

MEXICO HOUSING AUTHORITY

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

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

TENATIVE AGENDA REGULAR MEETING

**MHA Administration Office,
828 Garfield Avenue, Mexico, MO 65265**

**Scheduled for
Tuesday, May 15, 2018 at 3:30pm**

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

5. Approval of Consent Agenda

Approval of Regular meeting minutes for: April 17, 2018
Executive Director's Report:

- a. Financial Reports
- b. Bills Expended
- c. Section 8 Report
- d. Public Housing Report
- e. Contract/Capital Fund/Modernization Projects
- f. Maintenance Reports

6. Unfinished Business

Motion to approve Revision of the By Laws
Lead the Way Training Continuous

7. New Business:

Resolution 2893 Approving the SEMAP FY March 2018 Submission
Resolution 2894 Approving the Amended MHA By Laws Revised May 2018

8. Other Business:

Motion to forward two resident board member applications to Mayor for appointment.
Copy of the MHA Public Housing Newsletter

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.mexicoha.com

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact MHA at (573) 581-2294 press 4 and leave a message, 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 April 17, 2018

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, April 17, 2018 at 3:30 PM at the MHA Administration Building, 828 Garfield Avenue, Mexico, MO 65265. Commissioner and Board Chair Christine 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 April 17, 2018 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner and Board Chair Christine Miller called the meeting to order at 3:32pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Vacancy
Commissioner Christine Miller
Commissioner Tad Dobyns
Commissioner Rita Jackson
Commissioner Joyce Jackson

Commissioners excused:

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Jodie Penn

3. Adoption of Agenda

C Miller requested a motion to adopt the Agenda. Commissioner R Jackson made a motion and T Dobyns second. All commissioners present voted “aye”, and Chairperson Christine Miller declared the motion approved.

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

4. Comments from the public:

None

5. Approval of Consent Agenda(if applicable)

Approval of special meeting minutes for: March 29, 2017

Chairperson Christine Miller requested a motion to approve the Consent Agenda. A motion was made by Commissioner J Jackson and seconded by Commissioner T Dobyns. All Commissioners present voted "aye" and Chairperson Christine Miller declared the motion carried.

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

6. Unfinished Business

BOC reviewed and discussed changes to be made to the MHA By Laws. T Dreyer will be making the noted changes and presenting to the BOC next month.

C Miller noted that we need to check on the status of the Resident Board Member to be appointed by Mayor. T Dreyer will check on this status.

C Miller stated she would like to see us keep the training of the BOC at every meeting until further notice.

7. New Business

None

8. Other Business:

None

9. Comments from Commissioners:

None

10. Adjournment of Open Meeting:

Chairperson Christine Miller requested a motion to adjourn the Open meeting on April 17, 2018, Commissioner R Jackson made the motion and Commissioner T Dobyns seconded. The regular session meeting was adjourned at 4:10 pm

ATTEST:

Christine Miller, Chairperson

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 April 11, 2018, I posted public notice of the April 17, 2018 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, copies of the Agenda and Board Packet for review.

Tammy Dreyer

CHECK REGISTERS				B = Bi-Weekly
				M = Monthly
				Q = Quarterly
				A = Annual
Check #	Dollars	Date	Vendor	
PH Fund				
00063417	\$1,403.00	03/01/2018	Ameren Missouri	
00063418	\$2,311.30	03/01/2018	Ameren Missouri	
00063419	\$3,000.00	03/01/2018	Anchor Contractors LLC	
00063420	\$700.00	03/01/2018	BRZ Sailor Khan LLC	A
00063421	\$159.51	03/01/2018	Butler Supply, Inc.	
00063422	\$912.50	03/01/2018	Clampitt Law LLC	
00063423	\$807.55	03/01/2018	Commerce Bank	
00063424	\$339.31	03/01/2018	Delta Dental Lockbox	M
00063425	\$191.58	03/01/2018	Employee travel per diem	
00063426	\$125.00	03/01/2018	IMS	
00063427	\$92.06	03/01/2018	Ken's Fast-Lube	
00063428	\$347.88	03/01/2018	Lacrosse Lumber-Mexico	
00063429	\$187.22	03/01/2018	Marco Technologies LLC	M
00063430	\$1,332.97	03/01/2018	May Communications	
00063431	\$984.14	03/01/2018	Missouri American Water Co.	
00063432	\$1,166.07	03/01/2018	Mommens Heating & Cooling, LLC	
00063433	\$340.00	03/01/2018	Nate's Computer Repair	
00063434	\$672.17	03/01/2018	Plumb Supply Company	
00063435	\$85.70	03/01/2018	S & S Electric Motor Service	
00063436	\$48.04	03/01/2018	Standard Insurance Co.	M
00063437	\$8,905.33	03/01/2018	United Health Care Ins. Co.	M
00063438	\$2,032.33	03/01/2018	United Services of St. Louis	
00063439	\$622.00	03/01/2018	Urlaub & Co., PLLC	M
00063440	\$30.49	03/01/2018	Walmart Community/GEMB	
00063441	\$580.15	03/01/2018	Westlakes Hardware MO-019	
00063442	\$124.74	03/01/2018	Employee travel per diem	
online trsfr	\$1,197.59	03/13/2018	Ameritas Retirement fund	B
00063443	\$300.72	03/15/2018	Ameren Missouri	
00063444	\$29,281.11	03/15/2018	Anchor Contractors LLC	
00063445	\$117.00	03/15/2018	SSM Health St Mary's-Audrain	
00063446	\$37.00	03/15/2018	Brett, Erdel, Owings & Tanzey	
00063447	\$210.00	03/15/2018	Chigger Hill	
00063448	\$253.73	03/15/2018	Cintas FAS LOCKBOX 636525	A
00063449	\$7.17	03/15/2018	Employee purchase reimbursement	
00063450	\$325.25	03/15/2018	Home Depot Credit Services	
00063451	\$175.00	03/15/2018	IMS	
00063452	\$412.00	03/15/2018	Lindsey Software	M
00063453	\$326.63	03/15/2018	MFA Oil Company-KC	
00063454	\$140.00	03/15/2018	Missouri Chapter of NAHRO	
00063455	\$4,023.00	03/15/2018	Maxwell Tr & Trk Accs Inc.	
00063456	\$140.00	03/15/2018	Meeks Mexico	
00063457	\$765.81	03/15/2018	Miller Tire Company	
00063458	\$3,830.63	03/15/2018	Missouri American Water Co.	
00063459	\$117.00	03/15/2018	PITNEY BOWES INC	Q
00063460	\$395.00	03/15/2018	Payless Plumbing	
00063461	\$503.50	03/15/2018	Purchase Power	

CHECK REGISTERS				B = Bi-Weekly
				M = Monthly
				Q = Quarterly
				A = Annual
Check #	Dollars	Date	Vendor	
00063462	\$131.99	03/15/2018	Plumb Supply Company	
00063463	\$2,858.25	03/15/2018	Sherwin Williams Co.	
00063464	\$736.75	03/15/2018	Socket	M
00063465	\$174.01	03/15/2018	Staples Advantage	
00063466	\$495.00	03/15/2018	Star Quality Cleaning/Painting	
00063467	\$115.92	03/15/2018	U.S. Cellular	M
00063468	\$622.00	03/15/2018	Urlaub & Co., PLLC	M
00063469	\$18,293.37	03/15/2018	Audrain County Courthouse	A
online trsfr	\$1,188.79	03/26/2018	Ameritas Retirement fund	B
online trsfr	\$340.00	03/28/2018	Canon Financial	M
00063470	\$245.36	03/29/2018	Always Care	M
00063471	\$1,916.70	03/29/2018	Ameren Missouri	
00063472	\$46,794.70	03/29/2018	Anchor Contractors LLC	
00063473	\$3,203.33	03/29/2018	Brick City Painting & Drywall	
00063474	\$10,318.91	03/29/2018	City of Mexico	M
00063475	\$1,019.90	03/29/2018	Clampitt Law LLC	
00063476	\$667.62	03/29/2018	Commerce Bank	
00063477	\$111.19	03/29/2018	Delta Dental Lockbox	M
00063478	\$2,250.00	03/29/2018	General Electric Co	
00063479	\$700.00	03/29/2018	Guardian Pest Control	M
00063480	\$2,196.52	03/29/2018	Lacrosse Lumber-Mexico	
00063481	\$300.00	03/29/2018	Loyds Locks Co	A
00063482	\$187.22	03/29/2018	Marco Technologies LLC	M
00063483	\$693.52	03/29/2018	Missouri American Water Co.	
00063484	\$410.00	03/29/2018	Nate's Computer Repair	
00063485	\$18,960.00	03/29/2018	Sam Robinett Construction, Inc	
00063486	\$926.75	03/29/2018	Sherwin Williams Co.	
00063487	\$31.90	03/29/2018	Standard Insurance Co.	M
00063488	\$6,277.96	03/29/2018	United Health Care Ins. Co.	M
00063489	\$140.46	03/29/2018	Walmart Community/GEMB	
00063490	\$79.95	03/29/2018	Westlakes Hardware MO-019	
00063491	\$112.86	03/29/2018	Employee travel per diem	
	\$192,560.11			
Section 8 Fund				
00019020	\$211.00	03/01/2018	Ahmann, Thomas & Linda	M
00019021	\$1,158.00	03/01/2018	Ameren Missouri	M
00019022	\$282.00	03/01/2018	JUDY BIRD	M
00019023	\$3,211.00	03/01/2018	Berkshire Estates, LP	M
00019024	\$500.00	03/01/2018	Century 21	M
00019025	\$2,434.00	03/01/2018	Chris Bohr	M
00019026	\$1,733.00	03/01/2018	Jerry Boles	M
00019027	\$869.00	03/01/2018	Brenda Bryan	M
00019028	\$540.00	03/01/2018	Henry Butts	M
00019029	\$927.00	03/01/2018	Paul Carlson	M
00019030	\$5,907.00	03/01/2018	Cedar Grove LLC	M
00019031	\$323.00	03/01/2018	SAMMY DYSART	M

CHECK REGISTERS

B = Bi-Weekly

M = Monthly

Q = Quarterly

A = Annual

Check #	Dollars	Date	Vendor	
00019032	\$474.00	03/01/2018	Davidson, Dan	M
00019033	\$353.00	03/01/2018	Grooms, James W.	M
00019034	\$592.00	03/01/2018	STEVE HARTING	M
00019035	\$78.00	03/01/2018	Ed Hammett	M
00019036	\$294.00	03/01/2018	Hudson, Dustin	M
00019037	\$2,017.00	03/01/2018	Barbara Jones	M
00019038	\$838.00	03/01/2018	K & C Properties, LLC	M
00019039	\$1,229.00	03/01/2018	Lick Branch Properties, LLC	M
00019040	\$3,185.00	03/01/2018	MEXICO MEADOWS	M
00019041	\$392.00	03/01/2018	RALPH MIKA	M
00019042	\$380.00	03/01/2018	Frank Marth	M
00019043	\$566.00	03/01/2018	Estil Meeks	M
00019044	\$1,422.00	03/01/2018	Maco Management	M
00019045	\$170.00	03/01/2018	Roger Montague	M
00019046	\$528.00	03/01/2018	Joshua Newlon	M
00019047	\$773.00	03/01/2018	Warren Nordwald	M
00019048	\$510.00	03/01/2018	Stuart Pfeifer	M
00019049	\$869.00	03/01/2018	ROGERS, GREGORY MARK	M
00019050	\$550.00	03/01/2018	Replogle, Clarence P.	M
00019051	\$248.00	03/01/2018	Don Rittmann	M
00019052	\$137.00	03/01/2018	Rural Real Estate Holdings LLC	M
00019053	\$36.00	03/01/2018	SAP INVESTMENTS	M
00019054	\$255.00	03/01/2018	Schinkel Rentals	M
00019055	\$487.00	03/01/2018	Virgil O. Schroff Trust	M
00019056	\$488.00	03/01/2018	Roger Shuck	M
00019057	\$1,936.00	03/01/2018	DBA Country Place	M
00019058	\$197.00	03/01/2018	Thomas, Garnett and Joann	M
00019059	\$706.00	03/01/2018	CLIFFORD WILSON	M
00019060	\$231.00	03/01/2018	La Shonia West	M
00019061	\$684.00	03/01/2018	William David Holdings LLC	M
00019062	\$278.00	03/01/2018	YELTON, GARY & SUSAN	M
00019063	\$1,612.00	03/01/2018	Cotton Top II, LLC	M
00019064	\$544.00	03/01/2018	James Zumwalt	M
00019065	\$333.33	03/29/2018	Smith Properties	M
	\$41,487.33			
PH Fund				
00063492	\$1,479.00	04/02/2018	Ameren Missouri	
00063493	\$44.00	04/02/2018	Amerenue-1034208286	
00063494	\$34.00	04/02/2018	amerenue-5351112123	
online trsfr	\$1,197.59	04/09/2018	Ameritas Retirement fund	B
00063495	\$54.00	04/16/2018	Employee Travel per diem	
00063496	\$271.29	04/17/2018	Ameren Missouri	
00063497	\$35.00	04/17/2018	SSM Health St Mary's-Audrain	
00063498	\$10,334.77	04/17/2018	City of Mexico	M
00063499	\$2,886.74	04/17/2018	Commerce Bank	

CHECK REGISTERS

B = Bi-Weekly

M = Monthly

Q = Quarterly

A = Annual

Check #	Dollars	Date	Vendor	
00063500	\$424.41	04/17/2018	Dayne's Waste Disposal, Inc.	M
00063501	\$127.36	04/17/2018	Employee Travel per diem	
00063502	\$700.00	04/17/2018	Guardian Pest Control	M
00063503	\$3,184.62	04/17/2018	HD Supply Facilities Mtce Ltd	
00063504	\$54.00	04/17/2018	Employee Travel per diem	
00063505	\$103.95	04/17/2018	Housing Forms, Inc.	
00063506	\$420.00	04/17/2018	Lindsey Software	M
00063507	\$995.00	04/17/2018	Loyds Locks Co	
00063508	\$447.24	04/17/2018	MFA Oil Company-KC	
00063509	\$187.22	04/17/2018	Marco Technologies LLC	M
00063510	\$21.00	04/17/2018	Miller Tire Company	
00063511	\$3,450.13	04/17/2018	Missouri American Water Co.	
00063512	\$175.20	04/17/2018	Mommens Heating & Cooling, LLC	
00063513	\$127.36	04/17/2018	Employee Travel per diem	
00063514	\$503.50	04/17/2018	Purchase Power	
00063515	\$187.50	04/17/2018	Securities America Advisors	Q
00063516	\$736.21	04/17/2018	Socket	M
00063517	\$195.02	04/17/2018	Staples Advantage	
00063518	\$152.75	04/17/2018	The P I Company	M
00063519	\$120.92	04/17/2018	U.S. Cellular	M
00063520	\$11,323.94	04/17/2018	United Health Care Ins. Co.	M
00063521	\$1,410.32	04/17/2018	Wolverine Brass, Inc.	
online trsfr	\$1,197.59	04/23/2018	Ameritas Retirement fund	B
online trsfr	\$340.00	04/26/2018	Canon Financials	M
	\$42,921.63			

Section 8 Fund

00019066	\$204.00	04/02/2018	Ahmann, Thomas & Linda	M
00019067	\$1,527.00	04/02/2018	Ameren Missouri	M
00019068	\$282.00	04/02/2018	JUDY BIRD	M
00019069	\$3,191.00	04/02/2018	Berkshire Estates, LP	M
00019070	\$500.00	04/02/2018	Century 21	M
00019071	\$2,006.00	04/02/2018	Chris Bohr	M
00019072	\$1,733.00	04/02/2018	Jerry Boles	M
00019073	\$875.00	04/02/2018	Brenda Bryan	M
00019074	\$540.00	04/02/2018	Henry Butts	M
00019075	\$927.00	04/02/2018	Paul Carlson	M
00019076	\$5,875.00	04/02/2018	Cedar Grove LLC	M
00019077	\$323.00	04/02/2018	SAMMY DYSART	M
00019078	\$474.00	04/02/2018	Davidson, Dan	M
00019079	\$353.00	04/02/2018	Grooms, James W.	M
00019080	\$799.00	04/02/2018	STEVE HARTING	M
00019081	\$78.00	04/02/2018	Ed Hammett	M
00019082	\$294.00	04/02/2018	Hudson, Dustin	M
00019083	\$1,962.00	04/02/2018	Barbara Jones	M
00019084	\$1,056.00	04/02/2018	K & C Properties, LLC	M

CHECK REGISTERS

B = Bi-Weekly

M = Monthly

Q = Quarterly

A = Annual

Check #	Dollars	Date	Vendor	
00019085	\$1,229.00	04/02/2018	Lick Branch Properties, LLC	M
00019086	\$3,285.00	04/02/2018	MEXICO MEADOWS	M
00019087	\$392.00	04/02/2018	RALPH MIKA	M
00019088	\$500.00	04/02/2018	Frank Marth	M
00019089	\$566.00	04/02/2018	Estil Meeks	M
00019090	\$1,377.00	04/02/2018	Maco Management	M
00019091	\$170.00	04/02/2018	Roger Montague	M
00019092	\$454.00	04/02/2018	Joshua Newlon	M
00019093	\$738.00	04/02/2018	Warren Nordwald	M
00019094	\$550.00	04/02/2018	Stuart Pfeifer	M
00019095	\$869.00	04/02/2018	ROGERS, GREGORY MARK	M
00019096	\$222.00	04/02/2018	Replogle, Clarence P.	M
00019097	\$248.00	04/02/2018	Don Rittmann	M
00019098	\$137.00	04/02/2018	Rural Real Estate Holdings LLC	M
00019099	\$36.00	04/02/2018	SAP INVESTMENTS	M
00019100	\$255.00	04/02/2018	Schinkel Rentals	M
00019101	\$388.00	04/02/2018	Smith Properties	M
00019102	\$487.00	04/02/2018	Virgil O. Schroff Trust	M
00019103	\$488.00	04/02/2018	Roger Shuck	M
00019104	\$1,936.00	04/02/2018	DBA Country Place	M
00019105	\$197.00	04/02/2018	Thomas, Garnett and Joann	M
00019106	\$823.00	04/02/2018	CLIFFORD WILSON	M
00019107	\$231.00	04/02/2018	La Shonia West	M
00019108	\$684.00	04/02/2018	William David Holdings LLC	M
00019109	\$278.00	04/02/2018	YELTON, GARY & SUSAN	M
00019110	\$1,306.00	04/02/2018	Cotton Top II, LLC	M
00019111	\$559.00	04/02/2018	James Zumwalt	M
	\$41,404.00			

Housing Choice Voucher Report FY 2017/2018

[illegible]

Public Housing Management Report FY 2017/2018

[illegible]



MEXICO HOUSING AUTHORITY

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

CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

May2018

Current Modernization Projects

1. We have replaced 85 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
5. We are also replacing unit tile as needed and funds available.

Current Capital Fund

Current Contracting

1. Exterior paint, gutters, downspouts, and soffit on Lafayette, Singleton, Central, Northside of Trinity, and Union have begun.
2. Exterior paint, and the replacement of gutters, downspouts, and soffit on Garfield is complete.

Housing Authority of the City of Mexico

Monthly Report for Housing Authority Board

4/1/2018 TO 4/30/2018

WORK ORDERS

Received	Processed
143	133

Routine Work Received	Avg. Completion Time Routine
119	21.887 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
0	0.000 Hrs.
All Other Work Received	Avg. Completion Time Other
24	78.492 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	25
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 10

W/O #	Work Order Date
-------	-----------------

134605	04/02/2018
134662	04/13/2018
134683	04/18/2018
134740	04/19/2018
134693	04/19/2018
134742	04/25/2018
134749	04/30/2018
134755	04/30/2018
134756	04/30/2018
134757	04/30/2018

All closed

Work orders completed from prior months:	7	
W/O #	Work Order Date	Completion Date
134604	03/30/2018	04/02/2018
134597	03/29/2018	04/02/2018
134593	03/28/2018	04/02/2018
134592	03/28/2018	04/04/2018
134596	03/29/2018	04/04/2018
134628	03/27/2018	04/04/2018
134635	03/30/2018	04/04/2018

Work orders still outstanding from prior months: 0

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

Report Criteria

PHA:
 Project:
 Starting Date: 4/1/2018
 Ending Date: 4/30/2018
 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

BOARD RESOLUTION

RESOLUTION NO. 2893

A Resolution To Approve The Submission of the Annual Section Eight Management Assessment Program (SEMAP) Report to the US Department of Housing and Urban Development (HUD) for the Fiscal Year Ending March 31, 2018

Whereas, the US Department of Housing and Urban Development (HUD) has established the Section Eight Management Assessment Program (SEMAP) for the purpose of measuring the annual performance of public housing agencies (PHAs) that administer the Section 8 housing choice voucher program; and

Whereas, SEMAP applies to PHA administration of the tenant-based Section 8 rental voucher and rental certificate programs (24 CFR part 982); and

Whereas, SEMAP assesses 14 indicators of performance designed to assess whether Section 8 tenant-based assistance programs operate to help eligible families afford decent rental units at the correct subsidy cost; and

Whereas, SEMAP also establishes a system for HUD to measure PHA performance in key Section 8 program areas and to assign performance ratings; and

Whereas, SEMAP provides procedures for HUD to identify PHA management capabilities and deficiencies in order to target monitoring and program assistance more effectively; and

Whereas, PHAs can use the SEMAP performance analysis to assess and improve their own program operations; and

Whereas, the Executive Director has compiled Section 8 Housing Choice Voucher Program data as required for the annual SEMAP submission to the US Department of Housing and Urban Development; and

BOARD RESOLUTION

RESOLUTION NO. 2893

A Resolution To Approve The Submission of the Annual Section Eight Management Assessment Program (SEMAP) Report to the US Department of Housing and Urban Development (HUD) for the Fiscal Year Ending March 31, 2018

Now, therefore be it resolved, that at a regular Board meeting of the Board of Commissioners duly called and held on the 15th day of May 2018, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners of The Housing Authority of City of Mexico, Missouri hereby adopts the Resolution 2893 approving the annual Section Eight Management Assessment Program (SEMAP) report for Fiscal Year Ending March 31, 2018.

Passed this 15th day of May 2018.

Christine Miller, Chairperson

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority



Tammy Dreyer
(MLQ577)
PIC Main

Assessment
Profile

Reports

Submission

List

Summary

Certification

Profile

Comments

Field Office: 7EPH ST. LOUIS PROGRAM CENTER

Housing Agency: MO010 MEXICO

PHA Fiscal Year End: 3/31/2018

SEMAP

Logoff

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response ☒ Yes ☐ No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response ☒ Yes ☐ No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response ☒ Yes ☐ No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

- PHA Response** ☒ **At least 98% of units sampled** ☐ **80 to 97% of units sampled**
☐ **Less than 80% of units sampled**

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

- PHA Response** ☒ **At least 90% of files sampled** ☐ **80 to 89% of files sampled**
☐ **Less than 80% of files sampled**

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

- PHA Response** ☒ **Yes** ☐ **No**

5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

- PHA Response** ☒ **Yes** ☐ **No**

6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

- PHA Response** ☒ **At least 98% of cases sampled** ☐ **Less than 98% of cases sampled**

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable ☒

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

- PHA Response** ☐ **Yes** ☐ **No**

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

- PHA Response** ☐ **Yes** ☐ **No**

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response ☐ Yes ☐ No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response ☐ Yes ☐ No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response ☐ Yes ☐ No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response ☐ Yes ☐ No

Page 1 of 2

[Go to Comments](#)

[Go to Deconcentration Addendum](#)

Save

Reset



Tammy Dreyer
(MLQ577)
PIC Main

Assessment
Profile

Reports

Submission

List

Summary

Certification

Profile

Comments

Field Office:

7EPH ST. LOUIS PROGRAM CENTER

Housing Agency:

MO010 MEXICO

PHA Fiscal Year End:

3/31/2018

SEMAP

Logoff

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response ☒ Yes ☐ No

FMR Area Name Audrain county

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	450	1-BR FMR	511	2-BR FMR	680	3-BR FMR	853	4-BR FMR	926
PS	450	PS	511	PS	680	PS	853	PS	926
									<input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response ☒ Yes ☐ No**10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)**

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response ☒ Yes ☐ No**11 Pre-Contract HQS Inspections(24 CFR 982.305)**

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response ☒ Yes ☐ No**12 Continuing HQS Inspections(24 CFR 982.405(a))**

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response ☒ Yes ☐ No**13 Lease-Up**

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response ☒ Yes ☐ No**14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)**

14a.Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☒

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages

under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable ☒

PHA Response ☐ Yes ☒ No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response ☐ Yes ☒ No

[Deconcentration Addendum](#)

[Go to Comments](#)

[Back to Page 1](#)

Save

Reset

MEXICO HOUSING AUTHORITY

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

BOARD RESOLUTION

RESOLUTION NO. 2894 RESOLUTION APPROVING AMENDMENT OF BY-LAWS

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for administration and management of public housing through the Performance Funding System (PFS), Section 8 Housing Assistance Program, and certain other federally funded grant programs, and

WHEREAS, the original by-laws was established in 1958, and

WHEREAS, numerous amendments with resolutions has been made by certain Article and Section number, and

WHEREAS, re-wrote as Amended By-laws to bring all Articles and Sections to current standards, and

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners duly called and held on the 15th day of May 2018, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners approved/authorized the Amended By-Laws of the Housing Authority of Mexico to current standards, as herein presented.

Passed this 15 day of May 2018.

Christine Miller Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

BY-LAWS AMENDMENT OF THE HOUSING AUTHORITY OF THE CITY OF MEXICO, MISSOURI

May 2018

ARTICLE I-THE AUTHORITY

Section 1. **Name of Authority**

The name of the Authority shall be the "Housing Authority of the City of Mexico, Missouri".

Section 2. **Purpose**

The purpose of the Housing Authority of Mexico is to serve and empower people of Mexico, MO needing assistance in obtaining decent, safe, sanitary and affordable housing through a proactive administration of programs and funds in cooperation with other public and private agencies dedicated to the improvement of housing and human development.

Section 3. **Office of Authority**

The main office of the Authority will be at such address of 828 Garfield, Mexico, MO 65265. Other offices of the Authority shall be at such place in the City of Mexico, State of Missouri as the Authority may designate from time to time by resolution.

ARTICLE II-BOARD OF COMMISSIONERS

Section 1. **General Powers**

The business and affairs of the Authority shall be managed by a Board of five (5) commissioners, one of which shall be a tenant of the housing authority, which shall exercise all of the powers of the Authority as are directed and authorized by law and these by-laws.

Section 2. **Terms of Office**

As stated in Missouri Revised Statutes, Chapter 99, Municipal Housing, 99.050. The mayor shall appoint five persons who shall be taxpayers who have resided in the said city for one year prior to such appointment as commissioners of the authority created for said city. Thereafter commissioners shall be appointed as aforesaid for a term of office of four years except that all vacancies shall be filled for the unexpired term. A certificate of the appointment or reappointment of any commissioner shall be filed with the clerk and such certificate shall be conclusive evidence of the due and proper appointment of such commissioner. A commissioner shall receive no compensation for his services for the authority, in any capacity, but he/she shall be entitled to the necessary expenses, including traveling expenses, incurred in the discharge of his duties. When the office of the chairman of the authority of thereafter becomes vacant, the

authority shall select a chairman from among its commissioners. An authority shall select from among its commissioners a vice chairman, and it may employ a secretary (who shall be executive director), technical experts and such other officers, agents and employees, permanent and temporary, as it may require, and shall determine their qualification, duties and compensation. The housing authority tenant commissioner shall be an elective member of the commission, in addition to being the tenant in good standing of the housing authority, shall possess the other qualifications required for the office by the provisions of sections 99.010 to 99.230 of the Missouri Statutes, Chapter 99, Municipal housing. No commissioner may serve more than two consecutive full terms on the board. This term limitation shall not apply if there are no other qualified applicants and the remaining board agrees to another term. After a commissioner has served two consecutive terms, that person may be reappointed to that board after the expiration of one full calendar year from the conclusion of those two terms.

ARTICLE III – OFFICERS

Section 1. Officers

The officers of the Authority shall be a Chairperson, a Vice-Chairman, and a Secretary. That being a five (5) commissioners and one (1) Secretary being the Executive Director. Officers of the Board should be trained within six (6) months of appointment and every two (2) years during their term.

Section 2. Chairman

The Chairman shall preside at all meetings, and she/he shall be responsible for assuring the terms and conditions of the by-laws and/or addendums are carried out. The Chairman along with the Secretary is responsible for the Meeting Agenda. The Chairman shall countersign all necessary orders and checks. At each meeting the Chairman shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority. Checks requires two signatures, one of a board member as instructed and the Executive Director. The Chairperson shall assure that all actions taken by the Authority at meetings adhere to appropriate State Laws to the best of his/her ability. The Chairman is the spokesperson for the Board of Commissioners. The Chairperson shall be authorized to execute any contracts, bonds, deeds, mortgages or other instruments which the Board of Commissioners has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Commissioners or by these by-laws or by statute to some other officer or agent of the Authority. The chairperson shall perform such other duties as may be prescribed by the Board of Commissioners from time to time.

Section 3. **Vice-Chairman**

The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman. In case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

Section 4. **Secretary**

The Secretary shall be the Executive Director of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she shall be charged with the management of the housing projects of the Authority. He/she shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all current duties incident to his/her office. He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Checks requires two signatures, one of a board member as instructed and the Executive Director. He/she shall show necessary expenditure, financial and occupancy reports at each regular meeting. He/she shall be charged with the management of the Authority. The compensation of the Secretary shall be determined by the Board of Commissioners on an annual basis.

The Assistant and/or his/her designee to the Executive Director shall perform the duties of the Executive Director in the absence or incapacity of the Director. In case of the resignation or death of the Executive Director, the Assistant shall perform such duties as are imposed on the Executive Director until such time as the Board of Commissioners shall select a new Executive Director.

Section 5. **Additional Duties**

The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority, by-laws, sunshine law, or rules and regulations of the Authority.

Section 6. **Election or Appointment**

The Chairman and Vice-Chairman shall be elected at the annual meeting of the Authority from among the commissioner of the authority, and shall hold office for one year or until their successors are elected and qualified. Elections will take place annually during the regular meeting of March for each fiscal year beginning April. The Secretary will preside over this meeting only for the purpose of election of officers.

Section 7. **Vacancies**

Any commissioner may resign at any time by giving written notice to the Chairperson. Such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Should the office of Chairman or Vice-Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Assistant or he/she designee to the Executive Director shall be appointed until such vacancy is filled. If a vacancy occurs on the board, the Mayor shall appoint a new member to serve the balance of the unexpired term. A certificate is required from the MHA board to the City Clerk of its recommendation to fill vacancy.

Section 8. **Additional Personnel**

The Authority may from time to time employ such Personnel as it deems necessary to exercise its powers, duties and functions as prescribed by The Housing Authorities Law of Missouri and all other Laws of the State of Missouri applicable thereto. The selection and compensation of such personnel shall be determined by the Executive Director (Secretary) and the Secretary (Executive Director) shall be determined by the Board of Commissioners subject to the laws of the State of Missouri.

ARTICLE IV-MEETINGS

Section 1. **Regular Meeting**

The Commissioners of the Housing Authority of the City of Mexico, Missouri, shall hold regular meetings at 3:30 p.m. on the 3rd Tuesday of each month at the City of Mexico Housing Authority 828 Garfield Ave, Mexico, MO 65265. Monthly agenda will be posted 24 hours prior to the meeting at its building location. (excluding weekends and holidays) Upon Commissioners approval and legitimate reasons, meeting time and place can occasionally be changed temporarily, however, it must state in the agenda.

Section 2. **Annual Meeting**

The Annual meeting of the Board of Commissioners shall be held on the third Tuesday of March at the City of Mexico Housing Authority 828 Garfield Ave, Mexico, MO 65265.

Section 3. **Special Meetings**

The Chairman or the Executive Director of the Authority may, when deems it expedient, shall call a special meeting of the Authority for the purpose of transacting any business designated in the call. A call for a special meeting may be delivered to each member of the Authority,

telephoned or may be mailed at least two days prior to the date of such special meeting, to the business or home address of each member of the Authority. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. **Notices of the Meetings**

According to Missouri Revised Statutes Section 610.020, all public government bodies shall give notice of the time, date, and place of each meeting, and its tentative agenda. The notice of the meeting shall identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting. Notice conforming with all of the requirements of this section shall be given at least twenty-four hours, exclusive of weekends and Holidays when the facility is closed, prior to the commencement of any meeting of a governmental body unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonable possible shall be given. When it is necessary to hold a meeting on less than twenty-four hours' notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonable convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.

Section 5. **Quorum**

The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners.

Section 6. **Open/Closed Meetings Act**

The Board of Commissioners will follow all applicable state and federal statutes regarding the holding of open and closed meetings. The provisions of Missouri Statutes 99, Chapter 610.021 of the Closed Meeting procedure and limitation—public records presumed open unless exempt—objections to closing meetings or records, procedure will govern all actions by the Board of Commissioners.

Section 7. **Operating Rules/Voting/Minutes**

Robert's Rules of Parliamentary Procedures shall be the guide for conducting all meetings of the Board. The Board will also follow all applicable state and federal statutes as well as the provisions of the Open Meetings Act. The voting on all questions coming before the Board shall

be by roll call with the yea's and nay's entered upon the minutes of the meeting. The recording of all open meetings of the Board shall be kept in accordance with applicable requirements. The minutes shall be written so as to minimally include:

1. The date, time and place of the meeting
2. The members of the Board of commissioners recorded as either present, or absent and late arrival
3. A brief general description of the discussion(s),
4. A formal record of the motions and record of votes taken in regards to topics/resolutions.

Section 8. **Resignation and Absence**

A commissioner may resign by giving written notice to the Chairperson. A commissioner will be considered to have resigned if he or she has three (3) consecutive absences from regularly scheduled meetings without cause. Prior notification to the Authority is required for cause.

ARTICLE V-ORDER OF MEETINGS

Section 1. **Order of Business**

At the regular and/or special meeting of the Authority the following
Shall be the order of business:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment (limited to three (3) minutes each)
5. Approval of the all minutes of the previous meeting
6. Approval of Consent Agenda (if applicable)
7. Report of the Executive Director
8. Unfinished Business
9. New Business
10. Other Business
11. Closed Meeting, if applicable
12. Adjournment

Section 2. **Resolutions**

Shall be typed, signed by appropriate officers and held in a resolution binder of the Authority. All copies from the monthly board books of the Secretary shall be placed in a board book of the Authority.

Section 3. **Manner of Voting**

The voting on all questions coming before the Housing Authority shall be by roll call and the yea and nays shall be entered upon the minutes of such meeting or listed as board approved in all yeas.

ARTICLE VI – AMENDMENTS and OTHER PROVISIONS

Section 1. Amendments to By-Laws

The by-laws of the Authority shall be amended only with the approval of at least three of the members (which is a Quorum) of the Authority at a regular or a special meeting. The By-Laws will be reviewed annually and preferably at the Annual Meeting.

Section 2. Committees

The Chairperson of the Board shall have the authority to appoint such committees, which, in his/her discretion, are deemed necessary or appropriate to further the best interest of the Housing Authority of Mexico, MO. There shall be no limit as to the number or makeup of said committees. At least one (1) member of the Board of Commissioners shall serve on each such committee.

Section 3. Conflict of Interest

The purpose of this section is to eliminate a conflict of interest or the appearance of a conflict of interest by a commissioner.

1. No employee of the Housing Authority shall be an immediate family member, live in or other close familial status of a commissioner or appointing official(s), unless family member is an employee prior to the commissioner or appointing official takes office. In such instances, the commissioner shall abstain from taking any action relating to the family member(s). The term “immediate family member” shall mean spouse, parent, child, brother, sister, father-in-law, mother-in-law, grandparent, and child, brother-in-law or sister-in-law.

2. If a commissioner has a conflict of interest, real or apparent, based on his/her relationship or the relationship of his/her immediate family member, in a contract or program, financial or otherwise, she/he shall abstain from any discussion and vote concerning the contract or program.

3. No commissioner may ask any employee to perform work or other activities unless it is directly related to his/her duties during official work time, including overtime and comp time and has approval of the Executive Director.

4. No commissioner may use vehicles, materials, tools, equipment or other items, owned, leased, or rented by the organization for personal use.

5. The resident commissioner has no other duties or responsibilities and shall not represent any other resident, resident organization or other organization.

6. Avoid the appearance of conflicts of interest.

7. Preventing conflicts of interest as defined in the state law and the ACC.

ARTICLE VII – INDEMNIFICATION OF COMMISSIONERS AND OFFICERS

The Authority shall indemnify any commissioner or officer, or former commissioner or officer, of the Authority against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement or incurred in connection with the defense or settlement of any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, to which the commissioner or officer was or is a party or is threatened to be made a party by reason of the fact that he is or was such a commissioner or officer, to the extent that any such expenses or amounts were actually and reasonably incurred, provided:

(a) that he/she acted in good faith in what he/she reasonably believed to be in or not opposed to the best interests of the Authority; and

(b) that, in any matter the subject of a criminal action, suit, or proceeding, he/she had no reasonable cause to believe that his/her conduct was unlawful.

The determination as to (a) and (b) above shall be made (i) by the Board of Commissioners by a majority vote of a quorum consisting of commissioners who were not and are not parties to or threatened with any such action, suit or proceeding, or any other action, suit or proceeding arising from the same or similar operative facts; or (ii) if such quorum is not obtainable, or even if obtainable if a majority of such quorum of disinterested commissioners so directs, in a written opinion by independent legal counsel; or (iii) by a court of competent jurisdiction in which the action, suit or proceeding was brought.

Notwithstanding the foregoing, in any action by or in the right of the Authority, no indemnification shall be made in respect of any claim, issue or matter as to which such present or former commissioner or officer shall have been adjudged to be liable for negligence or misconduct in the performance of his/her duty to the Authority unless, and only to the extent that, a court of competent jurisdiction in which the action or suit was brought shall determine, in addition to the determinations made above, upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such present or former commissioner or officer is fairly and reasonably entitled to indemnity for such expense as the court shall deem proper.