

BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
AUGUST 20, 2019

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 August 20, 2019, in the Conference Room at the Housing Authority at 1040 Myrtle Avenue, Jefferson City, Missouri.

ROLL CALL: On roll call the following were in attendance: Chairman Larry Vincent; Commissioners Larry Kolb, Dennis Mueller, Bob Weber, Donna White and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Cindy Reeves, Chief Financial Officer; Jack Pletz, Legal Counsel; and Diana Walters, Administrative Assistant; Councilman Fitzwater and the press.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	7-8
Mueller	12-12	8-8
Kolb	11-12	7-8
White	11-12	7-8
Weber	10-12	4-5
Cain	12-12	2-3

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of July 2019.
- B. The Family Self Sufficiency program monthly report was presented.
- C. Linden Court scored a 96a on the REAC Inspection.
- D. Annual Section 8 Management Assessment Program (SEMAP) received a high performer score.
- E. Annual Public Housing Assessment Systems (PHAs) received a standard performer score.
- F. We received a \$53,360.46 check from the City for expenses that exceeded the purchase price on 103 Jackson Street.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for July 16, 2019. (Exhibit 1-A)
- B. List of Disbursements for the month of July 2019. (Exhibit 1-B)
- C. Occupancy Report for the month of July 2019. (Exhibit 1-C)

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

RESOLUTION NO. 4681

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

Commissioner Mueller made the motion to approve the proposed rent and damage write-offs for the month of July for Capital City, Hamilton and Public Housing in the amount of \$1,584.00. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 8/20/2019)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

No proposals received for 105 Jackson Street. Proposals will be accepted until September 10th for review at the September 24th Board meeting.

The progress of renovations on 103 Jackson Street are on the website "Outstandish Preservation" @<https://outstandishpreservation.weebly.com/>.

A decision on how to package the East Capitol Avenue properties will be made after we get results from the structural engineer.

Commissioner Weber inquired on the progress of 608 East State Street redevelopment. Ms. Quetsch will get information for the September meeting.

RESOLUTION NO. 4682

RESOLUTION AWARDING ENGINEERING SURVEYS & SERVICES (ES&S) THE CONTRACT TO PERFORM STRUCTURAL INSPECTIONS ON EAST CAPITOL AVENUE PROPERTIES OWNED BY THE HOUSING AUTHORITY THAT WERE AFFECTED BY THE TORNADO

Two proposals were received to perform structural inspections on East Capitol Avenue properties affected by the tornado.

Commissioner Weber made the motion to approve awarding the contract to Engineering Surveys & Services for structural Inspections. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON DULLE TOWER RENOVATION PROJECT

Currently 6 stacks, 47 units are completed. There are 5 stacks vacant and being worked on. The delay is due to the cabinets. The architect had to redo the drawings for the accessible units because the dimensions were not the same in each unit and the electrical outlets were not in the right place per HUD standards.

UPDATE ON CAPITAL CITY APARTMENTS

There is a delay on window replacement/repairs due to disputes on what needs to be done to the windows. The engineering company hired by the insurance company advocated very few replacements and suggested reinstalling windows that were blown out of place but not broken. There are concerns about whether the reinstalled windows will function properly to permit

opening in case of a fire and whether the gas between the panes will be impacted. It is difficult to have anyone warrant that the reinstalled windows will function for any period of time. Each individual window will be evaluated by a contractor and staff August 21st and 22<sup>nd</sup> in an attempt to resolve the issue.

The insurance adjuster originally indicated that all of the siding would be replaced on all buildings but they are now only replacing portions of it.

We plan to rebuild the front 2 units of 526 without having to demolish the building.

#### RESOLUTION NO. 4683

#### RESOLUTION OF THE JEFFERSON CITY HOUSING AUTHORITY APPROVING MODIFICATION TO THE PERSONNEL POLICY REGARDING EMPLOYEES' REQUESTS TO CHANGE FROM FULL TO PART TIME WITH BENEFITS AND THE OPTION OF FOUR TEN HOUR DAYS PER WEEK

Staff proposed a revision in the Personnel Policy to permit employees with a minimum of 15 years of service, as a full time employee to change status from full time to part time. A 20% per hour reduction in compensation is required. Long term employees that shift to part time will receive reduced benefits for leave and holidays. Disability and life insurance coverage will remain the same. Retirement accounts will continue receive the 15% contribution per pay period at the reduced hourly rate.

Commissioner Weber made the motion to approve the policy permitting part time employment with benefits if certain conditions were met. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Staff also proposed to permit staff the option to work 4 - 10 hour shifts vs 5 - 8 hour shifts. Commissioner Mueller made the motion to approve allowing staff to work 10 hour shifts on a trial basis for 3 months effective October 1, 2019. It will be evaluated in January to determine if it is effective. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

#### MEDICAL MARIJUANA

Medical marijuana is now permitted in Missouri but certain permits are required. Marijuana is a controlled substance prohibited under federal law. HUD prohibits the admission of a current marijuana user to public housing units. It is to the discretion of the authority whether current tenants are permitted to remain in public housing while using medical marijuana. Staff recommends prohibiting use by current residents since it is a lease violation to violate federal drug laws. Staff will draft a policy for presentation at the September meeting.

#### RESOLUTION NO 4684

#### RESOLUTION AWARDING THE CONTRACT TO NOVOGRADAC FOR AUDIT SERVICES FOR THE LINDEN ELDERLY, HERRON, CAPITAL CITY APARTMENTS AND HYDER TAX CREDIT PROPERTIES

2 proposals were received for tax credit audits and were reviewed by Bob Weber, Cindy Reeves and Cynthia Quetsch. The review team recommends the award to Novogradac as they are more experienced with tax credit audits and were the low bidder.

Commissioner White made the motion to award the tax audit contract to Novogradac, contingent on negotiating the fee for Hyder tax return. Commissioner Mueller 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 September 24, 2019.

Councilman Fitzwater stated that Mayor Tergin apologized for not attending the meeting because she was in Columbia on other business.

Vice Chair Kolb 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, Mueller, Cain, Weber, White, Vincent
NAYS:	None
ABSENT	None

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

Commissioner Weber 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