

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

**HELD THIS 25<sup>th</sup> DAY OF AUGUST 2016**

On this 25<sup>TH</sup> day of August 2016 at 5:30 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 Jennifer Thomas, Chairperson.

Roll call was taken with the following present:

**Commissioners:** Lois Crowe, Frankie L. Davis, Jennifer Thomas and Michael Turnbull

**Absent:** None

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

There was a motion made by Commissioner Frankie L. Davis to approve the agenda as written. Commissioner Lois Crowe seconded the motion. A vote was taken and recorded as follows:

**Ayes:** Commissioners Frankie L. Davis, Jennifer Thomas, Michael Turnbull and Lois Crowe

**Nays:** None

**Absent:** None

**PUBLIC PARTICIPATION**

**NONE**

**CORRESPONDENCE**

The following correspondence was presented and reviewed by the board.

- (1) Letter from MBL Development Co. (Kansas City, MO)
- (2) Letter from MO. Highway Patrol
- (3) Letter from Herman & Kittle Properties, Inc. (Indianapolis, IN)

A motion was made by Commissioner Michael Turnbull to direct the Executive Director to send a letter to both MBL Development Co. and Herman & Kittle Properties, Inc. acknowledging receipt of their letters and to state the jurisdiction

of the Housing Authority of the City of Nevada's jurisdiction for their tenant based voucher program. The motion was seconded by Commissioner Frankie L. Davis. A vote was taken and recorded as follows:

**Ayes:** Commissioners Jennifer Thomas, Lois Crowe, Frankie L. Davis and Michael Turnbull

**Nays:** None

**Absent:** None

## **REPORTS**

### **EXECUTIVE DIRECTOR**

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

1. Occupancy Rate
2. VMS Utilization Rate
3. ACOP & Administrative Plan Update
4. August Recess Advocacy Efforts
5. Update on Satellite Policy
6. Salary Adjustment
7. Phone System Replacement
8. Upcoming Training
9. HVAC Replacement Project

Motion was made by Commissioner Michael Turnbull to accept the Executive Director's written and verbal report. The motion was seconded by Commissioner Frankie L. Davis. Motion carried.

### **PRESIDENT**

**NONE**

### **CONSENT AGENDA**

A motion was made by Commissioner Frankie L. Davis to approve the consent agenda which included the regular meeting minutes for July 28, 2016. The motion was seconded by Commissioner Lois Crowe. A vote was taken and recorded as follows:

**Ayes:** Commissioners Jennifer Thomas, Lois Crowe, Frankie L. Davis and Michael Turnbull

**Nays:                   None**

**Absent:               None**

## **NEW BUSINESS**

**Consideration was given and discussion held on Resolution No. 944 (KNEMKNMO RADIO ADS). Motion was made by Commissioner Michael Turnbull to approve Resolution No. 944 as written in the amount of \$2756/annual. The motion was seconded by Commissioner Frankie L. Davis. A vote was taken and recorded as follows:**

**Ayes:                   Commissioners Michael Turnbull, Lois Crowe, Frankie L. Davis and Jennifer Thomas**

**Nays:                   None**

**Absent:               None**

**Consideration was given and discussion held on Resolution No. 945 (NON-TERMINAL AGENCY AGREEMENT FOR MISSOURI UNIFORM LAW ENFORCEMENT SYSTEM (MULES) & NATIONAL CRIME INFORMATION CENTER (NCIC) ACCESS). A motion was made by Commissioner Frankie L. Davis to approve Resolution No. 945 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 and Michael Turnbull**

**Nays:                   None**

**Absent:               None**

## **MISCELLANEOUS MATTERS**

**Commissioner Michael Turnbull asked about more discussion in the future about solar systems and an evaluation to see if it would benefit our agency.**

## **EXECUTIVE SESSION:**

**Chairperson Jennifer Thomas requested an Executive Session for Reasons in Accordance with Section 610.021 RSMo., Subparagraph (3) Hiring, Firing, Disciplining or Promoting of Particular Employees by a Public Governmental Body when personal information about the employee is discussed or recorded.**

**A motion was made by Commissioner Michael Turnbull to go into Executive Session for reasons in accordance with Section 610.021 RSMo., Subparagraph (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. The motion was seconded by Commissioner Lois Crowe. A roll call vote was taken and recorded as follows:**

**Ayes: Commissioners Frankie L. Davis, Michael Turnbull, Lois Crowe and Jennifer Thomas**

**Nays: None**

**Absent: None**

**An Executive Session of the Housing Authority of the City of Nevada, MO Board of Commissioners was held in the Crawford House meeting room, 1117 N. West St., Nevada, Missouri, beginning at 6:06 p.m.**

**Present: Commissioners Michael Turnbull, Lois Crowe, Jennifer Thomas and Frankie L. Davis**

**Absent: None**

**Staff Present: Carol Branham, Executive Director**

**Discussion was limited to Section 610.021 RSMo., Subparagraph (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.**

**Carol Branham, Executive Director left the executive session at 6:10 p.m.**

**A motion was made by Commissioner Frankie L. Davis to adjourn the Executive Session and move back into regular session. The motion was seconded by Commissioner Lois Crowe. A roll call vote was taken and recorded as follows:**

**Ayes: Commissioners Michael Turnbull, Frankie L. Davis, Lois Crowe and Jennifer Thomas**

**Nays: None**

**Absent: None**

**Executive session adjourned at 6:32 p.m.**

**Consideration was given and discussion held on a salary and schedule adjustment for the Executive Director. A motion was made by Commissioner**

Frankie L. Davis to approve a salary adjustment of 3% for the Executive Director and to adjust the work schedule of the Executive Director to 4 day weeks, every other week. 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 and Michael Turnbull

**Nays:** None

**Absent:** None

Being no further business to come before the board, a motion was made by Commissioner Lois Crowe to adjourn the meeting and seconded by Commissioners Michael Turnbull. Motion carried.

Chairperson Jennifer Thomas adjourned the open session at 6:40 p.m.

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**JENNIFER THOMAS, 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 25<sup>th</sup> day of August 2016 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 21<sup>st</sup> day of September 2016.

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

**Carol Branham, Executive Director**

**(SEAL)**