



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 June 23, 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: 1-816-285-6375
Participant PIN: 4884

Call to Order: The meeting was called to order by Board Chairperson - Beth Franklin at 4:04 PM.

Roll Call: The following Commissioners were present:

Commissioner Beth Franklin
Commissioner Herbert Bankston
Commissioner Lynn Rose (Conference Call)
Commissioner Nanette Willoughby
Commissioner Christina Leakey
(Late but present at 4:20 pm)

Commissioners Excused:

Others present:

Deputy Executive Director Heather Figley

READING AND APPROVAL OF MINUTES OF THE PREVIOUS MEETING

The minutes of the March 24, 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 by phone; Commissioner Leakey – Not Present or on Phone . The motion to accept the prior month minutes was approved with majority vote at 4:05 pm CST.



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PUBLIC COMMENTS FROM THE FLOOR

No Comments from the public.

REVIEW OF THE FINANCIAL STATEMENTS

March, April and May 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 March, April and May 2020 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 by phone; Commissioner Leakey – Not Present or on call. The motion to accept the unaudited financial reports for March, April and May 2020 were approved with majority vote at 4:09 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 April and May 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 by phone; Commissioner Leakey – Aye. The Secretary's Report was approved by majority vote at 4:22 pm CST.

NEW BUSINESS

A. Resolution No. 1489 – Approval of the Final 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 is the Final Revision for 03/31/2020 FYE. The Final Budget Revision was placed back before the board to be approved, prior to our Independent Audit. After final discussion, Commissioner Rose made the motion for approval and Commissioner Leakey seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby –



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Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye by phone; Commissioner Leakey – Aye. Resolution No. 1489 was approved by majority vote at 4:24 pm CST.

B. Resolution No. 1490 – Approval of the 2020 HUD Income Limits

Administration explained to the Board that HUD issues and posts new Income Limits for each State and County for both the LIPH and Section 8 programs to base off for the programs. If an applicant is over these limits based upon the family size and income that the family has, then that applicant/family is not qualified to receive assistance. There are restrictions in place for current residents to meet these income limits in either program. 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 by phone; Commissioner Leakey – Aye. Resolution No. 1490 was approved by majority vote at 4:26 pm CST.

C. Resolution No. 1491 – Approval of Bad Debt Write-Off for March and April 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. Administration explained that the write-offs will be slowing down due to the Moratorium that HUD has issued on rent evictions. This Moratorium will expire on July 31, 2020 unless HUD extends it. Rent is still owed by the tenants during this COVID-19 time. 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 by phone; Commissioner Leakey – Aye. Resolution No. 1491 was approved by majority vote at 4:33 pm CST.



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D. Resolution No. 1492 – Approval of Section 8 Administrative Plan for Effective Date 6/1/2020

Administration discussed the revision of the Section 8 Administrative Plan and that HUD had issued out a Waiver to bypass the public hearing and board approval to make the new policy effective as long as it was notified to all participants of the changes. A notice was sent to all participants that the policy had changed and was posted on the website for their review. The major change was the Interim reporting policy was reinstated and tenants have to report all increased income sources to the Housing Authority within 10 business days. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Leakey seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye by phone; Commissioner Leakey – Aye. Resolution No. 1492 was approved by majority vote at 4:41 pm CST.

E. Resolution No. 1493 – Approval of the Revised IHA By-Laws

Administration explained that since our current Resident Board of Commissioner was leaving us to move into a private apartment complex to become their Night Manager. Management discussed that the potential conflict existed being on the Board as a Resident Board member and also being an officer on the Properties Resident Council. The clause to prohibit this from happening in the future was put into the By-Laws to not allow a Resident from becoming a Board of Commissioner if they are actively in a Resident Council or within one year of being in the council. After final discussion, Commissioner Leakey made the motion for approval and Commissioner Bankston seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Rose – Aye by phone; Commissioner Bankston – Aye; Commissioner Willoughby – Aye; Commissioner Leakey – Aye. Resolution No. 1493 was approved by majority vote at 4:44 pm CST.

F. Resolution No. 1494 Approval of Updaed COVID-19 Protocols – IHA Properties and IHA Offices

Administration discussed the updated 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



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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 Willoughby made the motion to approve and Commissioner Bankston seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye by phone; Commissioner Willoughby – Aye; Commissioner Leakey – Aye. Resolution No. 1494 was approved by majority vote at 4:49 pm CST.

G. Vote to Enter into Closed Session to Discuss Litigation Matters Pursuant to the Sunshine Law 610.021(1) and 610.022;

Commissioner Bankston made the motion to go into Closed Session and Commissioner Rose seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye by phone; Commissioner Willoughby – Aye; Commissioner Leakey – Aye. The Vote to Enter into Closed Session was approved by majority vote at 4:50 pm CST.

H. Vote to Return to Open Session from Closed Session

Commissioner Leakey made the motion to return to open session from closed session. Commissioner Bankston seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Bankston – Aye; Commissioner Rose – Aye by phone; Commissioner Willoughby – Aye; Commissioner Leakey – Aye. The Vote to Return to Open Session from Closed Session was approved by majority vote at 5:09 pm CST.

I. CARES ACT Funding for LIPH and Section 8 (No Resolution Needed)

Administration discussed with the board the CARES ACT additional Operating Subsidy for the LIPH program and the additional Administrative Fees for the Section 8 program. Administration informed the board that the additional Operating Subsidy can be used not only for COVID-19 related expenses, but for Hazard Pay for employees as well as anything that could be used under the Capital Fund grant. It was informed to the Board that AMP001 (Hocker Heights and Pleasant Heights) received \$180,721 and AMP002 (Southview Manor) received \$52,171. Section 8 received \$187,256 for Administrative Fees that could only be used for COVID-19 related expenses, which includes the Hazard Pay for employees.

Administration was letting the Board know that we were going to use part of the CARES ACT



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money to pay a 2-week pay run for HAZARD PAY since we continued to work in the offices and properties, but behind closed doors. Many housing authorities have shifted to working from home, but at this time, that has not been necessary. The Board agreed that they would back this move by Administration to give back to the employees to show appreciation during these trying times.

NON-AGENDA ITEMS FROM THE BOARD – NONE

ADJOURNMENT

Commissioner Franklin requested a motion to adjourn. Commissioner Leakey 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 by phone; Commissioner Leakey – Aye. Adjournment was approved by majority vote at 5:35 pm CST.

Secretary

Presiding Officer

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