

**Lexington Housing Authority  
Minutes 11-14-2018**

The regular meeting of the Lexington Housing Authority was held Wednesday November 14, at 609 East 3<sup>rd</sup> Street, Lexington, Nebraska, at 12:00 p.m. Commissioners present were Vice – Chair John Salem, Bill Brecks and Vance Bricker along with Director Derek Haines from LHA. Chairman Victoria Clements 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 annual meeting was called to order by Vice Chairman Salem 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 October 10, 2018 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 expenses owed, and capital grant funding were presented to the Commissioners for consideration and approval. The East Lawn East Budget Progress report for year end was reviewed. Budget progress reports for the other programs have been requested but not received from the accountant. Director Haines will request again for the next meeting.

A motion to approve the consent agenda items as presented was made by Commissioner Bricker, second by Commissioner Ferguson. After no further discussion, Vice Chairman Salem called for the vote: Ayes: Salem, Brecks and Bricker. Nays: None. Motion Carried

**Unfinished Business**

NONE

**New Business**

**Directors Report**

Activities since the last board meeting on Oct 10, 2018

**General Business**

Keyless locks have been installed and are functioning well. The next phase of locks will be on our scattered sites homes. We can install the locks ourselves on these properties so that will reduce the expense.

**Development**

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**

We have 5 units that are vacant as Oct 31. We are working with people on the waiting list to occupy the vacant units as soon as they are ready. We need to purchase more carpet for these units. I am looking into a better quality of carpet or vinyl flooring with hopes it will last longer in the units.

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

We have 3 units vacant in this section as of October 31. We are working to fill the vacancies and have a couple prospects but are limited to those 62 years old or disabled persons. We are working on advertising the vacancies and getting the word out to other organizations in town that may know people who could use assistance.

**East Lawn East 101 - 118**

As of Aug 31, we have one vacancy at East Lawn East. I did just submit the contract renewal for 2018 – 2019 for this project.

**Pioneer Homes**

All units are full at this time

**Vouchers - See attached voucher report**

We are working on issuing additional vouchers and looking to issue some throughout Dawson County. One stumbling block on the vouchers is the landlords who do not always keep the properties up to code.

**Legend Oaks**

MHEG completed an onsite inspection on October 5, 2018 at Legend Oaks I and II and we had a representative from Nebraska Economic Development to do an audit of the HOME projects at Legend Oaks I and II. Both the inspection and audit went well.

**Legend Oaks II**

We have one vacancy as of Oct 31 but will get it filled from our wait list.

**Personnel**

LHA Bookkeeper has announced her planned retirement on December 31, 2018. Effective December 1, 2018 I have made arrangements with our fee accountant to outsource some of the duties Patti has completed for us. I can outsource the coding and writing of expense checks and two separate HUD Reports. The cost of outsourcing is equal to or a less than the current salary plus benefits. An additional benefit is that we will rely on the experience and expertise of the fee accountant to insure the transactions are completed correctly. We will see if it is necessary to fill the position with the banking deposits and other transactions that require dual security.

**Evictions**

LHA had no evictions this month.

**Occupancy Report:** The Occupancy Report was presented to the Commissioners for review and discussion.

**Resolution 2018 – 25 Disposition of Tenant Property Policy**

After review of Resolution 2018 – 25 Disposition of Tenant Policy which outlines the policy LHA will follow with respect to abandoned property left behind in the units. This policy follows the requirements of the Nebraska Landlord Tenant Act and will insure LHA is compliant with the rules. A motion to approve was made by Commissioner Bricker and a second was made by Commissioner Ferguson. Vice Chairman Salem called for a vote. All in favor, motion carried.

**PHAS Score**

The PHAS score was presented to the Board for review. No formal action required.

**Roundtable Discussion**

NONE

**Executive Session**

NONE

Next meeting: December 12, 2018 at 12:00 PM if needed.

At 12:37 PM Vice Chairman Salem adjourned the meeting.

Respectfully Submitted  
Derek Haines, Executive Director

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Vice Chairman

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Executive Director