



INDEPENDENCE HOUSING AUTHORITY

MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE INDEPENDENCE HOUSING AUTHORITY

THE BOARD OF COMMISSIONERS OF THE INDEPENDENCE HOUSING AUTHORITY convened in a Regular Session/Conference Call Open Meeting – 4215 S. Hocker Dr., Bldg. 5, Independence, MO 64055 on March 24, 2020. Board Chairperson Beth Franklin presided.

To Meet the Sunshine Law 610.020.1 due to COVID-19 purposes, we provided a conference call phone number and access code for residents and the public to utilize for this board meeting. No one, outside of the board and staff, was allowed to be physically in the meeting.

Conference Call Phone Number: 1-267-866-0999
Access Code / Meeting PIN: 507130 9774#

Call to Order: The meeting was called to order by Board Chairperson - Beth Franklin at 4:03 PM.

Roll Call: The following Commissioners were present:

Commissioner Beth Franklin
Commissioner Herbert Bankston
Commissioner Lynn Rose (Conference Call)
Commissioner Nanette Willoughby

Commissioners Excused:

Commissioner Christina Leakey

Others present:

Deputy Executive Director Heather Figley

READING AND APPROVAL OF MINUTES OF THE PREVIOUS MEETING

The minutes of the February 18, 2020 meeting were discussed and a motion to accept and file for audit was made by Commissioner Bankston, seconded by Commissioner Willoughby. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye; Commissioner Leakey – Not Present. The motion to accept the prior month minutes was approved with majority vote at 4:04 pm CST.

PUBLIC COMMENTS FROM THE FLOOR



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No Comments from the public.

REVIEW OF THE FINANCIAL STATEMENTS

February 2020 unaudited financial statements were made available via Drop Box and discussed during the meeting. No questions about the financials were asked after a summary was given by the Secretary. A motion to accept the unaudited financial reports for February 2020 was made by Commissioner Bankston and seconded by Commissioner Willoughby. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye; Commissioner Leakey – Not Present. The motion to accept the unaudited financial reports for February 2020 were approved with majority vote at 4:07 pm CST.

SECRETARY'S REPORT

Secretary's Report was presented to the board with a general operations sections report along with the Capital Fund Grant program report and discussed both during this time. A summary of each item on the Secretary's Report was sent out prior to the board meeting and then discussed. Statistics for LIPH and Section 8 programs for February 2020 were given out and summarized. A motion to approve the Secretary's Report into the Minutes was made by Commissioner Willoughby and seconded by Commissioner Bankston. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye; Commissioner Leakey – Not Present. The Secretary's Report was approved by majority vote at 4:10 pm CST.

NEW BUSINESS

A. Resolution No. 1482 – Approval of FYE 3/31/2020 Budget Revision

Administration explained to the Board that HUD requires a Budget Revision to be completed prior to the end of the FYE, which is 3/31 for IHA. Administration explained to the Board that this Revision will only be an estimate until all the final numbers come through in April/early May for services rendered in March but paid in a later month, such as utilities. The Final Budget Revision will be placed back before the board in June 2020, prior to our Independent Audit. After final discussion, Commissioner Willoughby made the motion for approval and Commissioner Rose seconded. Votes were given as follows: Commissioner



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Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye; Commissioner Leakey – Not Present. Resolution No. 1482 was approved by majority vote at 4:12 pm CST.

B. Resolution No. 1483 – Approval of FYE 03/31/2021 Operating Budget

Administration explained to the Board that HUD requires that we approve an Operating Budget for the new FY prior to the new FY beginning, which will be on 04/01/2020. It was discussed that Administration had built into the Operating Budget a Merit Lump Sum to pay the employees between 1-4% and that the Lump Sum payment would not affect future budget years. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Willoughby seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye; Commissioner Leakey – Not Present. Resolution No. 1483 was approved by majority vote at 4:14 pm CST.

C. Resolution No. 1484 – Approval of Bad Debt Write-Off for February 2020

Administration explained that each year, we have to write-off any bad debt prior to the end of the FYE so that it does not count against us with HUD's FDS submission. It was also explained that even though we are writing this off on our books to clean it up, it does not mean that the debt is not owed by the tenant. They still have to pay this debt before they can utilize Subsidized Housing again. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Rose seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye; Commissioner Leakey – Not Present. Resolution No. 1484 was approved by majority vote at 4:16 pm CST.



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D. Resolution No. 1485 – Approval of IHA Maintenance Policy

Administration discussed the creation of the Maintenance Policy that was needed to guide the Maintenance Supervisor and Maintenance staff under them. After final discussion, Commissioner Willoughby made the motion for approval and Commissioner Rose seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye; Commissioner Leakey – Not Present. Resolution No. 1485 was approved by majority vote at 4:18 pm CST.

E. Resolution No. 1486 – Approval to Close LIPH Waiting List

Administration explained to the board that LIPH, which is the Low Income Housing Program, has over 4,000 applicants on its awaiting lists. It was explained that if we don't close the waiting list and begin to process who is already on the waiting list, most people that is towards the bottom will never come to the top and move up or into housing. Administration proposes to the board to close the LIPH waiting list on April 1, 2020 until further notice and get the existing applicants processed on the waiting list over time. Administration also explained that HUD requires that we post in the media outlets as well as our website anytime we close or open the waiting list. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Rose seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Willoughby – Aye; Commissioner Leakey – Not Present. Resolution No. 1486 was approved by majority vote at 4:23 pm CST.

F. Resolution No. 1487 Approval of COVID-19 Protocols – IHA Properties and IHA Offices

Administration discussed the COVID-19 Protocols for all IHA Properties and Offices. Since the COVID-19 virus is ever changing as well as symptoms and protocols to avoid the virus changes, this protocol policy will be ever changing as well. When things change quickly, administration will need to move forward with things and then come back to the board to get it approved at a later board meeting and be retroactive to when we had to make adjustments to our protocol policy. After final discussion, Commissioner Bankston made the motion to approve and Commissioner Willoughby seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye; Commissioner Willoughby – Aye; Commissioner Leakey – Not Present. Resolution No. 1487 was approved by majority vote at 4:41 pm CST.



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G. Resolution No 1488 Approval of Personnel Policy Addendum – Borrowed Leave for COVID-19

Administration discussed the addendum to the Personnel Policy adding in the section for Borrowing Leave due to COVID-19 if they either did not have enough leave accrued due to be a new employee or have had to use their leave prior to the COVID-19 for other reasons and now they are not in a position that they can be paid for being off work. This addendum will allow employees to borrow against un-accrued Sick Leave, up to 80 hours. The leave they are borrowing against un-accrued leave means that when they begin accruing leave, the said employee that borrowed under this policy has to pay that borrowed leave back, under agreement, before they can take any paid leave off. After final discussion, Commissioner Rose made the motion to approve and Commissioner Bankston seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye; Commissioner Willoughby – Aye; Commissioner Leakey – Not Present. Resolution No 1488 was approved by majority vote at 4:52 pm CST.

NON-AGENDA ITEMS FROM THE BOARD – 2020 Strategic Plan; Discussed delivering food to residents by utilizing maintenance to pick up the food from Community Services League.

ADJOURNMENT

Commissioner Franklin requested a motion to adjourn. Commissioner Willoughby moved for approval and Commissioner Bankston seconded the motion. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye; Commissioner Leakey – Not Present. Adjournment was approved by majority vote at 5:03 pm CST.

Secretary

Presiding Officer

Seal