

Minutes of the Meeting of the Housing Authority  
of the City of St. Joseph

A meeting of the Housing Authority Board of Commissioners was held on Thursday, June 16, 2016, at 4:00p.m. at 2902 So. 36<sup>th</sup> Street.

The meeting began with a roll call, in attendance were the following;

Commissioners: Amy Delaney-Cook, Robert Hart, Sheila Murray and Jeff Penland

Absent: Commissioner Sally Pike

Staff: Sharon Hope and Leslie McQueen

The minutes from the March 17, 2016 meeting were approved.

**New Business**

Sharon reported to the Board that she had been contacted by our fee accountant regarding the amount of accumulated money in the low rent budget and that is over the approved HUD amount to have in reserve money.

Sharon requested the Board's approval to purchase the following items for the low rent program;

New F250 Ford maintenance truck

New Administrative 4-wheel drive vehicle

New Kawasaki mule

Replacement of computers

Installation of additional security cameras and microphones

Also, the cost of the completion of the replacement of the concrete balcony slabs will be taken out of the low rent reserves instead of the Capital Improvement Funds.

All Commissioners approved the request for the purchase of the above items from the low rent budget reserves.

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CITY CLERK

### Resolution #833

Charging of a collection loss in the amount of \$11768.52, for the purpose of financial accountability of past due accounts of tenants who are no longer occupying a dwelling unit under the jurisdiction of Housing Authority.

Commissioner Amy Delaney-Cook made motion to approve Resolution #833, Commissioner Sheila Murray seconded the motion and the following vote was recorded;

Ayes: Commissioners Amy Delaney-Cook, Robert Hart, Sheila Murray and Jeff Penland

Nays: None

Abstentions: None

### Resolution #834

Resolution approving the writing off of all checks which are 90 days outstanding for the Voucher Program and for Pleasant Heights in the amount of \$2267.01.

Commissioner Robert Hart made motion to approve Resolution #834, Commissioner Jeff Penland seconded the motion and the following vote was recorded;

Ayes: Commissioners Amy Delaney-Cook, Robert Hart, Sheila Murray and Jeff Penland

Nays: None

Abstentions: None

### Brookdale East Apartments – 3 Bedroom Units

Currently, according to our Administrative Policy, a bedroom must be a least 90 square feet to be considered a bedroom. (This is not a HUD requirement)

Brookdale East is currently fully renovating the entire complex and they are willing to accept the Voucher Program. However, the square footage of the 3 bedrooms fell just slightly under the 90 square feet requirement. Brookdale East

Apartments is asking for a waiver of the 90 square feet requirement on 3 bedroom units.

Commissioner Amy Delaney-Cook made motion to approve the request for the waiver regarding the 3 bedroom units at Brookdale East. Commissioner Sheila Murray seconded the motion and the following vote was recorded;

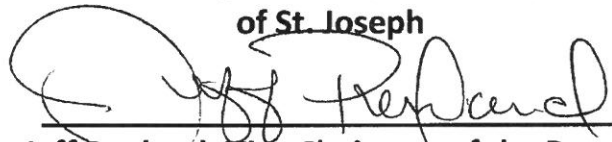
Ayes: Commissioners Amy Delaney-Cook, Robert Hart, Sheila Murray, and Jeff Penland

Nays: None

Abstentions: None

There was no further business to discuss and the meeting was adjourned.

**Housing Authority of the City  
of St. Joseph**



**Jeff Penland, Vice Chairman of the Board**

ATTEST:



**Sharon Hope, Secretary**