BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

MARCH 16, 2021

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 16, 2021, via Zoom meeting.

ROLL CALL: On roll call, the following were in attendance: Chairman Dennis Mueller, Vice-Chairman Larry Kolb; Commissioners Bob Weber, Dian Cain and Mary Simmons. Also, in attendance were Cynthia Quetsch, Executive Director; Cindy Reeves, Chief Financial Officer; Michelle Wessler, Chief Housing Officer; Todd Miller, Legal Counsel; Diana Walters, and Amy VanOvershelde Administrative Assistants; Carrie Tergin, Mayor; Mike Lester, City Councilman and members of the public.

Chairman Mueller called the meeting to order.

 REGULAR SPECIAL

Mueller 12-12 11-12

Kolb 12-12 10-12

White 11-12 8-10

Weber 11-12 6-7

Cain 12-12 4-5

Simmons 3-3 2-2

INFORMATIONAL ITEMS:

A. The monthly financial statements for January and February are part of the software conversion and there was an issue producing them. Hopefully they will all be available in April.

B. The Missouri Department of Conservation awarded JCHA a grant for $26,200.00 to remove 9 dead trees, plant 53 new trees and provide the ash bore shot to 2 trees. Ann Koenig from Conservation will schedule a formal check presentation.

C. Ms. Quetsch commended Amy VanOverschelde for planning and implementing the COVID vaccine clinic for the seniors living in Herron, Hyder, LaSalette and Ken Locke. All tenants that wanted the shot were provided one in February. A total of 56 vaccines were given. The second clinic will be March 24th. She is also working to set up a vaccine clinic at Dulle and Hamilton Towers. Amy also applied for the tree grant that was awarded to JCHA.

 Ms. Quetsch also commended Chera McCoy for her dedication in spending two weekends learning the new software to become the in house guru in order to assist others.

CONSENT AGENDA:

A. Approval of Meeting Minutes for the regular meeting in February, 2021 (Exhibit 1-A)

B. List of Disbursements for the month of February 2021. (Exhibit 1-B)

C. Occupancy Report for the month of February 2021. (Exhibit 1-C)

Commissioner Simmons made the motion to approve the Consent Agenda. Commissioner

Weber seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared

the motion approved.

RESOLUTION NO. 4768

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

Commissioner Weber made the motion to approve the proposed rent and damage write-offs for the month of February 2021 for Lasalette, Hamilton and Public Housing in the amount of $4,800.75 Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #2, 03/16/2021)

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The building at 608 East State Street has been demolished. There is no record of a deed transferring the property from Dustin Long to another party. The agreement between the Housing Authority and Dustin Long was that conveyance is subject to restrictions that run with the land. The restrictions should be set forth in the deed and the deed filed with the recorder of deeds. Dustin has been invited to explain how he has complied with the requirements to make sure the restrictions are still in effect.

UPDATE ON CAPITAL CITY APARTMENTS

The claim with the insurance company for the tornado damage has been closed. The settlement includes the cost of cleanup and renovations as well as loss of business income.

UPDATE ON DULLE TOWER RENOVATION

Dulle is at 85% occupancy. As part of the AHP grant Hawthorne Bank agreed to provide financial education to residents. The original format was educational meetings but due to COVID a booklet was created highlighting the problems with Payday Lending to be distributed to each resident.

RESOLUTION NO. 4769

RESOLUTION APPROVING MODIFICATIONS TO THE PUBLIC HOUSING BUDGET FOR YEAR ENDING MARCH 31, 2021

HUD requires that the budget be revised at the end of the fiscal year to reflect actual expenditures and requires Board approval. Vice Chair Kolb made the motion to approve the modifications to reflect actual expenditures. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4770

RESOLUTION APPROVING A REVISION TO THE PERSONNEL POLICY REGARDING ANNUAL LEAVE

Ms. Quetsch developed a policy that reduces the number of employees having to use or lose leave in March of each year. Commissioner Simmons made the motion to approve the revision to the personnel policy regarding annual leave. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4767

RESOLUTION THANKING DIAN CAIN FOR HER SERVICE AS COMMISSIONER

We thank Dian for her dedication to the Board as her term has expired. Ms. Quetsch read the Resolution to Ms. Cain and will present it to her at a later date. Commissioner Weber made a motion to approve the resolution to thank Ms. Cain. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

The Commissioners each thanked Ms. Cain for her service to the Board.

Mayor Tergin thanked the Board for their service on the Capitol Avenue urban renewal. Councilman Lester thanked staff for providing vaccine clinics to the residents of senior housing.

ETHICS TRAINING FOR COMMISSIONERS REQUIRED FOR THE INSURANCE COMPANY

Ms. Quetsch reviewed a pamphlet on Fiduciary Duties and Ethics for Public Housing Authority officials and the JCHA code of conduct. Each Commissioner signed a statement saying they had reviewed the policy.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday April 20, 2021

Commissioner Simmons 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.

Vice Chair Kolb seconded the motion. Upon roll call vote the motion was approved.

AYES: Kolb, Weber, Cain, Simmons, Mueller

 NAYS: None

ABSENT White

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

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Dennis Mueller, Chairman

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cynthia Quetsch, Secretary