

**EXECUTIVE DIRECTOR'S REPORT
BOARD OF COMMISSIONERS MEETING
AGENDA PROLOGUE**

December 20, 2022 Meeting

The Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, will be held electronically and in person starting at **7:30 a.m., December 20, 2022**, using a Zoom platform. To join the meeting by Zoom:

<https://us02web.zoom.us/j/83463387919?pwd=NDFiUkI2c3ZwTUplKa3VsNFY2WGQ5dz09>

Meeting ID: 834 6338 7919

Passcode: 976689

One tap mobile

+19292056099,,83463387919#,,,,*782302# US

Dial by your location

+1 305 224 1968 US

1. **ROLL CALL**

* Motion needed by members. The City approved the renewal of Mr. Mueller's 3rd and Final Term. This is normally done in the November Annual meeting, but his renewal had not yet been approved.

*Nomination and Approval of Officers

2. ***Consent Agenda**

(Exhibit 2)

Approval of the Minutes for the Regular Meeting of **November 2022**

3. **Resolutions & Communications**

A. ***Resolution Approving Write-off (Collection Loss) of Tenant Accounts Receivable (Exhibit 3A)**

Monthly report removing debt of former tenants from PHA books, for **November 2022**

B. ***Resolution Approving Loan to Linden Elderly Housing Development Group, LP (Exhibit 3B)**

This would clear the existing developer fee debt as an accounts receivable item and make it a loan.

C. ***Resolution Approving a Request for a Certificate of Qualification for a Ten-Year Tax Abatement Pursuant to Section 99.700 (Exhibit 3C)**

Applicant Cosimo Properties, LLC, has requested a tax abatement for the property recently redeveloped at 324 East Capitol Avenue in September of 2022, Wedding/Event Space. The application includes all required components. This property is part of the "2016 Housing Authority of the City of Jefferson, Missouri East Capitol Avenue Urban Renewal" and was declared blighted. This property was already completed before Tax Abatement was requested. Staff & Legal Counsel recommend approval.

D. ***Resolution Approving Personnel Plan Updates (Exhibit 3D)**

Personnel Policy Changes: Maintenance On-Call Overtime, Pager Pay, Titles, Drug Policy - Medical Marijuana, Criminal Check – Criminal History Policy to Follow Housing Applicant Policy. Effective 1/2023.

4. **Report of the Secretary - Informational Items:**

A. **Monthly Financial Statements – November** Financials **(Exhibit 4A)**

B. **List of Disbursements** for November 2022** **(Exhibit 4B)**

**Note: All checks will be in one report without an issue to name

C. **Occupancy Report as of December 1, 2022** **(Exhibit 4C)**

D. **Family Self Sufficiency Program (FSS) Report–November 2022** **(Exhibit 4D)**

Participants **24**, Graduates **30**; FSS Action Plan submitted to HUD. FSS Grant due, October 7th.

E. **Land Clearance and Redevelopment Authority Updates**
East Capitol Avenue Urban Renewal –

Phase 1

101 Jackson - Preparing a Memorandum of Agreement to take exception to the Dept of Interior’s requirement to refurbish windows. Single pane & non tempered are very inefficient and unsafe for families. There are a number of other exceptions, they will appeal. If they start work by May, he said they will be fortunate.

Phase 2 –

Stitt Barony - 501, 507, 511, 513 East Capitol

Plumbing has started, approved HVAC plan, sheetrock going up on ceilings and firebreaks.

Parsons House – Pending Contract approval by PHA Board. Prospective owners have been working on the yard and other things HCJ has approved.

Ivy Terrace – 500 East Capitol

Progress is continuing.

Other Properties

Truman Hotel – No new information.

324 Capitol Avenue (Old Livery Stable) – Action on Tax Abatement request

F. Update on the Housing Authority Operations as Adjusted to Deal with COVID 19

Continuing checking temps and asking health questions. Continuing to receive SAFHR applications, we have 57 pending applications and 76 payments received.

G. Community Programs

We are having fun planning the Christmas Photos with Santa, you are invited on Sunday, December 18th 1-4:00, if you would like to bring along some little ones to see Santa or have a family photo with Santa come on by. Unmet Needs Committee meeting last week. The “Naming PH Properties” contest, has not had a lot of response, but we are getting a few, we have extended the time until January 31st.

H. Hamilton Tower Renovations

4 & 5 stack – Things are moving along quite well anticipate residents will be transferred to new units in February.

I. Online Rental Payments

The online payment website is working great, we are even getting payments from prior residents through the site. One payment description that we did not think up so adding that now.

J. Nspire Inspections & REAC Inspection

We volunteered to be one of the first Housing Authorities to be Inspected under the new Nspire Inspection Guidelines. Our first inspection was Dulle Tower on December 12 at 8 a.m. following up with Linden Court at 12:30 a.m. We did not expect to get two on the same day. Nspire will replace the REAC Inspection, but not yet, as we have a REAC Inspection on December 28th for Linden Elderly.

K. Public Housing Annual Plan

Meeting scheduled for January 5, 2023

L. Housing Authority’s Capital Fund 5-Year Plan

Meeting scheduled for January 5, 2023

5. Reports of Committees – No Reports

Next Regular Meeting: The third Tuesday is **January 17th**.

EXECUTIVE SESSION:

Litigation/confidential or privileged communications	610.021(1)
Real estate	610.021(2)
Personnel	610.021(3)
Welfare cases of identifiable individuals	610.021(8)

6. **Unfinished Business**

7. **New Business**

8. **Adjourn Meetin**