450.00). Proposals were sought to compare with the HBP proposal. The most competitive proposal with HBP is Blue Access through the Missouri Chamber of Commerce (\$1000.00 deductible) but requires individual underwriting (independent medical information on each employee) to finalize the rates. Staff proposed that the Board authorize the plan with the lowest cost to the Authority determined after the exact rates for Blue Preferred are computed. Open enrollment for Housing Benefits Trust ends December 5 so if rates are not received from Blue Preferred the Housing Authority will renew with HBP Value PPO with Premier RX.

Commissioner White made the motion to allow staff to make a decision on insurance coverage. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

## RESOLUTION NO. 4652

### RESOLUTION APPROVING REVISIONS TO THE PUBLIC HOUSING AUTHORITY PLAN

The 5 year Public Housing Authority plan has been updated to add the possible renovation of 101 Jackson Street as a public housing unit, the demolition of 1103 Buena Vista Street, the no smoking requirements, updated the flat rent payment and the payment standards. After approval there will be 45 days of public notice, then a public hearing before it is finalized.

Commissioner Weber made a motion to approve the 5 year PHA plan. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

## RESOLUTION NO. 4653

### RESOLUTION APPROVING ANNUAL OPERATING BUDGET OF THE HOUSING AUTHORITY FOR FYE DECEMBER 31, 2019 AND FYE MARCH 31, 2020 (LIHTC PROPERTIES)

Overall the Housing Authority is in sound financial shape. It is possible expenses will exceed income in some properties. Public housing has the reserves to cover what is budgeted.

Commissioner White made a motion to approve the 2019-2020 budget. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

### ELECTION OF OFFICERS

Vice Chair Kolb made the motion that all Board positions stay the same. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

### NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday December 18, 2018.

Mayor Tergin inquired about the process on 101 and 105 Jackson Street and thanked the Board for their work on the Capital Avenue renewal project.

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

AYES: Kolb, White, Weber, Mueller, Cain, Vincent  
NAYS: None  
ABSENT None

Following adjournment of the Executive Session, the Board reconvened in Open Session.

Commissioner White made the motion to adjourn the meeting. Seconded by Vice Chair Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

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Larry Vincent, Chairman

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