



# INDEPENDENCE HOUSING AUTHORITY

*providing affordable and safe housing*

## SECRETARY'S REPORT

### BOARD MEETING

February 26, 2019

#### A. General Operations

1. Utility Allowance Study for Section 8 has been completed and on the agenda for approval for 4/1/2019. LIPH Utility Allowance and Energy Audit will be completed sometime in March or April due to the weather.
2. LBP Testing for both HH and PH bid was awarded to Environmental Operations, Inc. and signed contract has been sent back to them for scheduling. Once we had the 2019 Appropriations Bill signed by the president, I signed their contract.
3. Emergency Exit Plans for each office, buildings, floors (high-rise only), community centers design drawings are being searched for a printing service by Powell CWM.
4. Worked on Personnel Policy revision due to a vague section on Inclement Weather that needed correcting and brought back to the board. The section stated that if an employee is calls in late due to inclement weather, then no annual leave would be charged the employee. It had no time limit on how long the HA would cover the employee.
5. Jobs Plus Reimbursement Breakdown is being provided to show what this grant currently owes to Pleasant Heights and Hocker Heights. Even though HUD is back in the office, they have not approved and loaded our budget into eLOCCS for me to drawdown funds for what we have spent so far. Expenditures and hiring of Community Coaches are still on hold for now.
6. March has several meetings and conferences coming up that will take me out of town or out of state. March 3-6 will be MHAPCI Insurance Conference in St. Louis, MO. March 11-14 will be in Destin, FL with two of the staff for the SACS User Conference (Housing Software that we use) and March 18-22 will be the MONAHRO Spring Conference in St. Charles, MO.
7. HCV Statistics (see enclosed)
8. LIPH Statistics (see enclosed)



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## B. Capital Fund Program Update

1. Section 504 Renovations at Southview Manor currently has 5 units remaining to be renovated and the contractor is currently in 4 of the 5 units (all 1BR's) which will leave one (1) 2BR unit remaining to renovate. We should be on schedule to complete this last 5 units by the end of March.
2. Hocker Heights Renovation of Units 532-534 HT has been completed and IHA has accepted the units back from the contractor. I have attached some pictures to show you the final product.
3. Elevator repairs for Southview Manor and Pleasant Heights are desperately needed. I am moving money set aside for 2019 to 2018 and begin work on one building at a time.
4. Old Central Office Renovations 2<sup>nd</sup> bid should be into my possession by the time the board meeting happens and will go over the results.
5. Emergency Exit Plans were completed by the Architects at Powell CWM and now looking for a place to print the maps onto plastic boards or similar material that will hold up to continuous building use.



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