BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

SEPTEMBER 19, 2023

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. Tuesday, September 19, 2023, via Zoom meeting and in person.

ROLL CALL: On roll call, the following were in attendance: Chairman Dennis Mueller; Vice-Chairman Larry Kolb; Commissioners Rick Prather, Mary Simmons and Carlos Graham. Also, in attendance were Michelle Wessler, CEO; Chera McCoy, COO; Cindy Reeves, CFO; Todd Miller, Legal Counsel; Ron Fitzwater, Mayor; Diana Walters and Vickey Hawkins Administrative Assistants and a member of the press.

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

REGULAR SPECIAL

Mueller 11-12 11-12

Kolb 11-12 10-12

Simmons 12-12 2- 2

Wekamp 12-12

Prather 11-12

Graham 9-12

**CONSENT AGENDA:**

Approval of Meeting Minutes for the Regular Meeting in August 2023. (Exhibit 2) Commissioner Simmons made the motion to approve the Consent Agenda. Commissioner Prather seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4880**

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

Vice-Chairman Kolb made the motion to approve the proposed rent and damage write-offs for August 2023, including Ken Lock II, Hamilton Tower and Public Housing, for $15,732.50. Seconded by Commissioner Prather. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. Exhibit #3A, 09/19/2023)

**RESOLUTION NO. 4881**

**RESOLUTION ACCEPTING THE ANNUAL AUDIT OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON FOR FYE 3/31/2023**

**Audit Report Year End 3/31/2023**

Lindsay Graves of Graves & Associates presented the Housing Authority Audit Report for FYE 3/31/2023. Ms. Graves gave an overview of the audit report and highlighted several items of importance. She stated the audit resulted in an unmodified opinion with the PHA meeting all requirements. Commissioner Prather made the motion to approve the Audit Report. Seconded by Commissioner Simmons. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.  **(Exhibits 3B-Audit Report/Shared Screen)**

**RESOLUTION NO. 4882**

**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 1.95% over last year.

Staff reviewed Dental Benefits proposals and suggested dental through HBP, as the rate did not change. The Housing Authority pays 100% of employee premiums and 50% for spouse and family members. Vision Benefits for staff were added in 2021 at no cost to the PHA, cost to staff increased to $6.15 per month. Commissioner Graham made the motion to approve the Health Insurance Plan. Seconded by Commissioner Prather. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. Exhibit 3C, 9/18/2023

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

A. **Monthly Financial Statements –** July 2023 Financials. (Exhibit 4A)

B. **List of Disbursements** **–** August 2023. (Exhibit 4B)

C. **Occupancy Report** as of September 1, 2023. (Exhibit 4C)

D. **Family Self-Sufficiency Report** –August 2023. (Exhibit 4D)

There are currently 19 participants and 36 graduates. The Grant for CY2024 was submitted in 2022.

Commissioner Wekamp joined the meeting.

E**. LAND CLEARANCE AND REDEVELOPMENT AUTHORITY UPDATES – EAST CAPITOL AVENUE URBAN RENEWAL**

**Phase 1**

**101 Jackson** – Mr. Blosser stated they are waiting on an approval letter. The decision will be posted for public comment and then go to the City Council for approval. It will be a minimum of 2 months for a decision. If approved they will need to submit a request for an extension to complete the project.

**Phase 2 –**

**Stitt Barony – East Capitol** 501 & 507 – There has been progress made on the exterior of the buildings.

**Parsons House –** No news on the porch.

**Ivy Terrace –** 500 East Capitol – progress can be viewed at <https://www.facebook.com/ivyterracejcmo/> Improvements have been made to the exterior.

**Other Properties**

**Truman Hotel** – Discussion deferred to closed session regarding multiple stories that have been published regarding the property over the last month.

F**. Community Programs**

Meetings: Senior Network, United Way, Senior Fall Planning, Caring Connections-Library, Community Housing, United Way, Welcome Home Veteran Housing, Service Providers, Housing Community, Housing Task Force, Unhoused Solutions, Foster Adoption Association. YMCA Senior Network Fall Festival September 21st. Project homelessness September 29th. Housing Authority employees will host a Trunk or Treat on October 31st from 4-6 p.m.

G**. Renovations**

*Hamilton Tower*s - Stack 1 Should be finished mid-September these 9 units will be occupied by applicants. Stacks 2 & 3 completing electricity and plumbing work; cabinet installation is in process. Stacks 6 & 7 existing tenants moved in; moved-in three units off the waiting list. Stacks 11 & 12 work started; these two stacks are being handled differently as we will be moving our mobility-impaired residents for as short a period as possible.

*Dulle Towers* – State inspection failed on August 9th; the new inspector wanted additional work completed that was not required for the Hamilton cars until both cars were completed. The relays that were required could not be installed until August 29th and a new inspection is scheduled for September 15th. Replacement of the Dulle Camera System started on July 10th, waiting on delivery of a new DVR, it was damaged in shipping, can take up to 6 weeks. Everything is ready to go once DVR arrives.

*1417 D Elizabeth* – Work stalled for a meeting with the City Inspector to determine how the Inspector wanted flue venting replaced. Our plans described the process when 2 units were involved. Work on ductwork stalled due to the weeks of temps above 90.

*Hyder Apartments Window Replacement* – Contract executed and confirmation of measurements is scheduled for the 19th. They are anticipating window delivery and work to start in November, doing three units a day until completed. Approx 39 days to complete units then, they will start on windows in common areas.

**Grant Applications**

HUD Emergency Grant for 9-1 & 9-5 – We were awarded the Deck and Balcony grant for $799,154.00; HUD has approved all required documentation; work will begin October 2nd.

The FHLB-AHP Grant – Awards will be in December. Safety and Security Grant, for Dulle Tower Fire and Pull Cord systems, is usually awarded in Late September or early October. We were Awarded the Hazards Grant for Dulle Towers’ deteriorating flooring in the amount of $212,182.00. We will put this out for proposals in a month or so. Unfortunately, we cannot start work until after the elevators are complete, we cannot block the area in front of the only working elevator.

This grant money fixing bigger issues allow staff to be proactive and prevent other issues before they arise. Commissioner Simmons commended JCHA staff for their efforts in obtaining additional funding through grants.

**Reports of Committees** – No Reports

**Next Regular Meeting:** The 3rd Tuesday is October 17, 2023. 3rd Tuesday in November is the Board meeting.

Commissioner Simmons 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, 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, 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, Section 610.021(3);
* Welfare cases of identifiable individuals, Section 610.021(8) RSMO.

Commissioner Graham seconded the motion. Upon roll call vote, the motion was approved.

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

NAYS: None

ABSENT: None

**Unfinished Business**

**No unfinished business.**

**New Business**.

**No new business.**

**Adjourn**

Commissioner Prather made the motion to adjourn the meeting. Commissioner Graham 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