

HOUSING AUTHORITY OF THE CITY OF NEVADA, MO

HELD THIS 24th DAY OF OCTOBER 2012

On this 24th day of October, 2012 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: 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 Lois Crowe seconded the motion. 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

CONSENT AGENDA

A motion was made by Commissioner Lois Crowe to approve the consent agenda which included:

- Minutes (Regular Session, September 27, 2012)

The motion was seconded by Commissioner Nellie Jo Boyd. 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

EXECUTIVE DIRECTOR REPORT

Consideration was given and discussion held on the renewal of the agency's FCC Radio License. Motion was made by Commissioner Mike Turnbull to give the Executive Director permission to execute the necessary documents through Washington Radio Reports, LLC (Gettysburg, PA) via Pro-Com, Nevada, MO in the amount of \$660 for radio license renewal. 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 a request from the Executive Director to proceed with a request to the Vernon County Ambulance District for placement of radio antenna on their tower. A motion was made by Commissioner Lois Crowe to give the Executive Director permission to proceed with request to the Vernon County Ambulance District for the placement of a radio antenna on their tower. 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

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

- Estimate of \$5000 for radio equipment upgrades (repeater, duplexer, antenna, lightning protector, two mobiles for vehicles, coax cable, and fee if needed for antenna placement on tower). Additional mobile radio upgrades estimated at \$350-\$400/per radio.**
- CBIZ Report on Property Valuations - \$15,734,800**
- Retirement Plan Update Meeting Schedule – November 7th, 11 a.m.**
- Operating Subsidy Recapture Litigation**

- **Bed Bug Policy**
- **October Employee In-Service Overview**
- **Loss Control Committee**
- **Energy Audit**
- **Utility Study**
- **Income Limits (2013)**
- **Housing America Month Promotions**
- **Occupancy Rate – 85% (This includes accessible units under contract for upgrades being listed as vacant.)**
- **NAHRO Conference – Oct. 26-31**

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.

PRESIDENT REPORT

NONE

FINANCIAL REPORT

Commissioners reviewed and discussed Urlaub & Co. written financial reports for the months of June, July and August 2012 that were emailed to them upon receipt from Urlaub. A motion was made by Commissioner Mike Turnbull to accept the written financial report for the months of June, July and August 2012 from Urlaub & Co. The motion was seconded by Commissioner Lois Crowe. The motion carried.

NEW BUSINESS

Consideration was given and discussion held on Resolution No. 793 [Change Order #1 with Quartz Plus – Fairground Estates-Accessible Units Upgrade]. Motion was made by Commissioner Mike Turnbull to approve Resolution No. 793 as written in the amount of \$1095. The motion was seconded by Commissioner Lois Crowe. 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. 794 [Approval of 2013 FMR – Fair Market Rent]. A motion was made by Commissioner Mike Turnbull to approve Resolution No. 794 as written. 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. 795 [Approval of 2013 Operating Subsidy Submitted Documents]. A motion was made by Commissioner Lois Crowe to approve Resolution No. 795 as written. The motion was seconded by Commissioner Nellie Jo Boyd. 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

MISCELLANEOUS MATTERS

NONE

Being no further business to come before the board, Acting Chairperson Jennifer Thomas 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 24th day of October 2012 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 15th day of November, 2012.

/s/ _____

Carol Branham, Executive Director

(SEAL)