

BOARD OF COMMISSIONERS
BOARD MEETING
June 21, 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 June 21, 2016, in the Board Room at the Housing Authority Office, 1040 Myrtle Avenue, Jefferson City, MO.

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; Jim Jenkins, Deputy Director and Diana Walters.

Chairman Vincent called the meeting to order.

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

INFORMATIONAL ITEMS:

- A. The Monthly Financial Statements, Balance Sheets and Income Statements for May 2016 were presented.
- B. The May 2016 monthly report for Family Self-Sufficiency program was presented.
- C. General discussion of the HUD visit from May 31, 2016.
- D. Discussion on the new senior activity bus, trip schedule and field trips.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes, May 17, 2016.
- B. List of Disbursements for the month of May 2016. (Exhibit #1B, 6/21/2016)
- C. Occupancy Report for the month of May 2016. (Exhibit #1C, 6/21/2016)

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

RESOLUTION NO. 4547

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

See attached Resolution

Commissioner Mueller made the motion to approve the proposed rent and damage write-offs for the month of May for Hamilton Tower and Public Housing in the amount of \$1,625.00. Commissioner Rector seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 6/21/2016)

RESOLUTION NO. 4548

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI, A MUNICIPAL CORPORATION, APPROVING A REVISIONS TO THE PERSONNEL RULES AND REGULATIONS

See attached Resolution

Ms. Quetsch presented the proposed revision to the personnel policy. The staff is recommending a revision to the policy to make updates and changes set forth on the attached chart.

Commissioner Rector made the motion to approve the proposed changes to the personnel policy. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 6/21/2016)

RESOLUTION NO. 4549

RESOLUTION APPROVING THE RESTORATION CONTRACT AT 1132 LINDEN COURT

See attached Resolution

This was publically advertised requesting bids for the service. The contract covers restoration of a unit that had water damage and mold. Staff received and reviewed 1 bid and recommended awarding the contract to Rainbow International. The bid amount was for \$51,051.48.

Commissioner Kolb made the motion to approve the Resolution, seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 6/21/2016)

Next Meeting: 7:30 a.m., July 19, 2016.

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 Rector 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.

Commissioner Rector made the motion to adjourn the meeting, seconded by Commissioner Kolb. Upon unanimous favorable vote, the motion was approved.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary