

**Lexington Housing Authority
Minutes 2-21-2018**

The regular and annual meeting of the Lexington Housing Authority was held Wednesday, February 21, 2018, at 609 East 3rd Street, Lexington, Nebraska, at 5:10 p.m. Commissioners present were Vice – Chair John Salem, Bill Brecks and Dorothy Woodside along with Director Derek Haines. Chairman Victoria Clements and Commissioner Vance Bricker were absent.

NOTICE: Notice of the meeting was given in advance, thereof by posting the notice in the Lexington Clipper Herald on 2-10-2018 and posting a notice in the LHA lobby, 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 5:10 PM who informed the public that the Open Meetings Act is posted at the Lexington Housing Authority, located at 609 E 3rd Street, Lexington, Nebraska.

The items discussed were the Five Year Action Plan and capital fund budget. Commissioner Brecks moved to approve the Five Year Action Plan and capital fund budget with a second by Commissioner Woodside. After no further discussion, Vice Chairman Salem called for the vote: Ayes: Salem, Brecks, Woodside. Nays: None. Motion Carried

This meeting was closed and the regular meeting of the Lexington Housing Authority was opened at 5:30 PM.

The regular meeting was called to order by Vice Chairman Salem at 5:30 PM who informed the public that the Open Meetings Act is posted at the Lexington Housing Authority, located at 609 E 3rd Street, Lexington, Nebraska.

Agenda: The agenda was approved as presented. Motion to approve the agenda made by Commissioner Brecks and second by Commissioner Woodside. After no further discussion, Vice Chairman Salem called for the vote: Ayes: Salem, Brecks, Woodside. Nays: None. Motion Carried

Consent Agenda Items:

Minutes of the Regular Meeting held January 17, 2017, 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 budget progress reports, expenses owed, and capital grant funding were presented to the Commissioners for consideration and approval.

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

Public Comment Period

There were no parties in attendance for public comment period.

Unfinished Business

None

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

Directors Report:

Director Haines went over the written Directors report. Haines explained that he has received quotes for an improved internet service and the current firewall and switch would be unable to handle the upgrade. Intellicom Inc from Kearney has provided an acceptable solution to the issue and would also be able to provide a wireless internet connection to the shop. Intellicom has come highly recommended and with their availability to provide 24/7 tech support it was discussed to move forward with the purchase and installation of equipment in the amount of approximately \$8,500. This falls under the small purchase procedures in the procurement policy.

Review Draft Audit:

The Commissioners were given a draft copy of the audit which was reviewed at the meeting. The final audit arrived the day of the meeting and the Commissioners were each given a copy of the audit. The findings and the replies were discussed. The findings were addressed by Haines, however they occurred in the time prior to his employment at LHA.

Finding 2017 - 001 There were reporting and accounting errors that were communicated to the fee accountant. It was noted that the current fee accountant is continuing to make the same errors each year without fixing them. Haines noted that he has received a quote from Loucks and Schwartz a different fee accountant as discussed at prior board meetings and plans to move the service here in June 2018. Haines is also streamline reporting and taking advantage of the computer software as opposed to handwritten reports that were previously submitted. **Finding 2017 – 002** referenced the purchase of a trailer from the prior maintenance supervisor who was the prior executive directors husband in the amount of \$600. Haines noted that the practice of purchasing items from employees that could potentially be in violation of state law was ceased on 2-8-2018. Additionally, an inventory system is being developed in an effort to eliminate potential violations going forward.

In discussions it was brought to up that in addition to the sale of the trailer it was also mentioned by the auditor that the prior director had purchased some carpet through the housing authority. The prior director reimbursed the housing authority for the purchase but potentially avoided paying taxes on the purchase. There is potentially a heat pump / AC unit and furnace missing from our inventory. Haines will have the maintenance staff look through the storage building for the missing item. If any further discretions appear Haines will report them to the board.

Finding 2017-003 – The auditor noted accounting errors that continue to occur. Haines is looking to switch accountants at FYE.

Resolution 2018 – 04 Election of Officers

Director Haines introduced Resolution 2018 – 04

Nominations were called for the election of officers for the year February 2018 to February 2019. Chairman Clements and Vice Chairman Salem were nominated to remain in the current positions for the year. A motion to approve was made by Commissioner Brecks and seconded by Commissioner Woodside.

After no further discussion, Vice Chairman Salem called for the vote: Ayes: Salem, Brecks, Woodside. Nays: None. Motion Carried

DUTIES OF THE COMMISSIONERS

General duties of the Commissioners were reviewed. Topics of Ethics, Moral Behavior, staying Civically Active and Commissioner Training were discussed. The Director encouraged all Commissioners to attend Conferences and trainings including any Commissioners Training sessions they could get away for. No formal action was taken.

REVIEW EXISTING ETHICS POLICY

The Commissioners had their annual review and discussion on the Ethics Policy, Mission Statement, Statement of Values, Code of Conduct and Standards of Ethics and Conduct Pledge. Each Commissioner signed a document stating they had received a copy, read it and understood the policy. Lexington Housing Authority staff will be reviewing the policy at their Annual Staff Meeting on Tuesday February 27 2018.

COMPREHENSIVE ANTI-FRAUD POLICY

The Commissioner had their annual review and discussion on the Comprehensive Anti-Fraud Policy. Each Commissioner signed a document stating they had received a copy, read it and understood the policy.

Roundtable Discussion

It was brought up to move the meeting time to the third Wednesday of each month at 12:00 PM.

Next meeting: 3-21-18 at 12:00 PM

At 5:45 PM Vice Chairman Salem adjourned the meeting.

Respectfully Submitted
Derek Haines, Executive Director

Vice - Chairman

Executive Director