

**Lexington Housing Authority
Minutes 4-11-2018**

The regular and annual meeting of the Lexington Housing Authority was held Wednesday, April 11th 2018, at 609 East 3rd Street, Lexington, Nebraska, at 12:00 p.m. Commissioners present were Chairman Victoria Clements, Vice – Chair John Salem, Bill Brecks and Vance Bricker along with Director Derek Haines and Jessica Vega from LHA.

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 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 3rd Street, Lexington, Nebraska.

Consent Agenda Items:

Minutes of the Regular Meeting held February 21, 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. Budget progress reports 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 Bircker, second by Vice Chairman Salem. After no further discussion, Vice Chairman Salem called for the vote: Ayes: Clements, Salem, Brecks, Bricker. 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 is pursuing the purchase of keyless locks for public housing units with the initial quote coming in around \$30,000.

Haines will look into the potential for purchase of the property at 400 N Monroe. Haines will have a local realtor contact the seller to see if access to the property can be obtained. Haines will report back at the next board meeting. At this time Haines brought up that it could be possible have the vacant lot east of the maintenance shop released from HUDS Declaration of Trust which would allow LHA to develop duplexes on this property.

Haines reported that he recently returned from Lincoln for Public Housing Assessment Systems training and Section 8 Management Asset Program training. He will also travel to Lincoln on May 9 and 10 for NIFA Compliance Seminar with Lisa Linch.

Haines reported on Public Housing and Scattered Sites stating the occupancy rate is increasing and we have few open units to rent. Haines reported that East Lawn Addition is mostly occupied as well. East Lawn East has two open units and Haines has been in contact with Darron Collins of HUD in Kansas City to try to determine the owner of the NAF Sr. Housing property and what can be done if the owner is defunct.

Haines reported that LHA has 104 vouchers out with a limit of 122, subject of budgetary constraints. John Stackbein has worked through the voucher wait list and has sent out acceptance or denial letters to the last of the applicants. LHA is looking to get more vouchers out and will advertise the fact we have vouchers available via local sources and word of mouth advertising.

Legend Oaks is fully occupied at this time and Director Haines is pursuing some preventative maintenance on the garage doors in attempt to proactively reduce repair expenses at the units.

Haines is looking to fill a vacancy on the board left by the resignation of Dorothy Woodside. The tenant commissioner must be a public housing tenant or voucher recipient. Haines reviewed a complete list of tenants with the current Commissioners for suggestions. Haines has posted notices in the LHA public areas requesting that if a tenant is interested in becoming a commissioner that they respond to him.

Review Audit:

The Commissioners were given a 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.

Also reviewed was the HUD REAC Audit Submissions Findings letter from Director Haines to HUD.

Resolution 2018 – 05 Audit Review and Findings

Director Haines introduced Resolution 2018 – 05

A review of the Audit including noted findings was conducted. Haines also reviewed the HUD REAC Audit Submissions Letter to HUD. A motion to approve the audit and findings reply was made by Vice Chairman Salem and seconded by Commissioner Bricker.

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

Roundtable Discussion

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

Next meeting: May 9th at 12:00 PM

At 12:45 PM Vice Chairman Salem adjourned the meeting.

Respectfully Submitted
Derek Haines, Executive Director

Chairman

Executive Director