

Commissioners	
Emmet Pierson, Jr.	Chair
Barbara Henson	Vice Chair
Kathryn Kelsey	Member
Tameka Bryant	Member
Dr. Syrtiller M. Kabat	Member
Phyliss Edson	City Liaison
Darrin J. Taylor	Executive Director

MINUTES OF BOARD OF COMMISSIONERS MEETING  
LEES SUMMIT HOUSING AUTHORITY

The Board of Commissioners of the LEES SUMMIT HOUSING AUTHORITY met in regular communication on Wednesday, December 5, at 7:00 p.m., at 111 SE Grand Avenue, in Lees Summit, Missouri. Emmet Pierson, Board Chair called the meeting to order, and upon roll call, the following members were:

Present:	Emmet Pierson, Chair
	Barbara Henson, Member
	Kathy Kelsey, Member
	Tameka Bryant, Member
	Syrtiller Kabat, Member
	Darrin Taylor, Secretary
Absent:	Phyliss Edson, City Liaison

Others Present:	NONE
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**CONSENT AGENDA**

Consent to approve the following items was moved, seconded, and granted.

- A. November 7, 2018 Minutes
- B. Approval of Expense Report 11/01/2018 – 11/30/2018
- C. Reports of the Executive Director
  
- Occupancy reports: Low-Income PH – Taylor reported that for December are at 100% occupied. Taylor gave a Section 8 HCV program snap shot; we have several families in search mode and some In lease up status. There will be a briefing in January with the goal of issuing 30 – vouchers to families on the waiting list. To date we are at steady at 96% cumulative annual leased and 96% cumulative BA eligibility expended; goal is 100%.
  
- Financial reports: Low-Income PH and Section 8 HCV financials - financial statements were reviewed and approved.
  
- Routine maintenance and unit turn-over: overview of current-status of routine maintenance and unit turn-over status was provided. All unit HVAC (heating) have underwent annual inspection and filters replaced.

- HQS inspection report: the number of HQS inspections for the current period was reviewed.
- Resident Functions: December Resident Dinners "Baked Ham" - Lee Haven on December 7<sup>th</sup> and Duncan Estates on December 14<sup>th</sup>. The Annual Resident Christmas party is scheduled for the 21<sup>st</sup> 11:30 am to 1:30 pm; all Board members indicated they will attend. VNA is conducting blood glucose and blood pressures at wellness clinics each month.

D. Capital Improvements Reports:

- 1) Taylor also reported on the Duncan Estates bathroom rehab project bid results. Bids were opened and publicly read aloud at 2:00 pm on December 5, 2018. A copy of the bid-form as recorded by the architect was provided and reviewed. Taylor reported that the apparent low-bidder NW Rogers will be contacted, references reviewed and bid amount discussed. Once the proper vetting has occurred a Contract signing pre-construction meeting is the next step. It was noted that with the Holidays, we are looking at January to schedule the required next steps.

ACTION

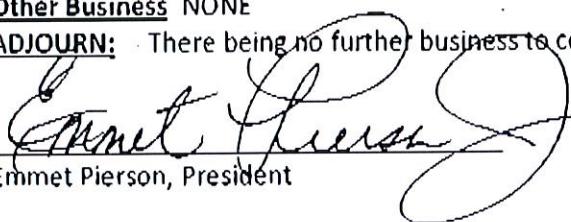
Presentation of salary recommendations, Taylor provided copies of worksheets on staffing and salaries for Board review. Taylor noted that the basis of the recommendations is based on the Social Security COLA for 2019 at 2.8%. After careful consideration and discussion, the Board took the following action; a vote to increase salaries as presented and to award merit increases for staff and the executive director within the range of 2.8% - 3.0%. Motion to approve and seconded; Board Chair Pierson called the vote and motion passed.

REPORT/DISCUSSION

Taylor gave a report on a meeting with Mark Moberly, Director of Development of Sunflower Development Group; the meeting was also attended by Emmet Pierson and Barbara Henson. Sunflower Development is involved with real estate development, including residential, historic preservation and adaptive reuse. Taylor noted they are the developers on the Long View Mansion project. Taylor also disclosed that he is acquainted with Mark Moberly. The meeting is in keeping with our Strategic Plan to have conversations with potential development partners to get insight into possibilities. Taylor reported the discussion was informative and a starting place for having similar conversations with other developers. Taylor also reported that he is educating himself further on the Rental Assistance Demonstration (RAD) HUD program.

Other Business NONE

ADJOURN: There being no further business to come before the Board, the meeting adjourned.

  
Emmet Pierson, President

Darrin Taylor, Secretary