



# 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 15, 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 Board Chairperson – Lynn Rose at 3:01 PM.

Roll Call: The following Commissioners were present:

Commissioner Lynn Rose  
Commissioner Herbert Bankston  
Commissioner Christina Leakey  
Commissioner Robbie Phillips  
(came late)

Commissioners Excused:

Commissioner Seever

Others present:

Executive Director  
Deputy Executive Director

Michael S. Bishop  
Heather Figley



# **INDEPENDENCE**

## **HOUSING AUTHORITY**

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

The regular minutes of the March 30, 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 – Not Present; Commissioner Bankston – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Not Present. The motion to accept the prior month minutes was approved with a majority vote at 3:03 pm CST.

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

No Comments from the public.

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

March and April 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 March and April 2021 was made by Commissioner Bankston and seconded by Commissioner Leakey. Votes were given as follows: Commissioner Rose – Aye; Commissioner Seever – Not Present; Commissioner Bankston – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye. The motion to accept the unaudited financial reports for March and April 2021 were approved with a majority vote at 3:05 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 March, April and May 2021. Statistics for LIPH and Section 8 programs for March, April and May 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 Seever – Not Present; Commissioner Bankston – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye. The Secretary's Report was approved by majority vote at 3:13 pm CST.



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### NEW BUSINESS

#### **A. Resolution No. 1524 Approval of FYE 03/31/2021 Operating Budget Final Revision**

Secretary discussed with the Board that the Budget Revision completed back in March was not the Final Revision because we had not closed the FYE and had to wait until all accrued invoices for expenses in March came through in April/May to complete the FYE. After our Fee Accountant closed the FYE for 03/31/2021, I revised the Budget to make this the Final Revision for the prior FYE 03/31/2021. 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; Commissioner Seever – Not Present; and Commissioner Phillips – Aye. Resolution No. 1524 was approved by majority vote at 3:14 pm. CST.

#### **B. Resolution No. 1525 Approval of HCV Admin Plan – Chapter 4 Revision**

Secretary discussed and shared with the Board of Commissioners the updated Chapter 4 revision on the HCV Admin Plan due to the need to add additional language in for the FYI Vouchers that IHA has applied with HUD for. HUD had advised to change the language to go ahead and utilize IHA's normal Tenant Based Vouchers for the purpose of Foster Youth to Independence until the FYI vouchers are approved. The Board had voted by email back in April and we are just ratifying that decision now. 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 – Not Present; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Resolution No. 1525 was approved by majority vote at 3:16 p.m. CST.

#### **C. Resolution No. 1526 Approval of 2021 HUD Income Limits**

Secretary discussed with the Board of Commissioners that every year, HUD issues out the updated Income Limits that both LIPH and Section 8 programs are required to utilize for each program. HUD issued them out in April and they are effective immediately upon issuance. IHA changed the Income Limits in the software and Board Approval is just a formality. After final discussion, Commissioner Leakey made the motion for approval and Commissioner Bankston seconded. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Seever – Not Present; Commissioner



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Leakey – Aye; Commissioner Phillips – Aye. Resolution No. 1526 was approved by majority vote at 3:18 p.m. CST.

### **D. Resolution No. 1527 Approval of Addendum to 2021 LIPH Tenant Charge List and 2021 Tenant Charge List Revision**

Secretary discussed with the Board of Commissioners the issues we are having at Southview Manor and water condensation of the chiller lines and the condensation of the upper floors is causing water to drip into the 1<sup>st</sup> floor units. We have notified all the tenants that they cannot open their windows during the Air Conditioner season because it creates humidity and continues to condensate the chiller lines, even though we opened up the chases in the wall and insulated the lines. But with the added humidity of the open windows, it is still causing the water lines, which are copper, to sweat and condensate and drop water to the 1<sup>st</sup> floor units. We have already spent around \$195,000 insulating the lines and another \$45,000 for mold remediation and testing of the 1<sup>st</sup> floor units. Letters to the tenants are not stopping them from opening the windows so we are forced to add a charge for opening their windows during the Air Conditioner season of \$100 per occurrence. This problem does not happen during the winter months. After final discussion, Commissioner Leakey made the motion for approval and Commissioner Phillips seconded. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Seever – Not Present; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Resolution No. 1527 was approved by unanimous vote at 3:23 p.m. CST.

### **E. Resolution No. 1528 Approval of Unaudited FDS Submission for FYE 03/31/2021**

Secretary discussed with the Board of Commissioners that our Fee Accountant closes our FYE and then submits to HUD our Unaudited FDS or Financial Data Schedule forms. The Unaudited FDS is required to be sent to HUD within 75 days of FYE. Then the Independent Auditors that IHA contracts with every year have to submit their Audited FDS to HUD. 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 – Not Present; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Resolution No. 1528 was approved by majority vote at 3:25 p.m. CST.



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### **F. Resolution No. 1529 Approval of HUD Waivers through 12/31/2021**

Secretary discussed with the Board of Commissioners the HUD Waivers that continue to be updated and revised. For housing authorities to utilize any and all of the waivers that HUD has instituted, each housing authority has to have board approval and post the waivers, which are posted on our website. Once these are approved, they will be changed out on the website with the updated waiver extension dates on some of the waivers to 12/31/2021 from 06/30/2021. After final discussion, Commissioner Leakey made the motion for approval and Commissioner Phillips seconded. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Seever – Not Present; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Resolution No. 1529 was approved by majority vote at 3:28 p.m. CST.

### **G. Resolution No. 1530 Approval of Section 8 Online Waiting List Opening and Automatically Closing after obtaining 3,000 applicants**

Secretary discussed with the Board of Commissioners that the Section 8 waiting list had not been opened since June 2018. It was explained that we currently have around 488 applications remaining on the original opening from 2018 but they are being purged as we speak. Letters were sent to those 488 applicants and given 10 business days to return the form stating that they are still interested in remaining on the list. The due date for these forms are June 28, 2021 on the same day as the opening of the waiting list that is scheduled for 6 am on 06/28/2021. Once the applications online reach 3,000 applicants, the waiting list will automatically close. IHA has posted in various newspapers the waiting list opening and closing of the waiting list for Section 8. 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 – Not Present; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Resolution No. 1530 was approved by majority vote at 3:29 p.m. CST.

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

Commissioner Leakey made the motion to go into Closed Session and Commissioner Phillips seconded. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Seever – Not Present; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Vote to Enter into Closed Session was



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approved by majority vote at 3:28 p.m. CST.

### I. **Vote to Return to Open Session from Closed Session**

Commissioner Bankston made the motion for approval and Commissioner Phillips seconded. Votes were given as follows: Commissioner Rose – Aye; Commissioner Bankston – Aye; Commissioner Seever – Not Present; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Vote to Return to Open Session from Closed Session was approved by majority vote at 3:35 p.m. CST.

Old Business: Discussion quickly about potential changes to the Personnel Policy by adding a 13<sup>th</sup> holiday to our schedule (Personal Day) to be taken anytime in that calendar year. It was also discussed to make it official and permanent in the Personnel Policy to close the entire week for Christmas and each employee will be required to use Annual Leave for those days not covered by the Christmas Eve and Christmas Day holidays. Weekend work will no longer be an option to cover these extra days during the Christmas Week. The board of commissioners present were fine with making this changes. It was also brought up that other HA's require employees to take a week off a year but the board did not want to move forward on this. The Secretary just needed opinions before putting a lot of work into the revision of the Personnel Policy before sending it to an Employment Attorney for review.

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

### **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 Seever – Not Present; Commissioner Bankston – Aye; Commissioner Leakey – Aye; Commissioner Phillips – Aye. Adjournment was approved by majority vote at 3:55 pm CST.

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**Secretary**

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**Presiding Officer**

**Seal**