

BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING
NOVEMBER 26, 2019

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 26, 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; Carrie Tergin, Mayor; members of the press and public.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	8-9
Mueller	12-12	9-9
Kolb	11-12	8-9
White	11-12	7-9
Weber	11-12	5-6
Cain	12-12	3-4

ELECTION OF OFFICERS

Vice Chair Kolb made a motion the Larry Vincent remain as the Chairman. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Commissioner Mueller made a motion that Larry Kolb remain as Vice Chairman. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of October 2019.
- B. The Family Self Sufficiency program monthly report was presented.
- C. The Commissioners names have been reported to the Missouri Ethics Commission for notice of filing the Personal Financial Disclosure Statements.
- D. The winter holiday party for staff and Board members is scheduled for January 10, 2020 at Reinhart Circle.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for October 15, 2019, special meeting October 23 and special meeting on October 31, 2019(Exhibit 1-A)

- B. List of Disbursements for the month of October 2019. (Exhibit 1-B)
- C. Occupancy Report for the month of October 2019. (Exhibit 1-C)

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

RESOLUTION NO. 4696

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 October for Capital City, Linden Elderly, Hamilton, Ken Locke I and Public Housing in the amount of \$11,221.20. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 11/26/2019)

REQUEST FOR SECTION 99.700 TAX ABATEMENT FOR 627 WEST MCCARTY STREET

Commissioner White made a motion to approve the request for the Section 99.700 tax abatement for 627 West McCarty Street. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The contract on the Parsons house at 105 Jackson has been signed and we are preparing for the closing.

An open house was held at Ivy Terrace November 7th with 133 visitors attending. Six people returned for a more in depth examination on November 12th.

There was an open house for 501, 507, and 513 East Capitol Avenue and 101 Jackson Street on November 15th with 73 people attending. Six people returned for more in depth examination on November 20, 2019.

The proposals on all properties are due January 7, 2020.

It has been difficult to find anyone to patch the roofs but we are still looking for a contractor.

UPDATE ON CAPITAL CITY APARTMENTS

The framework is complete on 526 East Elm. Installation of new windows is expected to start in 4 weeks.

RESOLUTION NO. 4697

RESOLUTION APPROVING HOUSING BENEFIT PLAN (HBP) FOR HEALTH INSURANCE AND \$900.00 SALARY ADJUSTMENT TO EMPLOYEES WITH BENEFITS

The rates for the current health insurance plan with Housing Benefit Plan (HBP) decreased slightly. A different policy from HBP, Value PPO would be a significant monthly savings for the

Housing Authority but increases the cost to employees for prescription drugs. The plan increases the deductible from \$1250.00 to \$1500.00 per year and the coinsurance from 20% to 30%. Staff recommended the HBP Value PPO and use the savings in premiums to provide a salary adjustment of \$900.00 to all employees with benefits to cover the increase in the cost of the deductible and difference in the coinsurance and prescription prices. Vice Chair Kolb made a motion to approve the HBP Value PPO plan and \$900.00 salary adjustment for employees with health coverage. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4698

RESOLUTION APPROVING HOUSING BENEFIT PLAN (HBP) FOR DENTAL COVERAGE FOR 2020

Delta Dental is the current dental insurance provider. HBP also offers dental insurance but has a limited number of in network providers in Jefferson City, so employees using their current dentist may not get full coverage. HBP offers \$1500.00 coverage vs \$1000.00 in coverage we currently have. Staff recommended HBP as the provider with \$1500.00 in coverage. Commissioner Mueller made a motion to accept HBP Dental coverage. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4699

RESOLUTION APPROVING THE PUBLIC HOUSING PLAN

Commissioner White made a motion to approve the PHA 5 year plan. Seconded by Commissioner Weber. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Michelle Wessler joined the meeting.

RESOLUTION NO. 4700

RESOLUTION APPROVING ANNUAL OPERATING BUDGET OF THE HOUSING AUTHORITY FOR FYE DECEMBER 31, 2020 (LIHTC PROPERTIES) AND FYE MARCH 31, 2021 PUBLIC HOUSING

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 Weber made a motion to approve the 2020-2021 operating budget including a wage increase of \$900.00 for employees with benefits to cover the increased cost to employees for health insurance and potential for a performance increase of \$800.00 at annual review. Seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4701

RESOLUTION APPROVING THE HOUSING AUTHORITY'S CAPITAL FUND 5 YEAR PLAN

Commissioner Weber made a motion to approve the 5 year Capital Fund Program. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

STATION OF THE CROSS STATUES ON KEN LOCKE PROPERTY

Commissioner Kolb made a motion to approve Robert Dudenhoffer taking possession of the Station of the Cross statues to make a shrine at a local church. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Wednesday December 18, 2019.

Mayor Tergin thanked the Board for their continued work on the Capitol Avenue Urban Renewal Plan.

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

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

Commissioner Cain made the motion to adjourn the meeting. Seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary