

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

**HELD THIS 31<sup>st</sup> DAY OF JANUARY, 2019**

**On this 31<sup>st</sup> day of January 2019 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 Vice-Chairperson Trudy Snead.**

**Roll call was taken with the following present:**

**Commissioners: Linda Barnes, Chrystie Braden, David Heumader and Trudy Snead**

**Absent: Commissioner Michael Turnbull**

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

**A motion was made by Commissioner Chrystie Braden to approve the agenda as written. Commissioner David Heumader seconded the motion. A vote was taken and recorded as follows:**

**Ayes: Commissioners Chrystie Braden, David Heumader, Trudy Snead and Linda Barnes**

**Nays: None**

**Absent: Commissioner Michael Turnbull**

**PUBLIC PARTICIPATION**

**NONE**

**CORRESPONDENCE**

**NONE**

**REPORTS**

**EXECUTIVE DIRECTOR**

**Consideration was given and discussion held on the written and verbal Executive Director's report.**

- 1. Public Housing Occupancy Report**
- 2. Section 8 Utilization Report**
- 3. Radio Home Show March 15-16, 2019**
- 4. Organizational Chart/Job Descriptions**
- 5. HUD Visit February 2019**

**Motion was made by Commissioner David Heumader to accept the Executive Director written and verbal report. The motion was seconded by Commissioner Chrystie Braden. Motion carried.**

#### **PRESIDENT**

**Vice-Chairman Trudy Snead welcomed Linda Barnes as a new board member.**

#### **FINANCIAL**

**Consideration was given, and discussion held on the November 30, 2018 and December 31, 2018 written financial reports from Urlaub & Co. A motion as made by Commissioner Chrystie Braden to accept the written financial reports as stated. The motion was seconded by Commission David Heumader. Motion carried.**

#### **CONSENT AGENDA**

**A motion was made by Commissioner Chrystie Braden to approve the Consent Agenda which included regular meeting minutes of November 28, 2018. The motion was seconded by Commissioner David Heumader. A vote was taken and recorded as follows:**

**Ayes: Commissioners David Heumader, Trudy Snead, Linda Barnes and Chrystie Braden**

**Nays: None**

**Absent: Commissioner Michael Turnbull**

#### **UNFINISHED BUSINESS**

**Consideration was given, and discussion held on Resolution 1027 (Procurement Policy Update). Motion was made by Commissioner Chrystie Braden to postpone Resolution No. 1027 as requested by the Executive Director. The motion was seconded by Commissioner David Heumader. A vote was taken and recorded as follows:**

**Ayes:** Commissioners Trudy Snead, Linda Barnes, Chrystie Braden and David Heumader

**Nays:** None

**Absent:** Commissioner Michael Turnbull

**OLD BUSINESS**

**NONE**

**NEW BUSINESS**

**ELECTION OF OFFICERS:**

Vice-Chairperson Trudy Snead opened the floor for nominations for Chairperson. Motion was made by Commissioner Chrystie Braden to nominate Commissioner David Heumader as Chairperson. The motion was seconded by Commissioner Linda Barnes. With no other nominations coming forth, motion was made by Commissioner Chrystie Braden that nominations cease, and Commissioner David Heumader be elected by acclamation. Motion was seconded by Commissioner Linda Barnes. David Heumader was elected as the 2019 Chairperson by unanimous acclamation.

Vice-Chairperson Trudy Snead opened the floor for nominations of Vice-Chairperson. Motion was made Commissioner David Heumader to nominate Chrystie Braden as Vice-Chairperson. Motion was seconded by Commissioner Linda Barnes. With no other nominations coming forth, motion was made by Commissioner David Heumader that nominations cease, and Commissioner Chrystie Braden be elected Vice-Chairperson by acclamation. Chrystie Braden was elected as the 2019 Vice-Chairperson by unanimous acclamation.

**WORK SESSION**

The Executive Director reported that we will still be scheduled for a HUD visit in the future.

Discussion was held on revising job descriptions and restating the organizational chart.

Additional time will be scheduled in the future when the full board is present for continued work session.

Being no further business to come before the board, motion was made by Commissioner David Heumader to adjourn, seconded by Commissioner Chrystie Braden. A vote was taken and recorded as follows:

**Ayes:** Commissioners Linda Barnes, Chrystie Braden, David Heumader and Trudy Snead

**Nays:** None

**Absent:** Commissioner Michael Turnbull

Vice-Chairperson Trudy Snead adjourned the meeting.

The open session adjourned at 6:01 p.m.

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**TRUDY SNEAD, VICE-CHAIRPERSON**

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**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 31<sup>st</sup> day of January 2019 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 28<sup>th</sup> day of February 2019.**

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

**Carol Branham, Executive Director**

**(SEAL)**