BOARD OF COMMISSIONERS BOARD MEETING MAY 17, 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 May 17, 2016, in the Board Room at the Housing Authority Office, 1040 Myrtle Avenue, Jefferson City, Missouri.

<u>ROLL CALL</u>: On roll call the following were in attendance: Chairman Larry Vincent, Commissioners Dennis Mueller, Larry Kolb and Donna White. Also in attendance were Cynthia Quetsch, Executive Director; Jack Pletz, Legal Counsel; Jim Jenkins, Deputy Director; Sonya Ross, Administrative Assistant and Diana Walters.

Chairman Vincent called the meeting to order.

	REGULAR	SPECIAL
Vincent	12-12	2-2
Rector	8-12	2-2
Mueller	11-12	2-2
Kolb	9-12	2-2
White	9-12	2-2

INFORMATIONAL ITEMS:

- A. The Monthly Financial Statements, Balance Sheets and Income Statements for March and April 2016 were presented.
- The April 2016 monthly report for Family Self-Sufficiency program was presented.
- C. The Audit reports on the Tax Credit properties were available for the Commissioners review.
- D. Ms. Quetsch presented the score established by the Real Estate Assessment Center, (REAC) office of HUD for Luella Estes, with an overall score of 87b. The next inspection conducted by REAC for the Luella Estes will be in 2018.
- E. NAHRO Summer Conference with Commissioner's Fundamentals Seminar, July 15 to 17, 2016 in Portland, Oregon.
- F. Grant request submitted to Missouri Foundation for Health for carbon monoxide detectors for public housing units with gas appliances was denied. Fire Chief Matt Scofield and Ms. Quetsch will continue to look for funding for 296 public housing units at a cost of \$13,500.00.
- G. Myrtle Mayfield resigned effective April 28, 2016.

CONSENT AGENDA:

- A. Approval of the Regular Meeting Minutes, April 26, 2016.
- B. List of Disbursements for the month of April, 2016. (Exhibit #1, 5/17/2016)
- C. Occupancy Report for the month of April, 2016. (Exhibit #2, 5/17/2016)

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. 4542

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 April for Hamilton Tower and Public Housing in the amount of \$1,621.00. Commissioner Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 5/17/2016)

RESOLUTION NO. 4543

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI, A MUNICIPAL CORPORATION, APPROVING THE TREPASS NOTICE PROCEDURES FOR HOUSING AUTHORITY PROPERTIES.

See attached Resolution

Ms. Quetsch presented the proposed Trespass Notice Procedures. The purpose is to provide a uniform written policy setting forth criteria to be met before any person is issued a no-trespass notice banning the presence of the person on property owned and managed by the Housing Authority of the City of Jefferson.

Commissioner Mueller made the motion to approve the proposed revisions to the no-trespass policy. Seconded by Commissioner Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #4, 5/17/2016)

RESOLUTION NO. 4544

RESOLUTION APPROVING CHANGE IN BY-LAWS OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI

See attached Resolution

At a previous Board Meeting, the Commissioners approved scheduling the Board Meeting for 3:00 p.m. on the third Tuesday of each month. With approval of this Resolution the regular meeting will be held at 7:30 a.m. on the third Tuesday, except that the Board may specify any other day and time that month for such regular meeting. Commissioner Mueller made the motion to approve the Resolution, seconded

by Commissioner Kolb. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #5, 5/17/2016)

RESOLUTION NO. 4541

RESOLUTION COMMENDING SONYA ROSS FOR HER SERVICE AS AN EMPLOYEE OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI FROM JULY 1, 1986 THROUGH MAY 31, 2016

See attached Resolution

Commissioner White made the motion approving the Resolution commending Sonya Ross for thirty years of service that will be presented at a luncheon on May 20, 2016. Commissioner Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #6 5/17/2016)

Next Meeting: 7:30 a.m., June 21, 2016.

Dennis 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, Vincent

NAYS: None ABSENT Rector

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

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

	Larry Vincent, Chairman
ATTEST:	
Cynthia Quetsch, Secretary	