



INDEPENDENCE HOUSING AUTHORITY

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

REVIEW OF THE FINANCIAL STATEMENTS

December 2019 unaudited financial statements were made available via email and discussed during the meeting. No questions about the financials were asked. A motion to accept the unaudited financial reports for December 2019 was made by Commissioner Rose and seconded by Commissioner Willoughby. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Leakey – Aye; Commissioner Rose – Aye; Commissioner Bankston – Not Present. The motion to accept the unaudited financial reports for December 2019 were approved with majority vote at 4:10 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 December 2019 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 Leakey. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Leakey – Aye; Commissioner Rose – Aye; Commissioner Bankston – Not Present. The Secretary's Report was approved by majority vote at 4:13 pm CST.

NEW BUSINESS

A. Resolution No. 1475 – Approval of Revised Employee Pay Plan and Grade Assignment

Administration explained to the Board that the position of Application Specialist was being created to decrease workloads of both the Section 8 Coordinators and Low Income Property Managers. Other positions were moved to other pay grade levels to get all positions lined up to where they should be. After final discussion, Commissioner Rose made the motion for approval and Commissioner Willoughby seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Leakey – Aye; Commissioner Rose – Aye; Commissioner Bankston – Not Present. Resolution No. 1475 was approved by majority vote at 4:16 pm CST.



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B. Resolution No. 1476 – Approval of Revised Personnel Policy and Procedures

Administration explained to the Board that there were several loopholes in the prior Personnel Policy that was went through thoroughly and removed any known loopholes, such as requesting documentation for Bereavement Leave and adding a couple of clothing items to the Dress Code that was missed. We also added in Sick Leave donation for extraordinary illness/surgery that would require an employee to be out of work for an extended period of time. After final discussion, Commissioner Leakey made the motion for approval and Commissioner Rose seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Leakey – Aye; Commissioner Rose – Aye; Commissioner Bankston – Not Present. Resolution No. 1476 was approved by majority vote at 4:19 pm CST.

C. Resolution No. 1477 – Approval of Greater than 10% increase for 4 – Section 8 Housing Coordinator II positions (dividing out workload of 5th Coordinator)

Administration explained that the 5th Housing Coordinator II position that we had in Section 8 resigned back in November and we have interviewed several people but no one that we felt would be a good fit. I spoke with the other 4 Housing Coordinators regarding the workload and they felt that they could handle splitting up the caseload, which they have been doing the past two months anyway. I reviewed the salary that we were paying the Coordinator that resigned and a majority of the salary is being divided out between the 4 remaining coordinator II employees, but that increase goes above my 10% approval capacity. Administration is bringing this request to the Board for approval due to the % amount over what I am allowed to give. After final discussion, Commissioner Willoughby made the motion for approval and Commissioner Leakey seconded. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Leakey – Aye; Commissioner Rose – Aye; Commissioner Bankston – Not Present. Resolution No. 1477 was approved by majority vote at 4:25 pm CST.



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NON-AGENDA ITEMS FROM THE BOARD – None

ADJOURNMENT

Commissioner Franklin requested a motion to adjourn. Commissioner Rose moved for approval and Commissioner Leakey seconded the motion. Votes were given as follows: Commissioner Franklin – Aye; Commissioner Willoughby – Aye; Commissioner Leakey – Aye; Commissioner Rose – Aye; Commissioner Bankston – Not Present. Adjournment was approved by majority vote at 4:25 pm CST.

Secretary

Presiding Officer

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