BOARD OF COMMISSIONERS

ANNUAL BOARD MEETING

NOVEMBER 16, 2022

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 Wednesday, November 16, 2022, via Zoom meeting and in person.

ROLL CALL: On roll call, the following were in attendance: Chairman Dennis Mueller; Vice-Chairman Larry Kolb; Commissioners Mary Simmons, Carlos Graham, Rick Prather, and Brian Wekamp. Also, in attendance were Michelle Wessler, Executive Director; Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Diana Walters, Amy VanOverschelde, Administrative Assistants; Carrie Tergin, Mayor, and Mike Lester, City Councilman.

**ROLL CALL:** Chairman Mueller called the meeting to order.

 REGULAR SPECIAL

Mueller 12-12 11-12

Kolb 11-12 10-12

Simmons 12-12 2- 2

Wekamp 11-12

Prather 11-12

Graham 11-11

**CONSENT AGENDA:**

Approval of Meeting Minutes for the regular meeting in October 2022 (Exhibit 2). Vice-Chairman Kolb made the motion to approve the Consent Agenda. Commissioner Wekamp seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4842**

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

Commissioner Graham made the motion to approve the proposed rent and damage write-offs for October for Public Housing, LaSalette, and Ken Locke I for $8,351.23. Commissioner Wekamp seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 11/16/2022)

**ANNUAL SCHEDULE OF BOARD MEETINGS**

There was a discussion on the projected schedule of Board Meetings from 12/2022-11/2023 for posting on the PHA website. In January the PHA plan must be submitted to HUD 75 days before the end of the PHA’s FY. The Monday before the third Tuesday in January is the 75th day. This may require a Special Meeting if comments are received during on or before the January 5th Public hearing.

**RESOLUTION NO. 4843**

**RESOLUTION APPROVING PUBLIC HOUSING ANNUAL PLAN**

Each year the Five Year PHA Plan, completed in 2020, is updated to include all the documents and policies that are considered substantial changes in PHA policies, these changes were previously approved by the board or are anticipated in the coming year. Upon favorable action by the Board, the PHA will hold a public meeting, after a 45-day notice period. Any comments received will be brought to the Board’s attention in January, for possible changes to the PHA Annual Plan. If no comments are received, the Annual Plan will be submitted to HUD for approval upon completion of the public meeting. The Public Meeting, for the FY 2024 PHA Annual Plan will be held on January 5, 2023. Commissioner Prather made the motion to approve the PHA annual plan. Commissioner Wekamp seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit #3C 11/16/2022)

**RESOLUTION NO. 4844**

**RESOLUTION APPROVING THE HOUSING AUTHORITY’S CAPITAL FUND 5-YEAR PLAN**

HUD requires that the Housing Authority prepare a five-year Capital Funding Plan each year, forecasting how the Public Housing Capital Fund award will be used for the upcoming 5 years. Upon favorable action by the Board, the PHA will hold a public meeting, after a 45-day notice period. Any comments received will be brought to the Board’s attention in January, for possible changes to the Capital Fund Plan. If no comments are received, the Board’s favorable action will be submitted to HUD upon completion of the public meeting. The Public Meeting, for the FY 2024 PHA Capital Fund Plan will be held on January 5, 2023. Vice-Chairman Kolb had several questions from the report that Cindy Reeves explained. Vice-Chairman Kolb made the motion to approve the 5-year plan. Commissioner Graham seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit #3D 11/16/2022)

**RESOLUTION NO. 4845**

**RESOLUTION APPROVING ANNUAL BUDGET FOR FYE 03/31/2024 (PUBLIC/ASSISTED HOUSING) AND FYE 12/31/2023 FOR LOW-INCOME HOUSING TAX CREDIT (LIHTC) PROPERTIES**

Favorable action of the Board will result in the adoption of the General Operating Budget covering all of the operations and activities of the Housing Authority and the Land Clearance for Redevelopment Authority. With different fiscal years for housing authority operations and tax credit property operations, the respective Budgets would be submitted to HUD/MHDC as required for oversite approval. Vice-Chairman Kolb had several questions from the report that Cindy Reeves explained. Vice-Chairman Kolb made the motion to approve the budget. Commissioner Prather seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3E 11/16/2022)

**RESOLUTION NO. 4846**

**RESOLUTION APPROVING HEALTH INSURANCE PROVIDED BY HOUSING BENEFITS PLAN**

Housing Benefits Plan is a housing authority pool serving housing authorities in the southeastern United States. Staff reviewed the renewal rate from United Health Care Value Full PPO (HBP), which proposed a monthly premium increase of 8.5% over last year.

Staff reviewed Dental Benefits proposals and suggest dental through HBP. The rate is the same as last year. Vision Benefits for staff were added last year at no cost to the PHA, staff cost is $6.15 per month. Commissioner Prather made the motion to approve the health insurance plan. Commissioner Simmons seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3F 11/16/2022)

**REPORT OF THE SECRETARY - INFORMATIONAL ITEMS:**

A. **Monthly Financial Statements -** October 2022. (Exhibit 4A)

B. **List of Disbursements** **-** October 2022 (Exhibit 4B)

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

D. **Family Self-Sufficiency Report** - October 2022 (Exhibit 4D)

There are 24 participants and 30 graduates. The FSS Action Plan was approved by HUD allowing us to sign new contracts. The FSS Grant was accepted.

E. **Land Clearance and Redevelopment Authority**

East Capitol Avenue Urban Renewal Plan - Updates

 **Phase 1** – 101 Jackson Street and 2 lots on East State Street

The window issue has not been resolved, cannot complete Grant paperwork until all issues are resolved.

**Phase 2 - Stitt Barony -** Progress continues at 501, 507, 511, and 513 East Capitol Avenue. There is a new roof on 501 and plumbing & electricity have been upgraded.

**The Parsons House, 105 Jackson Street** - The Historic City of Jefferson is in the process of selling the property.

**Ivy Terrace** – They are hard at work on sheetrock and plaster repairs, stripping trim, and working on floors.

**Other Properties Under Redevelopment**

 **Truman Hotel –** No new information.

**324 Capitol Avenue (Old Livery Stable)** A tax abatement request was received from Ron Dawson - Cosimo Properties LLC. The property was not purchased from LCRA, therefore, Legal Counsel is drafting a response.

 F. **Update on Housing Authority operations to deal with Covid-19**

The office continues to be open to the public. Health questions and temps are being taken before entry into the office areas. Cole County numbers are being closely monitored. We continue to receive SAFHR applications and have 41 pending payments and 70 paid applications. Letters were sent to residents about tenant responsibility in completing and submitting applications and terminations.

 G. **Community Programs**

The PHA’s first Trunk or Treat was held on October 31st from 4-6 and was a great success with approximately 80 children attending. The children and parents were very grateful for the event. The contest to name public housing has not generated as much response as we hoped. We are working on getting the word out again and set a deadline of January 6, 2023. Santa will be visiting the upper level of the main office on Sunday, December 18th. The children will receive pictures with Santa and an age-appropriate book for them to take home.

 H. **Hamilton Tower Renovations**

10-stack – All the residents have transferred to their new units. The caulking and sealing of the building are complete. There was a leak during a heavy rainstorm. The contractor sent a technician over immediately and they are working on a solution to fix it.

 I. **Online Rental Payments Update**

The payment website was completed and reviewed. The link went live on October 18, 2022. There is a small convenience fee for online payments, but residents can still pay in person, drop slot, or by mail at no charge. So far there have been 2 payments made to the website.

 J. **Administrative (Admin) Plan Updates**

The 30-day public comment period expires on November 17th, no comments received to date. The policy will update per Resolution NO. 4839 on the 31st day.

**K. Admissions and Continued Occupancy (ACOP) Plan Updates**

The 30-day public comment period expires on November 17th, no comments received to date. The policy will update per Resolution No. 4840 on the 31st day.

**L. REAC Inspection Capital City Apartments**

A score of 92 was received on the CCA REAC inspection, and an appreciation lunch was held for all those involved. A special thanks to Tim Gardner, the maintenance tech that has been at Capital City since January. He was also the maintenance tech at Hamilton Tower when we scored a 96 in November of last year. It should be noted, it does take a team working together to score this well, but it also takes the person at that property every day to do be doing what is needed.

**Reports of Committees** No committee reports

Councilman Lester stated that the redevelopment request for proposals is out for 413, 419, and 517-519 East Capitol Avenue. Proposals must be submitted by December 22, 2022. The request for proposals for the other 8 properties has been extended to December 13, 2022

**NEXT MEETING:** The regular meeting will be at 7:30 a.m. Tuesday, December 20, 2022.

Commissioner Graham made the motion to adjourn into Executive Session to consider 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 Wekamp seconded the motion. Upon roll call vote the motion was approved.

AYES: Kolb, Weber, Simmons, Wekamp, Prather, Mueller

 NAYS: None

ABSENT: None

**Old Business** No old business

**Adjourn**

Vice-Chairman Kolb made the motion to adjourn the meeting. Commissioner Prather seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

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Dennis Mueller, Chairman

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

 Michelle Wessler, Secretary