

HOUSING AUTHORITY OF THE CITY OF NEVADA, MO

HELD THIS 25th DAY OF JUNE 2013

On this 25TH day of June 2013 at 7:00 p.m., the Housing Authority of the City of Nevada, MO met in special 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, Jennifer Thomas and Mike Turnbull

Absent: None

Also present: Carol Branham, Executive Director; Dan Barnett, Maintenance Supervisor; Officer David Henley and Officer Amber Williamson

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

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

Nays: None

Absent: None

PROCLAMATIONS

Officer David Henley was presented a Proclamation in recognition of the recent award announced by SWNAHRO for Honorable Mention for Special Achievement by a Law Enforcement Officer which was announced at the SWNAHRO Conference in Galveston, Texas on June 12, 2013. Also presented to Officer David Henley was a Certificate of Award from SWNAHRO.

Dan Barnett, Maintenance Supervisor was presented a Proclamation in recognition of the recent award bestowed upon him at the SWNAHRO Conference in Galveston, TX on June 12, 2013 for Meritorious Accomplishment Award by and Employee. Also presented to Dan Barnett was the plaque from SWNAHRO. Dan was commended for this great honor and his dedication to the agency.

A Proclamation honoring the Nevada Daily for the SWNAHRO Award for Coverage by a Print Medium will be presented to Floyd Jernigan, Publisher of the Nevada Daily Mail on Wednesday. In addition, a plaque from SWNAHRO will be presented.

Acknowledgement was given for the Award presented to the agency at the SWNAHRO Conference for Best Annual Report and the plaque was displayed.

A motion was made by Commissioner Jennifer Thomas to approve the consent agenda which included the regular meeting minutes for May 30, 2013. The motion was seconded by Nellie Jo Boyd. A vote was taken and recorded as follows:

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

Nays: None

Absent: None

CONSENT AGENDA

A motion was made by Commissioner Jennifer Thomas to approve the consent agenda which included the regular meeting minutes for May 30, 2013. The motion was seconded by Nellie Jo Boyd. A vote was taken and recorded as follows:

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

Nays: None

Absent: None

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. **Occupancy Report – As of June 25th, the occupancy rate for MO133 was at 96%. This does not include the HUD approved vacant units for modernization.**
2. **U. S. Inspection Report**
3. **Phone/Internet Service**
4. **Fairground Estates Roof Bid (TBO July 2, 2013)**
5. **REAC Inspection Pending**
6. **Water Leak – FG**
7. **Set-Aside Funding Application for Portability has been submitted.**
8. **Annual Fire Alarm & Inspection Testing Report**
9. **Update on Fairground Estates Accessible Unit Upgrades**
10. **SEMAP Submission**
11. **Nevada Magazine Ad**
12. **KNEM/KNMO Daily Ads**
13. **Worker’s Comp Audit Information has been submitted to MPR.**
14. **Bank RFP Delay**
15. **SWNAHRO Conference Report**
16. **Accrued Leave – Employees –FYE 6-30-13**
17. **Year End Inventory**
18. **Father’s Day Initiative Event – 350 in attendance**
19. **June 28, 2013 Closing Early**

Motion was made by Commissioner Jennifer Thomas to accept the Executive Director’s written and verbal report. Motion was seconded by Commissioner Nellie Jo Boyd. Motion carried.

Motion was made by Commissioner Mike Turnbull to waive the requirements of the personnel policy for all employees in regards to accrued leave that can be carried over to the next fiscal year due to employees not being able to take time. The motion was seconded by Commissioner Jennifer Thomas A vote was taken and recorded as follows:

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

Nays: None

Absent: None

PRESIDENT REPORT

Chairperson Frankie L. Davis reported on the recent SWNAHRO Conference in Galveston, Texas and the session she attended.

FINANCIAL REPORT

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

Motion was made by Mike Turnbull to accept written financial reports for May 2013. The motion was seconded by Commissioner Lois Crowe. Motion carried.

UNFINISHED BUSINESS

Consideration was given and discussion held on Resolution No. 815 (Flat Rent Rate Schedule). A motion was made by Commissioner Nellie Jo Boyd to approve Resolution No. 815 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, Jennifer Thomas and Mike Turnbull

Nays: None

Absent: None

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 approve Resolution No. 817 as written. The motion was seconded by Commissioner Lois Crowe. A vote was taken and recorded as follows:

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

Nays: None

Absent: None

NEW BUSINESS

Consideration was given and discussion held on Resolution No. 820 (Budget Revision FYE 06-30-2013). Motion was made by Commissioner Jennifer Thomas to approve Resolution No. 820 as written. The motion was seconded by Commissioner Mike Turnbull. A vote was taken and recorded as follows:

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

Nays: None

Absent: None

Consideration was given and discussion held on Resolution No. 821 (Budget FYE 06-30-2014). A motion was made by Commissioner Nellie Jo Boyd to approve Resolution No. 821 as written. The motion was seconded by Commissioner Lois Crowe. A vote was taken and recorded as follows:

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

Nays: None

Absent: None

Consideration was given and discussion held on Resolution No. 822 (Account Write-Offs FYE 06-30-2013). A motion was made by Commissioner Mike Turnbull to approve Resolution No. 822 as written. 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, Frankie L. Davis and Jennifer Thomas

Nays: None

Absent: None

Consideration was given and discussion held on Resolution No. 823 (Utility Allowance for Section 8 Program). A motion was made by Commissioner Jennifer Thomas to approve Resolution No. 823 as written. The motion was seconded by Commissioner Mike Turnbull. A vote was taken and recorded as follows:

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

Nays: None

Absent: Commissioner None

Consideration was given and discussion held on Resolution No. 824 (Personnel Manual Revision). A motion was made by Commissioner Jennifer Thomas to postpone Resolution No. 824 until the next scheduled meeting. The motion was seconded by Commissioner Nellie Jo Boyd. A vote was taken and recorded as follows:

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

Nays: None

Absent: None

Consideration was given and discussion held on Resolution No. 825 (Worker's Compensation Renewal with Midwest Public Risk). A motion was made by Commissioner Jennifer Thomas to approve Resolution No. 825 as written in the amount of \$5,125.35. The motion was seconded by Commissioner Mike Turnbull. A vote was taken and recorded as follows:

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

Nays: None

Absent: None

Consideration was given and discussion held on Resolution No. 826 (Change Order No. 4 and Change Order No. 5 for Fairground Estates Accessible Unit Upgrades). A motion was made by Commissioner Mike Turnbull to approve Resolution No. 826 as written. The motion was seconded by Commissioner Jennifer Thomas. A vote was taken and recorded as follows:

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

Nays: None

Absent: None

Consideration was given and discussion held on Resolution No. 827 (Agreement for Transfer of Service Agreement with AT & T from City of Nevada to Housing Authority of the City of Nevada, MO). A motion was made by Commissioner Nellie Jo Boyd to approve Resolution No. 827 as written. 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, Frankie L. Davis and Jennifer Thomas

Nays: None

Absent: None

MISCELLANEOUS MATTERS

NONE

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

Open session adjourned at 7:55 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 25th day of June 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 25th day of July 2013.

/s/ _____

Carol Branham, Executive Director

(SEAL)