

**Lexington Housing Authority  
Minutes 2-12-2020**

The Annual and regular meeting of the Lexington Housing Authority was held Wednesday February 12, 2020 at 609 East 3<sup>rd</sup> Street, Lexington, Nebraska, at 12:00 p.m. Commissioners present were Chairman Victoria Clements, Vice Chairman John Salem, Bill Brecks and Kyle Ferguson along with director Derek Haines from LHA. Commissioner Vance Bricker was absent.

**NOTICE:** Notice of the meeting was given in advance, thereof by posting LHA lobby and other public places in Lexington, the designated method for giving notice. The proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. All items presented and discussed on the Agenda were available for public inspection.

**CALL TO ORDER:** The regular meeting was called to order by Chairman Clements at 12:00 PM who informed the public that the Open Meetings Act is posted at the Lexington Housing Authority, located at 609 E 3<sup>rd</sup> Street, Lexington, Nebraska.

**Public Comment Period**

There were no parties in attendance for public comment period.

**Consent Agenda Items:**

Minutes of the Regular Meeting held January 8, 2020 were presented to the Commissioners for consideration and approval.

Claims and Bills including the check registers were presented to the Commissioners for consideration and approval.

Financial Reports including Board Summary Reports for December 2019 for all programs were presented to the Commissioners for consideration and approval.

A motion to approve the consent agenda items as presented was made by Brecks second by Salem. After no further discussion, Clements called for the vote:

Clements AYE

Salem AYE

Brecks AYE

Ferguson AYE

Bricker NA

The Chairman thereupon declared said motion carried

**Election of Officers:**

After discussion, Victoria Clements was nominated to retain the position of Chairman. A motion was made by Salem, Second by Ferguson.

After no further discussion, Clements called for the vote:

Clements AYE

Salem AYE

Brecks AYE

Ferguson AYE

Bricker NA

After discussion, John Salem was nominated to retain the position of Vice Chairman. A motion was made by Brecks, Second by Ferguson.

After no further discussion, Clements called for the vote:

Clements AYE  
Salem AYE  
Brecks AYE  
Ferguson AYE  
Bricker NA

## **Directors Report**

Activities since the last board meeting on January 8, 2020

### **General Business**

400 N Monroe is ready to be rented. This will be added to the Pioneer Homes inventory list. Director Haines has input information for the RAD Application to move forward with the process to potentially remove the inventory from Public Housing. Haines is also pursuing the purchase of software from our current provider to more accurately track inventory and allow online applications and take credit / debit card payments. Intellicom has been contacted to rework the network server to eliminate connection errors that we are currently experiencing.

Haines has requested bids for mowing and for lawn spraying which are due back February 20.

LHA has purchased a software module allowing the acceptance of credit cards with a 3% fee to be passed back to the customer and electronic check acceptance capability at the cost of \$3.00 per check. Also purchased is a software module that will allow group tenant notifications via email or text and more importantly Online Applications.

### **Lex Development Corp**

None

### **Training Dates / Travel**

As a reminder, I found a HUD PHA Governance and Financial Management Training for Board Members and will forward the link if you are interested in taking the class.

### **Public Housing 1-50 and Scattered Sites**

Director Haines currently has 5 properties categorized in the HUD system as under modernization. These are units that the tenants have moved out and we are doing extensive repairs. We are looking to fill vacancies as they come up.

### **East Lawn Addition (Section 8 New Construction) 51-98**

The annual contract renewal was submitted. Per a rent comparability study, we are requesting an increase of \$61 per unit. This would have an impact on the two households who pay full rent on that block.

### **East Lawn East 101 – 118**

We have purchased new security cameras to replace the cameras that are no longer compatible. We have recently had our annual fire detection and suppression systems check. We had issues with smoke detectors calls after hours and are looking to upgrade the detectors or place them in a location that is not directly above the cooking area.

**Pioneer Homes**

400 N Monroe is available for rent.

**Vouchers**

No report

**Legend Oaks**

No Report

**Legend Oaks II**

No Report

**Personnel**

None

**Evictions / Court Actions**

LHA is in the process of filing one eviction. LHA may file a small claims case in efforts to recoup damages from a tenant in the amount of \$2,463.61

**Roundtable Discussion – None****Resolution 2020-01 Items to Dispose of**

After review and discussion, a motion to approve Resolution 2020-01 items to dispose of as presented was made by Brecks, second by Salem . After no further discussion, Clements called for the vote:

Clements AYE

Salem AYE

Brecks AYE

Ferguson AYE

Bricker NA

The Chairman thereupon declared said motion carried

**Resolution 2020-02 Five Year Action Plan and Civil Rights Certification**

After review and discussion, a motion to approve the Resolution 2020- 02 Five Year Action Plan and authorize the signing of the Civil Rights Certification as presented was made by Salem, second by Ferguson . After no further discussion, Clements called for the vote:

Clements AYE

Salem AYE

Brecks AYE

Ferguson AYE

Bricker NA

The Chairman thereupon declared said motion carried

**Resolution 2020-03 Audit Review**

After review and discussion, a motion to approve Resolution 2020-03 2019 Year End Audit with Zero Findings as presented was made by Brecks, second by Ferguson . After no further discussion, Clements called for the vote:

Clements AYE  
Salem AYE  
Brecks AYE  
Ferguson AYE  
Bricker NA

The Chairman thereupon declared said motion carried

**Resolution 2020-04 Check Signing Authorization Policy**

A review and discussion of Resolution 2020-04 Check Signing Authorization Policy and to establish the following as check signers:

Derek Haines as Executive Director, Victoria Clements as Chairman, John Salem as Vice Chairman and Bill Brecks as Commissioner. Jodi Phillips was established as bookkeeper and given authorization to obtain information as needed from the bank on behalf of LHA.

After said review and discussion, a motion to approve Resolution 2020 – 04 as presented was made by Salem, second by Ferguson . After no further discussion, Clements called for the vote:

Clements AYE  
Salem AYE  
Brecks AYE  
Ferguson AYE  
Bricker NA

The Chairman thereupon declared said motion carried

Next meeting: The next scheduled meeting will be March 11, 2020 at 12:00 PM.

At 12:25 PM Chairman Clements adjourned the meeting.

Respectfully Submitted  
Derek Haines, Executive Director

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Chairman

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Executive Director