

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
MARCH 17, 2020

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 March 17, 2020, 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, Vice Chairman Larry Kolb; Commissioners Dennis Mueller, Bob Weber, Donna White and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Michelle Wessler, Chief Housing Officer; Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Diana Walters, Administrative Assistant; Carrie Tergin, Mayor; Ron Fitzwater, City Councilman, members of the public and press.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	11-12	9-10
Mueller	12-12	9-10
Kolb	11-12	8-10
White	9-12	8-10
Weber	10-12	6-7
Cain	12-12	4-4

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of December 2019 were presented. Due to Cindy Reeves recent absence February will be provided at the April meeting.
- B. The Family Self Sufficiency program monthly report was presented.
- C. Catholic Charities cancelled a planned meet and greet with the residents of Hyder on March 17 to get input on services they would like provided at the Shikles Center. The meeting was canceled due to the Covid-19 virus. There was a hearing before the Planning and Zoning Commission on March 12, 2020 to have the area rezoned to a PUD. The Housing Authority supports that request.
- D. In 1992 there was a contract between the TIF Commission and JCHA for the Housing Authority to provide services (including staffing, legal and accounting services) to the TIF Commission to be paid out of future collections. The final amount owed was paid March 2, 2020 and the account will be closed.
- E. The audits for Herron, Linden Elderly and Capital City Apartments are complete. Auditors made a note of concern about the financial resources at Capital City Apartments.
- F. HUD suggests that we have an event to celebrate the importance of family. The Family Appreciation Day will be May 30, 2020 from 11-2. We will provide hot dogs, games and access to social service resources. We are soliciting donations for door prizes at the event.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for February 18, 2020 (Exhibit 1-A)
- B. List of Disbursements for the month of February 2020. (Exhibit 1-B)
- C. Occupancy Report for the month of February 2020. (Exhibit 1-C)

Vice Chair Kolb 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. 4719

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 February for Hyder I, Hyder II, Linden Elderly, Hamilton Tower and Public Housing in the amount of \$9,707.95. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 03/17/2020)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

Negotiations are underway for 500 East Capitol (Ivy Terrace).

The closing for 501, 507, 511 and 513 East Capitol Avenue is set for March 24, 2020.

We have not been able to find a contractor to patch or tarp the roof of Ivy Terrace.

No bids were received for 101 Jackson Street.

Disposition of personal property from the East Capitol Avenue homes has been delayed until later due to the Covid-19 virus and maintenance having to take care of other needs.

Dustin Long was present at the meeting. He stated that due to unforeseen damage to 608 East State Street from the tornado, he will not be able to renovate the project as agreed in the redevelopment contract. Mr. Long did not have the insurance required by the contract. The Board will contact Mr. Long with options.

The Housing Authority is requesting \$58,889.17 from the City as reimbursement costs for the acquisition and sale of 105 Jackson Street. Vice Chair Kolb made the motion to approve the request \$58,889.17 from the City for reimbursement on 105 Jackson Street. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON CAPITAL CITY APARTMENTS

Windows and siding are being installed. There was a flood due to a frozen pipe that damaged the office building which is also being repaired. We hope to have all renovations in the complex completed prior to the May 22nd anniversary date of the tornado.

UPDATE ON DULLE TOWER

Construction is complete at Dulle Tower. Staff is working to get units ready to occupy and paperwork finalized. The final payment will not be made until all lien waivers have been received and approval obtained.

UPDATE ON TRUMAN HOTEL URBAN RENEWAL PLAN

Mr. Miller sent a letter to the Puri's requesting information on the demolition of the old Truman Hotel. Mr. Vic Puri will attend the April meeting to discuss the next step.

REQUEST FOR TAX ABATEMENT ON 620 WEST MCCARTY (THEOS MIDTOWN)

A tax abatement request was submitted for Theo's Midtown Restaurant at 620 West McCarty. The work was completed in early 2018 but the request was just received. Vice Chair Kolb made a motion to approve the tax abatement. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO 4720

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

The expenditures for mowing and shoveling have exceeded the budget estimates by more than 10% due to a long summer and inclement weather. The budget has been adjusted to reflect actual spending through January with updated projections for the rest of the year. HUD requires Board approval of major revisions. Commissioner White made a motion to approve the revised budget. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO 4721

RESOLUTION APPROVING MISSOURI RURAL SERVICES WORKERS COMPENSATION INSURANCE TRUST

Commissioner Weber made a motion to approve Missouri Rural Services Worker Compensation Insurance Trust to provide the workers compensation Insurance for 2020-2021. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

MONTHLY SAFETY UPDATE

This month is Ethics for Commissioners. Ms. Quetsch gave a presentation to the Board on Fiduciary Duties and Ethics for Public Housing Officials. The presentation fulfills the monthly requirement from MHAPCI for a financial incentive of \$1,000.00 at the end of the year.

PROPOSED PERSONNEL POLICY CHANGES TO ADDRESS COVID-19

Staff proposed an amendment to the personnel policy on leave time due to the Covid-19 virus. The change provides a mechanism for borrowed leave to be used to prevent the spread of the virus to other staff or residents. The proposal deals solely with absences due to the Covid-19 virus. The Board approved the Executive Director to make modifications to operations or policy as needed to address the Covid-19 virus.

Commissioner Mueller made the motion to approve the proposed change to the personnel policy by adding the following:

Borrowed leave- Solely to deal with the corona virus, staff with insufficient leave would be permitted to use leave before it is earned. Staff who test positive, or who have been ordered to self-quarantine, or who have symptoms but not yet diagnosed, or who cannot come to work because of lack of child care or need to care for a family member, would be given time off work and would use existing leave, both annual and sick, until it runs out. Staff would then be able to “borrow” paid leave up to 80 hours to enable them to be paid while they are off. Staff would not be permitted to take any annual leave until the “borrowed” time had been replenished. Staff would also have the option to go leave without pay while they are out.

Staff using borrowed leave will sign an agreement about the duty to replenish the leave. If staff leave before the borrowed leave is replenished the final paycheck will be adjusted to cover/pay for the leave. Commissioner Weber 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 April 21, 2020.

Mr. Miller stated that the courts are closed due to the Covid-19 virus so it may take longer for cases to go through, possibly into June.

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

Commissioner Weber 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:	Mueller, Cain, Weber, White, Kolb, 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 Weber. Upon unanimous favorable vote, Vice Chairman Kolb declared the motion approved.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary