



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 30, 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: 2020

Call to Order: The meeting was called to order by Board Chairperson – Lynn Rose at 3:04 PM.

Roll Call: The following Commissioners were present:

Commissioner Lynn Rose
Commissioner Herbert Bankston
Commissioner Christina Leakey
Commissioner Linda Seever
Commissioner Robbie Phillips

Commissioners Excused:

None

Others present:

Executive Director
Deputy Executive Director

Michael S. Bishop
Heather Figley



INDEPENDENCE HOUSING AUTHORITY

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

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

The regular minutes of the January 19, 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 Seever – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye. The motion to accept the prior month minutes was approved with a unanimous vote at 3:05 pm CST.

PUBLIC COMMENTS FROM THE FLOOR

No Comments from the public.

REVIEW OF THE FINANCIAL STATEMENTS

January and February 2021 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. All program financial statements were doing well with only 1 additional month left in the Fiscal Year. A motion to accept the unaudited financial reports for January and February 2021 was made by Commissioner Bankston and seconded by Commissioner Seever. Votes were given as follows: Commissioner Rose – Aye; Commissioner Seever – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye. The motion to accept the unaudited financial reports for January and February 2021 were approved with a unanimous vote at 3:18 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 January and February 2021. Statistics for LIPH and Section 8 programs for January and February 2021. A motion to approve the Secretary's Report into the Minutes was made by Commissioner Leakey and seconded by Commissioner Bankston. Votes were given as follows: Commissioner Rose – Aye; Commissioner Seever – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye. The Secretary's Report was approved by unanimous vote at 3:29 pm CST.



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

NEW BUSINESS

A. Resolution No. 1518 Approval of Pay Plan and Grade Assignment

Secretary discussed with the Board that the Pay Plan was changed when all Job Descriptions were updated and aligned with the new Employee Review system, Truvelop. Some classifications moved into difference Pay Grades and one position had to be created in Section 8 due to job descriptions morphed over the years and no accurate job description and pay grade assignment. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Seever seconded the motion. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye; Commissioner Seever – Aye; and Commissioner Phillips – Aye. Resolution No. 1518 was approved by unanimous vote at 3:38 pm. CST.

B. Resolution No. 1519 Approval of 2021 LIPH Utility Allowance Schedule

Secretary discussed and shared with the Board of Commissioners the updated 2021 LIPH Utility Allowance schedule for Hocker Heights and Southview Manor. It was explained that Pleasant Heights does not require Utility Allowances due to all utilities paid by IHA. Secretary also explained that every year, utility allowances have to be reviewed annually either in-house or by a third-party verification. We utilize the third-party method so that we are not bind up our staff time. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Seever seconded. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Seever - Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Resolution No. 1519 was approved by unanimous vote at 3:40 p.m. CST.

C. Resolution No. 1520 Approval of 2021 HCV Utility Allowance Schedule

Secretary discussed with the Board of Commissioners about every year, housing authorities are required to review the LIPH Utility Allowance Schedules either in-house or by third-party verification. IHA utilizes the third-party verification so it does not tie up staff time in researching and preparing the allowance reports. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Phillips seconded. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Seever – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye.



INDEPENDENCE HOUSING AUTHORITY

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

Resolution No. 1520 was approved by unanimous vote at 3:42 p.m. CST.

D. Resolution No. 1520 Approval of 2021 HCV Utility Allowance Schedule

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E. Resolution No. 1521 Approval of FYE 03/31/21 Operating Budget Revision 1

Secretary discussed with the Board of Commissioners the FYE 03/31/21 Operating Budget Revision 1 and the fact that it is a preliminary budget revision and the final revision will come after the FYE is closed at the end of May due to invoices from prior accrued months coming into April and May, such as Utilities. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Seever seconded. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Seever – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Resolution No. 1521 was approved by unanimous vote at 3:43 p.m. CST.

F. Resolution No. 1522 Approval of FYE 03/31/22 Operating Budget

Secretary discussed with the Board of Commissioners the FYE 03/31/2022 Operating Budget and with it, potential Merit Increases. Commissioner Leakey asked the question about Merit Increases and if the budget could sustain the increased payroll. The Secretary informed the entire board that it is built into the Personnel Policy that we can do Merit increases one of two ways. Either they can increase their salary, which in turn, increases future budgets as they happen. Or the Merit increases can be given as a Lump Sum amount and that amount only effects the current budget that IHA is under. That is what we did in 2020 with COVID-19 starting up and we did not know we would be getting any CARES ACT funding. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Seever seconded. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Seever – Aye;



INDEPENDENCE HOUSING AUTHORITY

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

Commissioner Leakey – Aye; Commissioner Phillips – Aye. Resolution No. 1522 was approved by unanimous vote at 4:02 p.m. CST.

G. Resolution No. 1523 Approval of Bad Debt Write-Off for September – December 2020

Secretary discussed with the Board of Commissioners that every year, we need to clear off our books any bad debt from the tenant receivables. This process is recommended by our Auditors and HUD periodically throughout the year. We are writing off September – December 2020 accounts. After final discussion, Commissioner Bankston made the motion for approval and Commissioner Leakey seconded. Votes were given as follows:

Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Seever – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Resolution No. 1523 was approved by unanimous vote at 4:08 p.m. CST.

H. Vote to Enter into Closed Session Pursuant to the Sunshine Law 610.021(1) and 610.022;

Commissioner Bankston made the motion to go into Closed Session and Commissioner Seever seconded. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Seever – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Vote to Enter into Close Session was approved by unanimous vote at 4:09 p.m. CST.

I. 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 Seever – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Vote to Return to Open Session from Closed Session was approved by unanimous vote at 4:10 p.m. CST.

J. Presentation by BGC Advantage CEO Holly Knight

BGC Advantage CEO Holly Knight presented to the Board on all of their prior projects as Master Developer and took Q&A's. BGC Advantage is looking forward to working with IHA on future projects.



INDEPENDENCE

HOUSING AUTHORITY

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

Old Business: None

NON-AGENDA ITEMS FROM THE BOARD – None

ADJOURNMENT

Commissioner Rose requested a motion to adjourn. Commissioner Leakey moved for approval and Commissioner Bankston seconded the motion. Votes were given as follows: Commissioner Rose – Aye; Commissioner Seever – Aye; Commissioner Bankston – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Adjournment was approved by unanimous vote at 4:32 pm CST.

Secretary

Presiding Officer

Seal