BOARD OF COMMISSIONERS

ANNUAL BOARD MEETING

NOVEMBER 16, 2021

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 16, 2021, via Zoom meeting and in person.

ROLL CALL: On roll call, the following were in attendance: Chairman Dennis Mueller; Commissioners Bob Weber, Mary Simmons, Donna White and Brian WeKamp. Also, in attendance were Michelle Wessler, Executive Director; Chera McCoy, Deputy Director; Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Diana Walters, Amy VanOverschelde and Vickey Hawkins, Administrative Assistants; Carrie Tergin, Mayor; Mike Lester, City Councilman; Holly Stitt, Frederick Prather by phone and a member of the press.

Chairman Mueller called the meeting to order.

 REGULAR SPECIAL

Mueller 12-12 11-12

Kolb 11-12 10-12

White 10-12 8-10

Weber 12-12 6-7

Simmons 12-12 2-2

WeKamp 7-7

INFORMATIONAL ITEMS:

A. The monthly financial statements for October 2021. (Exhibit A)

B. List of Disbursements for October 2021 (Exhibit B)

C. Occupancy Report for the month of October 2021. (Exhibit C)

D. The Family Self Sufficiency Report was presented. The FSS program is providing Thanksgiving Day baskets for participants. There is an anonymous donor that will double donations of money to help fill the baskets.

E. **The Eviction Moratorium –**SAFHR flyers were sent along with an eviction help event notice. The event is sponsored by Catholic Charities, CMCA, MRRL Library and Salvation Army. The event is to assist residents, of any landlord, in getting assistance with unpaid rent. We have received 22 SAFHR applications, 46 repayment agreements leaving 20 with a balance on their account.

F. **Phase 1**

101 Jackson Street –There was an inquiry with interest in the property. There will be discussion in closed session.

**Phase 1 & 2**

Holly Stitt gave an update on the progress on her properties. She also spoke of some possible funding opportunities and efforts to bring awareness of the need to preserve the Historic Capitol Avenue area.

**Phase 3**

413, 417, 419, and 519 East Capitol Avenue

Judge Green has assigned a commission to value damages.

**Phase 4**

Mayor Tergin spoke on status of the funeral home and possibilities to save the property before it is too late. There will be a discussion in closed session

G. **Update on United Way Grant –** The Housing Authority has acquired a new bus with the assistance of the United Way Grant. The bus arrived on October 25th**.** It is a beautiful 2017 Ford F-450 Turtle Top with seating for 23 passengers and has 2 wheelchair spaces.

H. **Update on Housing Authority operations to deal with Covid-19 –** Reports of Covid resident/staff have significantly declined. We plan to open the office on January 3, 2022, but still check temps and ask health questions. Staff is being encouragedto vaccinate for their safety as well as the safety of other employees and residents.

I. **Update on 1103 Buena Vista demolition –** Demolition work was completed on 1103 Buena Vista.

J. **Hamilton Tower Insurance Claim –** Work is progressing but we are waiting on the insurance scope of work. Once received the project will go out for bid.

K. **1417 Elizabeth Insurance Claim –** The fire that was started from the use of a Bic lighter caused damage in the building to Unit B, D & hallway. Unit D requires tear out of ceilings, walls and floors. Unit A has minimal water damage.

L. **Board of Commissioners Positions -** The City Administration approved Frederick Prather’s application and the City Board of Commissioners approved his nomination at the City Commissioners meeting on November 15th, his first Board Meeting as a Board member will be December 14, 2021.

M. **Admin Plan –** There have not been any comments, we are waiting for the comment period to end if no comments the policy will be updated per the Resolution in June.

N. **Annual Non- Christmas Party –** Planning for the gathering began in September, when Covid numbers were still high, so we planned to do gift cards again this year. The numbers have been decreasing, so there is a possibility we could plan something for February or March. Commissioner Weber suggested asking staff for their preference.

O. **Catholic Charities -** Board members were invited to tour the new facility October 26th & November 2nd. Dennis and Larry had commented on their visit.

P. **Ameren Grant –** Capital City Apartments was awarded a grant from Ameren for furnace cleaning and water measures. Dulle and Hamilton Towers also received a grant for water measures.

CONSENT AGENDA:

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

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

RESOLUTION NO. 4801

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 October 2021, for LaSalette, Linden Campus Elderly, Capital City Apartments and Public Housing in the amount of $2,305.75. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #2, 11/16/2021)

RESOLUTION NO. 4802

RESOLUTION APPROVING ANNUAL OPERATING BUDGET OF THE HOUSING AUTHORITY FOR FYE MARCH 31, 2023 (PUBLIC HOUSING) FYE DECEMBER 31, 2022 (LIHTC PROPERTIES)

Commissioner Simmons made the motion to approve the proposed General Operating Budget covering all of the operations and activities of the Housing Authority and the Land Clearance for Redevelopment Authority. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4803

RESOLUTION APPROVING THE RENEWAL OF THE HEALTH INSURANCE PROVIDED BY HOUSING BENEFITS PLAN PPO VALUE

After reviewing health insurance staff determined that Housing Benefits Plan Value PPO is the best option based on cost and no change to the benefits. There is a 6% increase in premiums from last year. Commissioner White made the motion to approve Housing Benefits Plan PPO Value for employee health benefits. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4804

RESOLUTION APPROVING THE RENEWAL OF THE DENTAL INSURANCE PROVIDED BY HOUSING BENEFITS DENTAL PLAN

After reviewing dental insurance staff determined that Housing Benefits Plan is the best option based on cost and no change to the benefits. Dental benefits had a 5% increase in premiums from last year. Commissioner White made the motion to approve Housing Benefits Dental Plan for employee dental benefits. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

RESOLUTION NO. 4805

RESOLUTION APPROVING OPTIONAL EMPLOYEE PAID VISION INSURANCE PROVIDED BY UNITED HEALTHCARE

Vision benefits will be offered to staff at a cost of $6.00 per month for the employee, with additional cost for family members. Staff members, not the Housing Authority will cover the cost of premiums for the vision benefit. Commissioner White made the motion to approve United Healthcare for optional employee paid vision benefits. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

Chairman Mueller thanked Donna White and Bob Weber for their service on the JCHA Board of Commissioners. Mayor Tergin and Councilman Mike Lester also thanked them for their service and for the work on Capitol Avenue.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday, December 14, 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.

Commissioner White seconded the motion. Upon roll call vote the motion was approved.

AYES: Kolb, Weber, Simmons, WeKamp, White, Mueller

 NAYS: None

ABSENT None

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

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Dennis Mueller, Chairman

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

 Michelle Wessler, Secretary