

**HOUSING AUTHORITY OF THE CITY OF NEVADA, MO**

**HELD THIS 30<sup>th</sup> DAY OF MAY 2013**

On this 30<sup>TH</sup> day of May 2013 at 7:00 p.m., the Housing Authority of the City of Nevada, MO met in regular session at the Nevada Housing Authority, 1117 N. West St., Nevada, MO 64772.

The meeting was called to order by Frankie L. Davis, Chairperson.

Roll call was taken with the following present:

**Commissioners:** Nellie Jo Boyd, Lois Crowe, Frankie L. Davis, and Mike Turnbull

**Absent:** Commissioner Jennifer Thomas (Excused)

**Also present:** Carol Branham, Executive Director

There was a motion made by Commissioner Mike Turnbull to approve the revised agenda as written. Commissioner Nellie Jo Boyd seconded the motion. A vote was taken and recorded as follows:

**Ayes:** Commissioners Lois Crowe, Frankie L. Davis, Mike Turnbull and Nellie Jo Boyd

**Nays:** None

**Absent:** Commissioner Jennifer Thomas

**CONSENT AGENDA**

A motion was made by Commissioner Nellie Jo Boyd to approve the consent agenda which included:

- a. Minutes (Special Work Session Meeting 04-25-13)
- b. Minutes (Regular Meeting 04-25-13)

The motion was seconded by Commissioner Lois Crowe. A vote was taken and recorded as follows:

**Ayes:** Commissioners Frankie L. Davis, Mike Turnbull, Nellie Jo Boyd and Lois Crowe

**Nays:                   None**

**Absent:                 Commissioner Jennifer Thomas**

## **PUBLIC PARTICIPATION**

**NONE**

## **EXECUTIVE DIRECTOR REPORT**

**Consideration was give and discussion held on the written and verbal Executive Director's report including the following:**

- 1. HUD Letter (Acknowledgement of Audit FYE 6-30-12)**
- 2. WCA Services (Increase in service due to increased occupancy.)**
- 3. Disposal of scrap lumber**
- 4. Accrued leave of employees projected at year end.**
- 5. Upcoming training schedule**
- 6. Budget revision for current year and new budget.**
- 7. Time Study concluding May 31<sup>st</sup> for evaluation of program allocations in budget.**
- 8. Occupancy Rate 92% as of meeting time.**
- 9. Pre-REAC Inspection in process and will conclude on May 31, 2013.**
- 10. Accessible Units – Fairground Estates – No substantial completion letter to date. Scheduled for re-inspection Friday, June 7<sup>th</sup>.**
- 11. Utility Rates for all programs under evaluation.**
- 12. Cable/TV Satellite Restrictions**
- 13. Barbeque Grills at units**
- 14. Surplus Fencing**
- 15. Father's Day Event – June 15 – Walton Park**

**Motion was made by Commissioner Mike Turnbull to accept the Executive Director's written and verbal report. Motion was seconded by Commissioner Lois Crowe. Motion carried.**

**Consideration was given and discussion held on a request from the Executive Director to put out a request for bids for the surplus fencing removed from Fairground Estates. A motion was made by Commissioner Lois Crowe to authorize the Executive Director to put out a request for bids for surplus fencing.**

The motion was seconded by Commissioner Nellie Jo Boyd. A vote was taken and recorded as follows:

**Ayes:** Commissioners Nellie Jo Boyd, Lois Crowe, Frankie L. Davis and Mike Turnbull

**Nays:** None

**Absent:** Commissioner Jennifer Thomas

#### **PRESIDENT REPORT**

President Davis gave a brief verbal report. She commented on the upcoming conference that she will be attending in Galveston.

#### **FINANCIAL REPORT**

(Written financial report from Urlaub & Co. for April 2013)

Motion was made by Nellie Jo Boyd to accept written financial reports for April 2013. The motion was seconded by Commissioner Lois Crowe. Motion carried.

#### **NEW BUSINESS**

Consideration was given and discussion held on retaining 2012 officers for 2013. Motion was made by Commissioner Mike Turnbull to retain the current officers for 2013. The motion was seconded by Commissioner Lois Crowe. A vote was taken and recorded as follows:

**Ayes:** Commissioners Mike Turnbull, Nellie Jo Boyd, Lois Crowe and Frankie L. Davis

**Nays:** None

**Absent:** Commissioner Jennifer Thomas

Consideration was given and discussion held on Resolution No. 814 (Passbook Rate Policy). Motion was made by Commissioner Mike Turnbull to approve Resolution No. 807 as written. The motion was seconded by Commissioner Lois Crowe. A vote was taken and recorded as follows:

**Ayes:** Commissioners Nellie Jo Boyd, Lois Crowe, Frankie L. Davis and Mike Turnbull

**Nays:** None

**Absent:** Commissioner Jennifer Thomas

Consideration was given and discussion held on Resolution No. 815 (Flat Rate Rent Schedule). A motion was made by Commissioner Mike Turnbull to postpone Resolution No. 815 until the next scheduled meeting. The motion was seconded by Commissioner Nellie Jo Boyd. A vote was taken and recorded as follows:

**Ayes:** Commissioners Lois Crowe, Frankie L. Davis, Mike Turnbull and Nellie Jo Boyd

**Nays:** None

**Absent:** Commissioner Jennifer Thomas

Consideration was given and discussion held on Resolution No. 816 (Agreement with US Inspections for Fixed Asset Inventory). A motion was made by Commissioner Mike Turnbull to approve Resolution No. 816 as written in the amount of \$980 with US Inspections Group. The motion was seconded by Commissioner Nellie Jo Boyd. A vote was taken and recorded as follows:

**Ayes:** Commissioners Frankie L. Davis, Mike Turnbull, Nellie Jo Boyd and Lois Crowe

**Nays:** None

**Absent:** Commissioner Jennifer Thomas

Consideration was given and discussion held on Resolution No. 817 (Utility Allowance Schedule for Public Housing Program). A motion was made by Commissioner Mike Turnbull to postpone Resolution No. 817 until the next scheduled meeting. The motion was seconded by Commissioner Lois Crowe. A vote was taken and recorded as follows:

**Ayes:** Commissioner Mike Turnbull, Nellie Jo Boyd, Lois Crowe and Frankie L. Davis

**Nays:** None

**Absent:** Commissioner Jennifer Thomas

Consideration was given and discussion held on Resolution No. 818 (Contractual Agreement for Architectural and Engineering Services between Esterly, Schneider & Associates, Inc. A/A and the Housing Authority of the City of Nevada, MO). A motion was made by Commissioner Mike Turnbull to approve Resolution No. 818 as written in the amount of \$11,500. The motion was seconded by Commissioner Lois Crowe. A vote was taken and recorded as follows:

**Ayes:** Commissioners Nellie Jo Boyd, Lois Crowe, Frankie L. Davis and Mike Turnbull

**Nays:** None

**Absent:** Commissioner Jennifer Thomas

Consideration was given and discussion held on Resolution No. 819 (Approval of Bid for Repairs to 613 Godfrey Lane Due to Fire Damage for Quartz Plus, Moundville, MO). A motion was made by Commissioner Lois Crowe to approve Resolution No. 819 as written in the amount of \$8,620. The motion was seconded by Commissioner Nellie Jo Boyd. A vote was taken and recorded as follows:

**Ayes:** Commissioners Lois Crowe, Frankie L. Davis, Mike Turnbull and Nellie Jo Boyd

**Nays:** None

**Absent:** Commissioner Jennifer Thomas

#### **MISCELLANEOUS MATTERS**

Consideration was given and discussion held regarding work hours. A motion was made by Commissioner Mike Turnbull to allow the Executive Director to set hours from 8:00 – 4:30 p.m. with a 30 minute lunch. The motion was seconded by Commissioner Lois Crowe. A vote was taken and recorded as follows:

**Ayes:** Commissioners Frankie L. Davis, Mike Turnbull, Nellie Jo Boyd and Lois Crowe

**Nays:** None

**Absent:** Commissioner Jennifer Thomas

#### **NONE**

Being no further business to come before the board, Chairperson Frankie L. Davis adjourned the regular session meeting.

Open session adjourned at 7:45 p.m.

---

**FRANKIE L. DAVIS, CHAIRPERSON**

*/S/* \_\_\_\_\_

**CAROL BRANHAM, EXECUTIVE DIRECTOR/**

**RECORDING SECRETARY**

---

**C E R T I F I C A T I O N**

**I, Carol Branham, the duly appointed and qualified Acting Secretary of the Housing Authority of the City of Nevada, MO do hereby certify that this is the true and correct copy of the original minutes, of the meeting held on the 30<sup>th</sup> day of May 2013 as it related to the matters set forth in said extract, and I do further certify that each Resolution adopted at said meeting is on file and of record.**

**IN TESTIMONY WHEREOF, I have hereunto set my hand the Seal of Authority this 25<sup>th</sup> day of June 2013.**

*/s/* \_\_\_\_\_

**Carol Branham, Executive Director**

**(SEAL)**