BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

SEPTEMBER 21, 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, September 21, 2021, via Zoom meeting and in person.

ROLL CALL: On roll call, the following were in attendance: Chairman Dennis Mueller, Vice-Chairman Larry Kolb; 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 and Amy VanOverschelde Administrative Assistants; Mike Lester, City Councilman, and a member of the press.

Chairman Mueller called the meeting to order.

REGULAR SPECIAL

Mueller 12-12 11-12

Kolb 12-12 10-12

White 10-12 8-10

Weber 12-12 6-7

Simmons 10-10 2-2

Wekamp 5-5

INFORMATIONAL ITEMS:

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

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

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

D. The Family Self Sufficiency Report was presented. The FSS Renewal Grant was submitted. Graduation was held September 15, 2021. The Advisory Board meeting is scheduled for October 12, 2021 at 8:30 a.m. at the Redeem Project office.

E. **The Eviction Moratorium –** The moratorium ended August 26, 2021. Notices have been sent to Residents multiple times, stressing that unpaid rent will result in termination when the moratorium ended. Residents have been encouraged to meet with their managers to make repayment agreements or contact MHDC to apply for the SAFHR program. Currently 21 units have rent balances, these residents have not contacted JCHA to make payment arrangements.

F. **101 Jackson Street –** The City engineers completed a building inspection and determined that the building needs extensive repairs that would exceed the current and future value of the structure. PJS Enterprises, LLC submitted a bid for temporary repair covering the damaged roof areas. The bid of $7,650.00 includes labor, materials, disposal of vegetation and machinery to safely install a temporary ice and water shield. Board requested a proposal for a complete replacement.

H. **Update on Housing Authority operations to deal with Covid-19 –** We are seeing a decrease in the number of Covid cases. Staff is encouraged to vaccinate for their safety.

A flu and Covid shot clinic will be held at Hyder and Dulle Tower on October 5, 2021. We will continue to see clients by appointment only, ask health questions and take temperatures, before individuals can enter the office areas. Maintenance and inspectors will continue to ask health questions before entering units.

I. **Update on 1103 Buena Vista demolition –** A date has not been set, but we hope to have demolition in October. The city has extended the permit.

J. **Update on Common Ground Policy Change on applicants owing money –** The public comment period ended August 22, 2021, with no comments. The policy update was approved by Resolution in July. We have already had 2 participants.

K. **Update on elevator contracts –** Following the contract corrections the elevator contract was awarded to Otis Elevator Company at a savings of $22,348.00.

CONSENT AGENDA:

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

Vice Chair Kolb 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. 4795

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

Commissioner White made the motion to approve the proposed rent and damage write-offs for the month of August 2021, for Hamilton, Linden Campus Elderly and Public Housing in the amount of $8,516.75. Commissioner Wekamp seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #2-A, 09/21/2021)

RESOLUTION NO. 4796

RESOLUTION APPROVING GRAVES AND ASSOCIATES CPA’S LLC FOR PROFESSIONAL AUDIT SERVICES

Commissioner Simmons made the motion to approve Graves and Associates CPA’s LLC for audit services. Vice Chairman Kolb seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

**Annual Certification of MHAPCI member compliance for MHAPCI liability coverage for employment practices –** MHAPCI implemented a new policy in 2020 requiring review of several documents annually. All commissioners are to certify that they have reviewed the following:

* + Section O: Liability Coverage D&O and Employment Practices
  + Fiduciary Duties & Ethics for PHA Officials
  + Code of Ethics Policy for D&O

The new MHAPCI policy also mandates one hour of training by all management staff in at least one of the following categories:

* + Discrimination
  + Anti-harassment
  + Disciplinary action and procedures
  + ADA
  + Family and Medical Leave Act

While not required, all Commissioners are encouraged to participate in one hour of training.

**Open positions for Board of Commissioners –** There will be two Commissioners positions open in November. Anyone that is interested should contact the Housing Authority or complete the application on the City’s website.

Commissioner Weber was having difficulty with internet service.

RESOLUTION NO. 4797

RESOLUTION FOR BOARD APPROVAL TO CONTRACT HAMILTON TOWER PLUMBING AND ELECTRICAL SERVICES, UNDER EMERGENCY PROCUREMENT

Residents of 22 units have been relocated due to water damage which is covered by insurance. Deteriorating plumbing uncovered in demolition must be repaired, HUD stated the plumbing and electrical components needing code upgrades should be done while the walls are open. This does not include the HUD severe use cabinets which may not be covered by insurance. They will be bid in the restoration contract. The cafeteria’s kitchen will also be rehabbed. Vice Chairman Kolb made the motion to approve the emergency plumbing and electrical contract. Commissioner Simmons seconded the motion. Upon unanimous favorable vote, Chairman Mueller declared the motion approved.

Commissioner Weber rejoined the meeting.

Councilman Lester announced plans for the Meadow Street Park to be relocated to East Elm Street in the future. The current location will be for the cemetery expansion. He also spoke of the realignment of districts. Mayor Tergin was unable to attend the meeting, but asked Mr. Lester to thank the Board for their work on Urban Renewal.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday, October 19, 2021. Vice Chairman Kolb will not be available.

Vice Chairman Kolb 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

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Dennis Mueller, Chairman

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

Michelle Wessler, Secretary