



**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 October 19, 2021. Board Chairperson Lynn Rose 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: 1-816-836-9200 ext. 600  
Conference PIN: 2021

Call to Order: The meeting was called to order by Lynn Rose, Chairperson at 3:11 PM.

Roll Call: The following Commissioners were present:

Commissioner Lynn Rose  
Commissioner Christina Leakey (Conference Call)  
Commissioner Herbert Bankston

Commissioners Excused:

Commissioner Linda Seever  
Commissioner Robbie Phillips

Others present:

Executive Director	Michael S. Bishop
Deputy Executive Director	Heather Figley (Conference Call)



# **INDEPENDENCE**

## **HOUSING AUTHORITY**

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#### **READING AND APPROVAL OF MINUTES OF THE PREVIOUS MEETING(S)**

The regular minutes of the August 17, 2021 meeting were discussed and a motion to accept and file for audit was made by Commissioner Bankston, seconded by Commissioner Leakey. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by Phone; Commissioner Phillips – Not Present; Commissioner Seever – Not Present. The motion to accept the prior month’s minutes was approved with a majority vote at 3:13 pm CST.

#### **PUBLIC COMMENTS FROM THE FLOOR**

No Comments from the public (no one present on the conference call)

#### **REVIEW OF THE FINANCIAL STATEMENTS**

August and September 2021 unaudited financial statements were made available via DropBox and discussed during the meeting. No questions about the financials were asked after a summary was given by the Secretary. All program financial statements were doing well. A motion to accept the unaudited financial reports for August and September 2021 was made by Commissioner Bankston and seconded by Commissioner Leakey. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by phone; Commissioner Phillips – Not Present; Commissioner Seever – Not Present. The motion to accept the unaudited financial reports for August and September 2021 were approved with a majority vote at 3:17 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 prior to the meeting via Dropbox. No questions were asked regarding the Secretary’s Report and the LIPH and Section 8 Statistics for August and September 2021. A motion to approve the Secretary’s Report into the Minutes was made by Commissioner Bankston and seconded by Commissioner Leakey. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by phone; Commissioner Phillips – Not Present; Commissioner Seever – Not Present. The Secretary’s Report was approved by the majority vote at 3:24 pm CST.



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### NEW BUSINESS

#### **A. Resolution No. 1537 Approval of COVID-19 Protocol Revision for Properties / Offices**

Secretary discussed with the Board that IHA has revised the COVID-19 protocols and removed taking of employee temperatures at the beginning of the day. All other protocols remain intact. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Leakey seconded the motion. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by phone; Commissioner Seever – Not Present; and Commissioner Phillips – Not Present. Resolution No. 1537 was approved by the majority vote at 3:25 pm. CST.

#### **B. Resolution No. 1538 Approval of KONE Elevators for Pleasant Heights Elevator Modernization for \$189,303**

Secretary discussed with the Board the winning bidder of the Pleasant Heights Elevator Modernization bid being KONE Elevators for \$189,303. The only other bidder on the project was Otis Elevators and their bid was around \$658,248. After final discussion, Commissioner Bankston made the motion for approval of KONE elevator contract and Commissioner Leakey seconded the motion. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by phone; Commissioner Seever – Not Present; Commissioner Phillips – Not Present. Resolution No. 1538 was approved by the majority vote at 3:27 pm CST.

#### **C. Resolution No. 1539 Approval of MTS Contracting Inc. for Pleasant Heights Brick Tuckpointing for \$101,950**

Secretary discussed with the Board the winning bidder for the Pleasant Heights Brick Tuckpointing project for \$101,950. There were two other bidders for this project but were significantly higher.. After final discussion, Commissioner Bankston made the motion for approval of MTS Contracting Brick Tuckpointing Contract and Commissioner Leakey seconded the motion. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by phone; Commissioner Seever – Not Present; Commissioner Phillips – Not Present. Resolution No. 1539 was approved by the majority vote at 3:29 pm CST.



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### **D. Resolution No. 1540 Approval of McMahon Berger PC for Employment Law Services**

Secretary discussed with the Board the bid process for Employment Law Services and the notification of the winning bidder of McMahon Berger PC. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Leakey seconded the motion. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by phone; Commissioner Seever – Not Present; Commissioner Phillips – Not Present. Resolution No. 1540 was approved by the majority vote at 3:31 pm CST.

### **E. Resolution No. 1541 Approval of Baker, Soltz & Blum, P.A. for Landlord/Tenant Services**

Secretary discussed with the Board the winning bidder for IHA's Landlord/Tenant Legal Services RFP. It was informed to the Board that IHA's prior attorneys left KC area and are only practicing in Florida now, which left IHA in a bind. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Leakey seconded the motion. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by phone; Commissioner Seever – Not Present; Commissioner Phillips – Not Present. Resolution No. 1541 was approved by the majority vote at 3:33 pm CST.

### **F. Resolution No. 1542 Approval of MHAPCI Liability Coverage for Employment Practices Requirements for Directors and Officers**

Secretary discussed with the Board the new requirements for our Employment Practices Policy for Directors and Officers. It was explained that MHAPCI, the agency that writes the policy for the Housing Authorities of Missouri has implemented changes that require all Housing Authorities to approve an At Will Personnel Policy and require the Board to go through the required training for Employment Practices as well as all supervisors under IHA to go through the training as well. The Board wanted to pass this Resolution off until the next meeting to review the documents more closely.



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### **G. Resolution No. 1543 Approval of Audited Submission of the Independent Audit by Smith, Marian and Company for FYE 03/31/2021**

Secretary discussed with the Board the Independent Audit report and the two findings from the Independent Audit by Smith, Marian and Company. The Audit results showed two errors on HCV Tenant Files which required the Secretary to complete a Corrective Action Plan which consists of an additional, more thorough Audit of a minimum of 20% of all HCV Tenant Files. An RFP for the Audit Service has been sent out and awaiting a winner. Along with the additional file audit of 20% of all HCV Files, the other part of the Corrective Action Plan will persist with an RFP for Program Management to training and get the department employees to the level and skill they need to be. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Leakey seconded the motion. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by phone; Commissioner Seever – Not Present; Commissioner Phillips – Not Present. Resolution No. 1543 was approved by the majority vote at 3:45 pm CST.

### **H. Resolution No. 1544 Approval to Request to Close Office During Christmas Week of December 20 – December 24**

Secretary discussed with the Board the closing of the office during Christmas week this year. Currently, IHA has Christmas Eve and Christmas Day as current holiday days off. The administration relayed that since Christmas Eve was on Friday and Christmas Day was on Saturday this year, both Holidays would be moved forward one day for observance, which would put Christmas Day observance on Friday, December 24 and Christmas Eve would be moved to Thursday, December 23<sup>rd</sup> for observance. The administration is requesting that the Board allow IHA to close the office on Monday, December 20 – Wednesday, December 22 and allow the employees to use Annual Leave for the additional days closed. The administration also informed the board that this additional closure will be added into the Personnel Policy that is being reviewed by the Employment Law attorneys for addition on a permanent basis. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Leakey seconded the motion. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by phone; Commissioner Seever – Not Present; Commissioner Phillips – Not Present. Resolution No. 1544 was approved by the majority vote at 3:48 pm CST.



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**I. Vote to Enter Into Closed Session Pursuant to the Sunshine Law Sections 610.021(3) and 610.022.**

Commissioner Bankston made the motion to go into Closed Session and Commissioner Leakey seconded. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by phone; Commissioner Seever – Not Present; Commissioner Phillips – Not Present. Vote to Enter into Close Session was approved by unanimous vote at 3:49 p.m. CST.

**J. Vote to Return to Open Session from Closed Session**

Commissioner Bankston made the motion for approval and Commissioner Leakey seconded. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by phone; Commissioner Seever – Not Present; Commissioner Phillips – Not Present. Vote to Return to Open Session from Closed Session was approved by unanimous vote at 4:10 p.m. CST.

Old Business: None

**NON-AGENDA ITEMS FROM THE BOARD** – None.



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**ADJOURNMENT**

Commissioner Rose requested a motion to adjourn. Commissioner Bankston moved for approval and Commissioner Leakey seconded the motion. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye by phone; Commissioner Phillips – Not Present; Commissioner Seever – Not Present. An adjournment was approved by a majority vote at 4:14 pm CST.

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**Secretary**

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**Presiding Officer**

**Seal**