

# MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581 - 2294 • Fax: (573) 581-6636 • www.mexicoha.com

To: MHA Board of Commissioners  
From: Tammy Dreyer, ED  
Date: August 12, 2016  
Re: August 16th, 2016 Board Meeting Agendas & Related Materials

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Enclosed is the agenda packet for the MHA Board meeting on Tuesday, August 16th, 2016. Included in the packets is the information related to each resolution. I have hand written page numbers on each page for you to better follow along in the Board Meeting.

Please note the following:

## Consent Agenda

### Agenda Item Number 5

Previous Minutes for Board Meeting July 2016 are located on typed page number 1, 2, 3

### Executive Director Report

#### Financial Report

The financial reports were not completed by our Fee Accountant for the reason Sabrina was on a much needed vacation. We will provide them at Octobers 2016 Meeting

#### Bills Expended

These are the monies that was spent to operate Mexico Housing Authority.

### Section 8 Report.

This is the Housing Choice Voucher Program (Section 8) numbers showing voucher total, HAP total, waitlist total and ports. The HCV Program has dropped in vouchers so we have taken an aggressive approach to get our numbers back up with releasing 60 voucher in the past two months, in hopes that we lease \$5000.00 more in HAP money. This would put us back to the BA according to the latest Two Year Tool. Which is a tracking system that the local FO (Field Offices) uses to oversee each PHA is spending and leasing according to the BA.

### Public Housing Report

This the Public Housing Program report showing occupancy with an end of the month 98% occupied, waitlist count total per bedroom, rent collections in the monthly amount of \$30806.90, and termination for money owed totaling 23 terminations sent for the month of July.

We have successfully transferred all 8 families that resided on Bolivar to other unit on site. This is the reason we are not 100 percent occupied, we had to do a lot of fancy foot work to make this happen.

#### Contract/Capital Fund/Modernization Projects

This is a summary put together so you as a Board Member can stay up to date with the day to day actions of our maintenance team and contractors. Note that we have signed contracts on exterior paint and gutters, to be started soon. The modernization project is a continuous work in process with replacement of old fixtures, vanity installations, and much needed countertops.

#### Maintenance Reports

This is a monthly summary of our work orders. This report can keep you up to date on how many work orders are called in and how many are completed by the end of each month. This printout is for July 2016 and we have just completed our Preventative Maintenance Month, so you will see outstanding work orders but the work orders are for that. Also, Lindsey is incorrect how it prints these work orders, so it will take us a month to get them all corrected and closed. We have addressed this issue with Lindsey but it still seems to happen when we print.

#### Unfinished Business

I will no longer pursue the possibility of the RATI using our Community Center for the winter months of Jan and Feb 2017.

#### New Business

##### Agenda Item Number 7

**Resolution 2845** Approval of Missouri Housing Authority Property and Causality Insurance renewal. This is our workman's comp insurance and property liabilities.

**Resolution 2846** Approving MHA Employee Benefits we had a 9.6 percent increase on our medical insurance, which is below the national average and we will be renewed until Jan 2018. The dental is a 5 percent increase and all others are showing not change. We had other quotes done from three different companies and our current is still the best plan for our employees.

**Resolution 2844** Approving Employee Retirement Plan this is to update our out dated plan that is in effect currently.

#### Other Business

Attached is our monthly newsletter for public housing for the months of September.

I need to cancel the September 2016 meeting for I will be out of town in UPSC-v meeting. This is a great opportunity for MHA to be a part of this demonstration to update the current out dated system of inspection for the Section 8 program.

Also, coming soon will be updated revisions to the ACOP, Admin Plan, Procurement Policy, Personnel Policy, Smoke Free Policy, and Disaster Plan. These are very lengthy plans, with a lot of updates and changes according to new guidelines from HUD. I will be emailing these plans to each Board Member rather than making copies or there will be a copy available in the office for you to look at for Public Comment.

Please contact me if you have any questions or need additional information about any of the items on the meeting agenda. 573.581.2294 ext 251

enclosures

# MEXICO HOUSING AUTHORITY

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## **Board of Commissioners Housing Authority of the City of Mexico, Missouri**

### **TENATIVE AGENDA REGULAR MEETING**

**MHA Community Building,  
828 Garfield Avenue, Mexico, MO 65265  
Scheduled for  
Tuesday, August 16, 2016 at 3:30pm**

- 1. Call to order by** Chairperson Chris Miller
- 2. Roll Call by** Tammy Dreyer, Executive Director
- 3. Adoption of Agenda**
- 4. Comments from the Public (limit 3 minutes per person)**

Presentation from Ken Nicklas in regards to Retirement Plan updates from Ameritas

### **5. Approval of Consent Agenda**

Approval of regular meeting minutes for: July 19, 2016

Executive Director's Report:

- a. Financial Reports (none available)
- b. Bills Expended
- c. Section 8 Report
- d. Public Housing Report
- e. Contract/Capital Fund/Modernization Projects
- f. Maintenance Reports

### **6. Unfinished Business:**

MHA will no longer be pursuing the Community Center for use by the RATI. Just note this could have possibly been a very positive movement, since the State and Federal Government is heavily promoting Homelessness initiatives.

### **7. New Business:**

Board Resolution 2845 Approving MHAPCI insurance quote for property and workman's comp,  
Board Resolution 2846 Approving MHA Employee Benefit Package, Board Resolution 2847  
Approving MHA Retirement Plan

### **8. Other Business:**

Copy of the MHA Public Housing Newsletter

We will not have a September meeting for Tammy will be in Kansas City at UPSC-v training. MHA has been selected to be a part of a three year demonstration to change the HQS inspection criteria alongside with HUD/REAC. This is a great opportunity for MHA to be a part of the progression of change within our industry.

October 2016 meeting will be a lot of policy updates.

**9. Comments from Commissioner:**

**10. Adjournment of Open Meeting:**

A complete agenda packet is available for review at the MHA office during regular business hours and posted on the MHA website at: [www.mexicocha.com](http://www.mexicocha.com)

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Robin Nitcher, Program Assistant at (573) 581-2294, extension 222, at least one working day prior to the meeting.

## **MINUTES OF THE REGULAR MEETING**

### **OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MEXICO HELD ON July 19, 2016**

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, July 19, 2016 at 3:30 PM at the MHA Community Building, 828 Garfield Avenue, Mexico, MO 65265. Commissioner and Board Chair Chris Miller presided.

- 1. Call to order:** The Board of Commissioners of the Housing Authority of the City of Mexico, Missouri (MHA) met in open session on July 19, 2016 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner and Board Chair Chris Miller called the meeting to order at 3:32pm.
- 2. Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Rita Jackson  
Commissioner Tad Dobyns arrived late at 3:40  
Commissioner Ed Lawton  
Commissioner Joyce Jackson  
Commissioner Christina Miller

Commissioners excused:

Others present:

Executive Director/Secretary

Tammy Dreyer

### **3. Adoption of Agenda**

C Miller requested a motion to adopt the Agenda for July 19, 2016 for the Regular Meeting of the Mexico Housing Authority. Commissioner R Jackson made a motion and J Jackson second. All Commissioners present voted "aye", and Chairperson Chris Miller declared the motion approved.

### **4. Comments from the public:**

none

### **5. Approval of Consent Agenda(if applicable)**

Approval of regular meeting minutes for: May 17, 2016

Bills Expended May and June 2016

## Executive Directors Report June 2016

Chairperson Chris Miller requested a motion to approve the Consent Agenda. A motion was made by Commissioner J Jackson and seconded by Commissioner R Jackson. All Commissioners present voted “aye” and Chairperson Chris Miller declared the motion carried.

### 6. Unfinished Business

None

### 7. New Business

#### Board Resolution 2842 Approving to Tenant Accounts Receivable Write off

Chairperson Chris Miller called for motion to approve Board Resolution 2842. A motion was made by Commissioner R Jackson and seconded by Commissioner J Jackson. Upon a roll call vote of the motion, the following vote was recorded:

Yes: R Jackson, E Lawton, J Jackson  
No: None  
Absent: T Dobyns

#### Board Resolution 2843 Approving Annual Inspection contract

Chairperson Chris Miller called for motion to approve Board Resolution 2843. A motion was made by Commissioner R Jackson and seconded by Commissioner J Jackson. Upon a roll call vote of the motion, the following vote was recorded:

Yes: R Jackson, E Lawton, J Jackson  
No: None  
Absent: T Dobyns

#### Board Resolution 2844 Approving Monthly Pest Control Inspection Contract

Chairperson Chris Miller called for motion to approve Board Resolution 2844. A motion was made by Commissioner J Jackson and seconded by Commissioner R Jackson. Upon a roll call vote of the motion, the following vote was recorded:

Yes: R Jackson, E Lawton, J Jackson, T Dobyns  
No: None  
Absent: None

### 8. Other Business:

T Dreyer handed out a packet from the Audrain County Shelter Resource Coalition regarding the Room at the Inn (RATI). T Dreyer is going to try and have a representative come to our next meeting and speak about possibly being a host site for January 2017 and February 2017 RATI.

**9. Comments from Commissioners:**

C Miller asked a few questions in regards to PH deposits, screening of applicants and reentry of EOP tenants. A discussion was held in regards to regulations and T Dreyer explained the process. T Dreyer also stated that MHA needs to become more secure in the front office in regards to a possible active shooter situation. All members were in favor of actions being taken to make MHA more secure.

**10. Adjournment:**

Chairperson Chris Miller requested a motion to adjourn the Open meeting on July 19, 2016, Commissioner T Dobyys made the motion and Commissioner R Jackson seconded. The regular session meeting was adjourned at 4:30 pm

ATTEST:

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Chris Miller, Chairperson

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Tammy Dreyer, Executive Director

**Certification of Public Notice**

I, Tammy Dreyer, Executive Director and Secretary of the Board, of Housing Authority of the City of Mexico, Missouri, do hereby certify that on July 15, 2016, I posted public notice of the July 19, 2016 Board of Commissioners meeting and made available to the public by request at the MHA office during regular business hours and on the MHA website at [www.mexicoha.com](http://www.mexicoha.com), copies of the Agenda and Board Packet for review.

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Tammy Dreyer

Date



<b>JULY 2016 CHECK REGISTER</b>				M = Monthly
				Q = Quarterly
Check #	Dollars	Date	Vendor	A = Annual
<b>PH Fund</b>				
00061816	\$41.00	07/01/2016	amerenue-3451112383	M
00061817	\$33.00	07/01/2016	AmerenMO - 09511-12321	M
00061818	\$37.00	07/01/2016	amerenue-1751112280	M
00061819	\$41.00	07/01/2016	amerenue-2451112366	M
00061820	\$41.00	07/01/2016	AmerenMO - 90342-08233	M
00061821	\$23.00	07/01/2016	amerenue-2051113345	M
00061822	\$51.00	07/01/2016	amerenue-5000610588	M
00061823	\$41.00	07/01/2016	amerenue-16511-13281	M
00061824	\$31.00	07/01/2016	amerenue-5251112250	M
00061825	\$41.00	07/01/2016	amerenue-0134209169	M
00061826	\$45.00	07/01/2016	Amerenue for 4651112270	M
00061827	\$41.00	07/01/2016	Ameren MO - 8051113214	M
00061828	\$41.00	07/01/2016	amerenue-3951112426	M
00061829	\$45.00	07/01/2016	AMEREN UE FOR 7110212193	M
00061830	\$41.00	07/01/2016	amerenue-4451112266	M
00061831	\$45.00	07/01/2016	Ameren UE for 69511-12263	M
00061832	\$41.00	07/01/2016	amerenue-7051113439	M
00061833	\$38.00	07/01/2016	amerenue-3234208137	M
00061834	\$41.00	07/01/2016	AmerenMO - 90511-13160	M
00061835	\$41.00	07/01/2016	Amerenue-1034208286	M
00061836	\$45.00	07/01/2016	AMEREN UE FOR 6934207167	M
00061837	\$35.00	07/01/2016	Ameren UE # 58511-12355	M
00061838	\$17.00	07/01/2016	amerenue-9934207324	M
00061839	\$41.00	07/01/2016	Ameren MO - 8934207361	M
00061840	\$41.00	07/01/2016	Ameren MO - 4051113423	M
00061841	\$31.00	07/01/2016	Ameren MO for 12342-08166	M
00061842	\$41.00	07/01/2016	AMEREN UE FOR 90006-10156	M
00061843	\$39.00	07/01/2016	Amerenue-3651112468	M
00061844	\$35.00	07/01/2016	amerenue-8651112285	M
00061845	\$35.00	07/01/2016	Amerenue-8551112278	M
00061846	\$39.00	07/01/2016	amerenue-2838113372	M
00061847	\$25.00	07/01/2016	amerenue-2700610292	M
00061848	\$23.00	07/01/2016	AmerenMO - 5851113354	M
00061849	\$44.00	07/01/2016	amerenue-2851113259	M
00061850	\$33.00	07/01/2016	Amerenue-4115109351	M
00061851	\$56.00	07/01/2016	Amerenue 3838113353	M
00061852	\$25.00	07/01/2016	AMEREN UE FOR 1851113410	M
00061853	\$33.00	07/01/2016	Ameren Missouri # 3451113346	M
00061854	\$23.00	07/01/2016	amerenue-8000611405	M
00061855	\$65.00	07/01/2016	AMEREN UE FOR 8373800452	M

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<b>JULY 2016 CHECK REGISTER</b>				M = Monthly
				Q = Quarterly
				A = Annual
Check #	Dollars	Date	Vendor	
00061856	\$59.00	07/01/2016	amerenue-5373800393	M
00061857	\$13.00	07/01/2016	amerenue-9373800219	M
00061858	\$2.00	07/01/2016	amerenue-6310212396	M
00061859	\$36.00	07/01/2016	amerenue-8410212560	M
00061860	\$32.00	07/01/2016	amerenue-0310212427	M
00061861	\$43.00	07/01/2016	amerenue-2221	M
00061862	\$43.00	07/01/2016	AMEREN UE 0110212421	M
00061863	\$43.00	07/01/2016	AmerenMO - 1451113286	M
00061864	\$32.00	07/01/2016	amerenue-6726315273	M
00061865	\$34.00	07/01/2016	AMEREN UE FOR 93102-12302	M
00061866	\$59.00	07/01/2016	Amerenue for #47263-15382	M
00061867	\$72.20	07/01/2016	Always Care	M
00061868	\$1,838.33	07/01/2016	Ameren Missouri	M
00061869	\$1,120.00	07/01/2016	AmeriGo-Cardwell Moving LLC	
00061870	\$8.95	07/01/2016	Butler Supply, Inc.	
00061871	\$3,242.33	07/01/2016	Commerce Bank	
00061872	\$356.60	07/01/2016	Delta Dental Lockbox	M
00061873	\$138.59	07/01/2016	Dollar General-MSC410526	
00061874	\$2,068.42	07/01/2016	HD Supply Facilities Mtce Ltd	
00061875	\$9.99	07/01/2016	Tenant Deposit Refund	
00061876	\$2,254.55	07/01/2016	Housing Interiors, Inc.	
00061877	\$392.48	07/01/2016	John Deere Financial	
00061878	\$41.91	07/01/2016	Ken's Fast-Lube	
00061879	\$350.62	07/01/2016	Lacrosse Lumber-Mexico	
00061880	\$406.00	07/01/2016	Lindsey Software	M
00061881	\$157.75	07/01/2016	Marco Technologies LLC	M
00061882	\$2,318.00	07/01/2016	Mexico Ledger	
00061883	\$130.50	07/01/2016	Miller Tire Company	
00061884	\$5,401.90	07/01/2016	Missouri American Water Co.	M
00061885	\$1,523.15	07/01/2016	Mommens Heating & Cooling, LLC	
00061886	\$803.00	07/01/2016	One Stop Custom	
00061887	\$101.98	07/01/2016	PITNEY BOWES INC	M
00061888	\$9,836.56	07/01/2016	Payless Plumbing	
00061889	\$4,879.00	07/01/2016	Sam Robinett Construction, Inc	
00061890	\$57.42	07/01/2016	Standard Insurance Co.	M
00061891	\$100.00	07/01/2016	Comm Center Deposit Refund	
00061892	\$115.38	07/01/2016	U.S. Cellular	M
00061893	\$7,320.95	07/01/2016	United Health Care Ins. Co.	M
00061894	\$163.57	07/01/2016	Westlakes Hardware MO-019	
00061895	\$14.00	07/12/2016	Tenant Deposit Refund	
00061896	\$10.00	07/12/2016	Tenant Deposit Refund	
00061897	\$89.73	07/15/2016	Ameren Missouri	M

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**JULY 2016 CHECK REGISTER**

M = Monthly

Q = Quarterly

A = Annual

Check #	Dollars	Date	Vendor	
00061898	\$700.00	07/15/2016	Bug Out Pest Control, LLC	M
00061899	\$572.00	07/15/2016	Chigger Hill	
00061900	\$138.69	07/15/2016	Dayne's Waste Disposal, Inc.	M
00061901	\$1,575.20	07/15/2016	Erdel & Wood Home	
00061902	\$2,604.00	07/15/2016	FEMA Flood Payments	A
00061903	\$450.00	07/15/2016	Foster Bros Wood Products, Inc	
00061904	\$45.00	07/15/2016	MFA Audrain & Montgomery Co.	
00061905	\$570.02	07/15/2016	MFA Oil Company-KC	
00061906	\$46.83	07/15/2016	MFA Oil Company-Mexico	
00061907	\$257.67	07/15/2016	MHAPCI	A
00061908	\$143.60	07/15/2016	Meeks Mexico	
00061909	\$707.16	07/15/2016	Missouri American Water Co.	M
00061910	\$404.32	07/15/2016	Mommens Heating & Cooling, LLC	
00061911	\$180.00	07/15/2016	One Stop Custom	
00061912	\$117.00	07/15/2016	PITNEY BOWES INC	
00061913	\$1,495.08	07/15/2016	Prudential Annuity Ser. Cen.	M
00061914	\$413.51	07/15/2016	Riback Supply Co.	
00061915	\$70.00	07/15/2016	Rick's Electrical Service	
00061916	\$738.22	07/15/2016	Socket	M
00061917	\$310.09	07/15/2016	Staples Advantage	
00061918	\$976.50	07/15/2016	The P I Company	
00061919	\$9,971.41	07/19/2016	City of Mexico	M
00720161	\$24.48	07/11/2016	AFLAC-WWHQ	M
	\$69,755.64			
<b>Section 8 Fund</b>				
00017976	\$1,803.00	07/01/2016	Ameren Missouri	M
00017977	\$275.00	07/01/2016	Landlord HAP payment	M
00017978	\$839.00	07/01/2016	Landlord HAP payment	M
00017979	\$1,358.00	07/01/2016	Landlord HAP payment	M
00017980	\$850.00	07/01/2016	Landlord HAP payment	M
00017981	\$759.00	07/01/2016	Landlord HAP payment	M
00017982	\$534.00	07/01/2016	Landlord HAP payment	M
00017983	\$1,761.00	07/01/2016	Landlord HAP payment	M
00017984	\$5,185.00	07/01/2016	Landlord HAP payment	M
00017985	\$5.00	07/01/2016	Consolidated Electric Coop	M
00017986	\$714.00	07/01/2016	Landlord HAP payment	M
00017987	\$272.00	07/01/2016	Landlord HAP payment	M
00017988	\$172.00	07/01/2016	Landlord HAP payment	M
00017989	\$825.00	07/01/2016	Landlord HAP payment	M

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<b>JULY 2016 CHECK REGISTER</b>				M = Monthly
				Q = Quarterly
				A = Annual
Check #	Dollars	Date	Vendor	
00017990	\$299.00	07/01/2016	Landlord HAP payment	M
00017991	\$270.00	07/01/2016	Landlord HAP payment	M
00017992	\$374.00	07/01/2016	Landlord HAP payment	M
00017993	\$1,311.00	07/01/2016	Landlord HAP payment	M
00017994	\$736.00	07/01/2016	Landlord HAP payment	M
00017995	\$287.00	07/01/2016	Landlord HAP payment	M
00017996	\$1,812.00	07/01/2016	Landlord HAP payment	M
00017997	\$5,115.00	07/01/2016	Landlord HAP payment	M
00017998	\$374.00	07/01/2016	Landlord HAP payment	M
00017999	\$2,038.00	07/01/2016	Landlord HAP payment	M
00018000	\$1,264.00	07/01/2016	Landlord HAP payment	M
00018001	\$700.00	07/01/2016	Landlord HAP payment	M
00018002	\$273.00	07/01/2016	Landlord HAP payment	M
00018003	\$714.00	07/01/2016	Landlord HAP payment	M
00018004	\$550.00	07/01/2016	Landlord HAP payment	M
00018005	\$550.00	07/01/2016	Landlord HAP payment	M
00018006	\$486.00	07/01/2016	Landlord HAP payment	M
00018007	\$2,242.00	07/01/2016	Landlord HAP payment	M
00018008	\$203.00	07/01/2016	Landlord HAP payment	M
00018009	\$310.00	07/01/2016	Landlord HAP payment	M
00018010	\$195.00	07/01/2016	Landlord HAP payment	M
00018011	\$155.00	07/01/2016	Landlord HAP payment	M
00018012	\$396.00	07/01/2016	Landlord HAP payment	M
00018013	\$560.00	07/01/2016	Landlord HAP payment	M
00018014	\$1,599.00	07/01/2016	Landlord HAP payment	M
00018015	\$236.00	07/01/2016	Landlord HAP payment	M
00018016	\$202.00	07/01/2016	Landlord HAP payment	M
00018017	\$181.00	07/01/2016	Landlord HAP payment	M
00018018	\$754.00	07/01/2016	Landlord HAP payment	M
00018019	\$222.00	07/01/2016	Landlord HAP payment	M
00018020	\$1,178.00	07/01/2016	Landlord HAP payment	M
00018021	\$533.00	07/01/2016	Landlord HAP payment	M
00018022	\$1,955.00	07/01/2016	Landlord HAP payment	M
00018023	\$644.00	07/01/2016	Landlord HAP payment	M
00018024	\$928.17	07/15/2016	Harris County Housing Authorit	M
00018025	\$353.00	07/15/2016	Landlord HAP payment	M
00018026	\$60.00	07/27/2016	Landlord HAP payment	M
	\$45,411.17			

# Housing Choice Voucher Report FY 2016/2017

	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
<b>Occupancy Report</b>												
Total Vouchers	151	151	151	151	151	151	151	151	151	151	151	151
Total Leased Vouchers at first of month	132	129	125	124								
Total Leased Vouchers end of month	129	125	121	122								
<b>Waiting List</b>	102	107	128	121								
Average Monthly Funding Eligibility HAP			50,000									
Monthly HAP for current month	48,228	47,948	45,647	45,242								
Admin Fee Earned	6,046	6,046	6,046	6,463								
Admin Fee Expense	\$1,328	\$2,455	8,494									
<b>Tenant Protection</b>	7	7	7	7								
Current Average ACC unit												
Port Ins	0.00	0.00	0.00		1.00							
Port Outs	0.00	0.00	1.00	2.00								

# Public Housing Management Report FY 2016/2017

	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
<b>Occupancy Report</b>												
Total Units	209	209	209	209	209	209	209	209	209	209	209	209
Units Occupied End of Month	209	209	209	206								
<b>Waiting List</b>												
1 Bedroom	49	48	45	29								
2 Bedroom	13	20	29	30								
3 Bedroom	2	5	9	6								
4 Bedroom	4	2	4	2								
Handicap	9	9	13	10								
<b>Rental Income</b>												
Rent Charged	28859.00	27442.00	28068.00	32401.35								
Rent Collected	28463.00	28558.00	26752.85	30806.90								
Tenants Arrears	396.00	-1116.00	1315.15	1594.45								
14-Day Notices	16.00	19.00	19.00	23.00								
PHAS Occupancy	100.00%	100.00%	100.00%	98.50%								

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# MEXICO HOUSING AUTHORITY

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## CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

August 2016

### Current Modernization Projects

1. We have completed thirty one occupied countertops.
2. Continuing the upgrades on the light fixtures, vanities, faucets and door knobs.
3. We are modernizing kitchens by replacing lights above the kitchen sink
4. We are building ADA compliant decks on porches, on a reasonable accommodation bases, we have built 4.
5. We are also replacing unit tile as needed and funds available.

### Current Capital Fund

1. Gutters, downspouts and soffet on MacFarlane and Tyronn Lue has been awarded to Greenhead.
2. Exterior Paint On MacFarlane and Tyronn Lue has been awarded to Greenhead.

### Current Contracting

1. Nothing current going on

### Misc

1. Lafayette is in need of a contractor to remove 4 trees. We have someone looking at them.

⑦

# Housing Authority of the City of Mexico

## Monthly Report for Housing Authority Board

7/1/2016 TO 7/31/2016

**WORK ORDERS**

Received	Processed
339	333

Routine Work Received	Avg. Completion Time Routine
152	16.550 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
4	1.000 Hrs.
All Other Work Received	Avg. Completion Time Other
183	10.940 Hrs.

**PRODUCTION**

Routine work orders with completion time over 24 hours:	24
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 6

W/O #	Work Order Date	Reason Not Complete
130322	07/22/2016	- washer drain
130323	07/25/2016	- maine reqd
130358	07/28/2016	- void
130371	07/29/2016	- complet
130373	07/29/2016	- meter read
130377	07/29/2016	- complete

Work orders completed from prior months: 9

W/O #	Work Order Date	Completion Date
130001	06/30/2016	07/01/2016
129992	06/29/2016	07/01/2016
130233	06/27/2016	07/01/2016
130003	06/30/2016	07/06/2016
130107	05/13/2016	07/11/2016
130059	05/25/2016	07/11/2016
130058	05/25/2016	07/11/2016
130057	05/25/2016	07/11/2016
130076	05/12/2016	07/27/2016

Work orders still outstanding from prior months: 0

( \*\* = Emergency Work Orders over 24 hours old.)

**Report Criteria**

PHA:  
 Project:  
 Starting Date: 7/1/2016  
 Ending Date: 7/31/2016  
 Staff Generated Work Orders: False



# MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581-2294 • Fax: (573) 581-6636 • www.mexicoha.com

## RESOLUTION NO. 2845

### RESOLUTION APPROVING MISSOURI HOUSING AUTHORITIES PROPERTY AND CASUALTY, INC 2017 RENEWAL

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the management and administration of its housing programs, and

WHEREAS, HUD requires all housing authorities to have property and casualty insurance, and MHAPCI is the public housing agencies in the state of Missouri owned and governed by collectively by its Members who share the costs and savings that come from operating a nonprofit and mission driven public entity risk pool for housing authorities.

NOW, THEREFORE BE IT RESOLVED, that at a regular Board meeting of the Board of Commissioners duly called and held on the 16th day of August, 2016, The Board of Commissioners approved /authorized the renewal for MAHPCI in the amount of \$8,754.00 for the year 2017.

Passed this 16th day of August 2016

-----  
Chris Miller, Chairperson

ATTEST:

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Tammy Dreyer, Board Secretary  
Executive Director, Mexico Housing Authority

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P.O. Box 1810, Columbia, MO 65205-1810  
1.800.442.0593 www.mem-ins.com

Renewal No.  
55539468

## WORKERS COMPENSATION AND EMPLOYERS' LIABILITY RENEWAL QUOTE

### Insured:

Housing Authority Of The City Of Mexico  
PO Box 484  
Mexico, MO 65265-0484

### Agency: 1306-1

MHAPCI  
173 Chesterfield Business Parkway  
Chesterfield, MO 63005

Renewal Effective Date:	09/06/2016	Employers Liability:		
Anniversary Rating Date:	09/06/2016	Bodily Injury by Accident	\$ 500,000	each accident
Quote Date:	05/31/2016	Bodily Injury by Disease	\$ 500,000	policy limit
		Bodily Injury by Disease	\$ 500,000	each employee

**Housing Authority Of The City Of Mexico**  
Period:09/06/2016 to 09/06/2017

Classifications	Code No.	Premium Basis	Rate Per \$100 of Remuneration	Estimated Annual Premium
		Total Estimated Annual Remuneration		
Location 1: 828 Garfield, Mexico MO 65265				
Roofing - All Kinds & Drivers	5551	0	29.47	0.00
Housing Authority & Clerical, Salespersons, Drivers	9033	320,000	2.95	9,440.00

Manual Premium	9,440.00
Increased Employers Liability 0.8%	76.00
Exp. Modifier 0.88	(\$1,142.00)
Modified Premium	8,374.00
Schedule Rating Credit/Debit -5%	(419.00)
Standard Premium	7,955.00
Expense Constant	240.00
Terrorism Risk Act	64.00
Total Estimated Premium	8,259.00
Missouri SIF Surcharge 6%	477.00
Missouri SIF Expense Constant 6%	14.00
Missouri SIF Terrorism 6%	4.00
Total Premium and Missouri Second Injury	8,754.00

This is a quotation only and is not a binder of insurance or a guarantee of insurability.  
The renewal payment must be received prior to the renewal effective date.

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# MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581 - 2294 • Fax: (573) 581-6636 • www.mexicoha.com

## RESOLUTION NO. 2846 RESOLUTION APPROVING THE MHA EMPLOYEE BENEFITS PACKAGE

WHEREAS, the Housing Authority of the City of Mexico (MHA) as a part of the employee benefits package for the calendar year CY2016 for the employee medical, dental, vision and life benefits; and

WHEREAS, the benefits package for CY2017 focused on priorities involving managing increasing costs for benefits, retaining a strong benefits for employees and controlling the rising cost of benefits; and

WHEREAS, the recommended benefits package for this year is a very competitive package for the MHA employees with a rate increase of 9.5 percent for medical which is in line with the rising cost, dental is approximately 5 percent, vision no change, and life insurance no change, and

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners of the Housing Authority of the City of Mexico, Missouri duly called and held on the 16<sup>th</sup> day of August 2016, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners approves the MHA Employee Benefits Package as attached hereto and made a part hereof.

Passed this 16<sup>th</sup> day of August, 2016.

\_\_\_\_\_  
Chris Miller Chairperson

\_\_\_\_\_  
Tammy Dreyer, Board Secretary  
Executive Director Mexico Housing Authority

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# Review

The chart below shows an overview of your current plan, your renewal plan and the associated premiums.



**Your current benefit design options are now part of an improved Multi-Choice package. This Multi-Choice package includes the flexibility, choice and affordability that you are enjoying today.**

**Here is your renewal plan.**

	<b>Current medical plan</b>		<b>Renewal medical plan</b>	
	<b>M.C. MO. / MO002</b>		<b>M.C. MO.04 / MO006</b>	
	Balanced 100, D1-7 / RXGW <sup>1,2</sup>		Balanced 100, D1-7 / RXGW <sup>1,2</sup>	
<b>Metallic Level</b>	P		P	
	<b>Network single/family</b>	<b>Non-network single/family</b>	<b>Network single/family</b>	<b>Non-network single/family</b>
<b>Plan deductibles</b>	\$500/\$1,000	\$1,500/\$3,000	\$500/\$1,000	\$1,500/\$3,000
<b>Out-of-pocket max</b>	\$4,000/\$8,000	\$8,000/\$16,000	\$4,000/\$8,000	\$8,000/\$16,000
Office copays (PCP/Spec)	\$20/\$40	NA	\$20/\$40	NA
Coinsurance	100%	70%	100%	70%
100% Preventive	Y	See Benefit Summary	Y	See Benefit Summary
Med/Rx Ded Combined	N		N	
Pharmacy	\$10/\$25/\$40		\$10/\$25/\$40	
Enrolled Employees	9		9	
HSA/HRA Contribution				
<b>Monthly medical premium</b>	<b>\$9,955.59</b>		<b>\$10,903.24</b> Change from current: 9.5%	

**Metallic Levels:** P = Platinum, G = Gold, S = Silver, B = Bronze

- Important: If multiple policies are sold to one customer, we require the policy year or calendar year basis selection be the same for each sold policy.
  - If you choose to add or change an existing HRA plan, you must choose from the list of UnitedHealthcare HRA-eligible medical plans as shown to you by your broker or agent. If you have a Third Party Administrator for your HRA, please note that HRA plans administered by other insurers or TPAs must comply with UnitedHealthcare HRA design standards.
  - This premium may include state and federal taxes and fees.
  - Premium rates and/or product forms included herein are subject to approval by regulators. If the rates or product forms offered herein are subsequently modified by regulators we will immediately advise you of the change in plan design and retroactively adjust premium in subsequent billings, in accordance with applicable law.
  - Starting with 2014 effective dates, all pharmacy plans include an ancillary charge (also known as a generic pharmacy program). This type of pharmacy program includes out of pocket expenses when a member fills a brand name or higher tier generic prescription but there is a chemically equivalent lower tier brand or generic available.
  - <sup>1</sup> This medical plan is available with either calendar year or policy year deductibles and out of pocket maximums.
  - <sup>2</sup> These pharmacy plan designs contain a separate member cost share for certain Specialty Medications. Your employees should review their benefit summary to determine how they will be affected.
- Renewal Assumptions:**
- Renewal of your employer plan is contingent upon meeting UnitedHealthcare's minimum participation requirements.
  - Plan design and corresponding premium rates offered herein represent a coverage option that is consistent with your current group size (based on most recent census or survey information) and closely matches your current coverage. Additional coverage options may be available to you.
  - The monthly cost noted above is based upon the coverage in force at the time the renewal was calculated. Please refer to Appendix A included in this package. Actual billed premium at your renewal date may differ from the amounts reflected in this package.
  - Information on alternate benefit plans is summarized for ease of review. It is not intended to be a statement of benefits, nor does it guarantee coverage. The Certificate of Coverage provides the legal description of coverage and is available for your review upon request. UHC Choice plans will cover only the employees within the defined UnitedHealthcare service area. The rates are based upon the employer's primary location. Other locations will require alternate plan designs and rates.

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**MEXICO HOUSING AUTHORITY**  
**Medical Comparison**  
**Effective: October 1, 2016**



Insurance Company Plan Name Network	UHC Balanced 100 D17 with Rx GW (Platinum) 10/01/2016 - 09/30/2017		ANTHEM Blue Access 500/20%/4000 (Gold) 10/1/2016 - 09/30/2017		HOUSING BENEFIT PLAN Premier PPO 10/1/2016 - 12/31/2016	
	Network	Non-Network	Network	Non-Network	Network	Non-Network
Deductible						
Individual						
Family	\$500	\$1,500	\$500	\$1,000	\$250	\$500
	\$1,000	\$3,000	\$1,500	\$2,000	\$750	\$1,500
Coinsurance						
Percentage Payable	100%	70%	80%	60%	80%	60%
Maximum Out of Pocket						
Individual	\$4,000	\$8,000	\$4,000	\$8,000	\$2,000	\$4,000
Family	\$8,000	\$16,000	\$8,000	\$16,000	\$6,000	\$12,000
Options Included						
Preventive	100%	Deductible/Coinsurance	100%	Deductible/Coinsurance	100%	Deductible/Coinsurance
	\$250 Copay	\$250 Copay	\$250 Copay after Deductible	\$250 Copay after Deductible	80% after \$150 Copay and Deductible (waived if admitted)	60% after \$150 Copay and Deductible (waived if admitted)
Emergency Room Services						
Urgent Care	\$100 Copay	Deductible/Coinsurance	\$100 Copay after Deductible	Deductible	\$50 Copay	Deductible/Coinsurance
Primary Care Physician	\$20 Copay	Deductible/Coinsurance	\$30 Copay	Deductible/Coinsurance	\$25 Copay	Deductible/Coinsurance
Specialist Physician	\$40 Copay	Deductible/Coinsurance	\$50 Copay	Deductible/Coinsurance	\$25 Copay	Deductible/Coinsurance
Hospitalization	Deductible/Coinsurance	Deductible/Coinsurance	Deductible/Coinsurance	Deductible/Coinsurance	Deductible/Coinsurance	Deductible/Coinsurance
Prescription Drug Card						
Tier 1	\$10 / \$10 Specialty		\$10 Copay after Deductible		\$10 / \$20 Long Term Maintenance Drugs	
Tier 2	\$25 / \$150 Specialty		\$35 Copay after Deductible		\$35 / \$70 Long Term Maintenance Drugs	
Tier 3	\$40 / \$300 Specialty		\$70 Copay after Deductible		\$50 / \$100 Long Term Maintenance Drugs	
Tier 4	N/A		25% after Deductible		N/A	
Tier 5	N/A		N/A		N/A	
Prescription Drug Out of Pocket						
	Current Rates	Renewal Rates	RATES		RATES	
Employee			Age Rated			
Employee/Spouse						
Employee/Child(ren)						
Family						
Monthly Total:	\$9,955.59	\$10,903.24	\$10,055.65		\$11,799.95	
Annual Cost:	\$119,487.08	\$130,838.88	\$120,667.80		\$141,599.40	

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. Please refer to the carrier's complete benefit summary for more information.

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Presented by:  
Wells Fargo Insurance Services

# MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581-2294 • Fax: (573) 581-6636 • www.mexicoha.com

## RESOLUTION NO. 2847 RESOLUTION APPROVING THE MHA EMPLOYEE RETIREMENT PACKAGE

WHEREAS, the Housing Authority of the City of Mexico (MHA) as a part of the employee benefits package for the employee retirement benefits; and

WHEREAS, the retirement benefit package is to bring MHA in more tune with new guidelines and updated policies so MHA may retain strong benefits for employees and controlling the rising cost of benefits; and

WHEREAS, the recommended retirement package is a very competitive package for the MHA employees with an updated and modern group variable annuity for small HA's at a lower cost, and

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners of the Housing Authority of the City of Mexico, Missouri duly called and held on the 16<sup>th</sup> day of August 2016, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners approves the MHA Employee Retirement Benefit Package as attached hereto and made a part hereof.

Passed this 16<sup>th</sup> day of August, 2016.

\_\_\_\_\_  
Chris Miller Chairperson

\_\_\_\_\_  
Tammy Dreyer, Board Secretary  
Executive Director Mexico Housing Authority

(14)

proposal  
full service

Ameritas Elite



**Housing Authority - Mexico, MO**

Wednesday, July 06, 2016

INSTALLATION

Waived

**PLAN ASSUMPTIONS<sup>1</sup>**

Plan Type: 401(a) - Governmental  
Eligible Employees: 9  
Participants w/ Acct Balances: 9  
Estimated Annual Deposits: \$20,000  
Estimated Rollover Assets: \$0  
Estimated Takeover Assets: \$70,000

*minor 45(a)*

**ASSET BASED FEES**

Average Expense Ratio of Sample Lineup <sup>3</sup>	0.70%
Commission Expense	0.00%
Asset Charge	0.80%
Under \$250,000	0.80%
\$250,000 to \$500,000	0.40%
\$500,000 to \$750,000	0.10%
\$750,000 to \$1,000,000	0.00%
Over \$1,000,000	-0.02%
Mesirow Fiduciary Services - None	0.00%

**TOTAL ASSET BASED FEES**

1.50%

**ANNUAL PER PARTICIPANT SCHEDULE<sup>2</sup>**

Average Participant Account Balance	Assets Below \$750,000	Assets Over \$750,000
Up to \$10,000	\$25	\$15
Over \$10,000	\$20	\$0
Over \$20,000	\$15	\$0
Over \$30,000	\$10	\$0
Over \$40,000	\$0	\$0

**ANNUAL CHARGES**

Annual Administration Charge	\$0
Per Participant Fees (9 Participants at \$25)	\$225

**ESTIMATED ANNUAL CHARGES**

\$225

**ADDITIONAL SERVICES (if applicable)**

Deconversion Fee (upon plan termination)	\$500
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**PRESENTED BY**

Kenneth Nicklas AG00020023  
Nicklas Financial Companies  
A Registered Representative of Securities America, Inc.

This proposal will be void after 180 days fr

<sup>1</sup> Any changes to the plan assumptions may impact the pricing and fees.

<sup>2</sup> This fee is based on the number of participants with account balances and is deducted from participant accounts

<sup>3</sup> The Average Expense Ratio is based on the sample portfolio included in the client proposal.

*Group Variable Annuity for Small HA  
lower cost*

*Pre taxed 490 mandatory  
Best Price Best Funds Best Service*

*15*