



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

AGENDA Regular MEETING
at
MHA office,
828 Garfield Avenue, Mexico, MO 65265
Scheduled for
Tuesday, August 15, 2023 at 2:00pm

1. **Call to order** by Chairperson
2. **Roll Call** by Dawn Mahaney, Executive Director
3. **Adoption of Agenda.**
4. **Comments from the Public** (limit 3 minutes per person).
5. **Approval of Regular Meeting Minutes.**
Approval of board minutes from June 20, 2023 meeting
6. **Executive Director's Report:**
 - a. Financial report
 1. April-June 2023 1st quarter financial report
 - b. S8/PH Report/Waitlist
 - c. Contracting in Progress
7. **Unfinished Business.**
8. **New Business.**
Resolution 2978 Missouri Employers Mutual (MEM) Renewal 2023
Resolution 2979 Employee Medical Benefit Package 2023
9. **Other Business.**

10. Adjournment.

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 241 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 June 20, 2023

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, June 20, 2023, at 3:30 PM at Administration Building. Commissioner Rita Jackson 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 June 20, 2023. Commissioner R Jackson called the meeting to order at 3:34pm.
2. **Roll Call** by Executive Director Dawn Mahaney:

The following Commissioners were present:

Commissioner Rita Jackson
Commissioner Martin Keller
Commissioner Tad Dobyms
Commissioner Sandy Lecoque

Commissioners absent:

NONE

Others present:

Executive Director/Secretary Dawn Mahaney

3. Adoption of Agenda

R Jackson requested a motion to adopt the agenda. Commissioner T Dobyms made a motion and M Keller seconded motion. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: M Keller, T Dobyms, R Jackson, S Lecoque
No: None
Absent: None

4. Comments from the public:

None

5. Approval of Meeting Minutes

R Jackson requested a motion to approve the Meeting Minutes for the March 21, 2023 meeting. Commissioner M Keller made a motion and S Lecoque seconded. All Commissioners present voted “aye” and Commissioner R Jackson declared the motion approved.

R Jackson requested a motion to approve the Meeting Minutes for the April 18, 2023 meeting. Commissioner T Dobyms made a motion and M Keller seconded. All Commissioners present voted “aye” and Commissioner R Jackson declared the motion approved.

Yes: T Dobyms, M Keller, R Jackson, S Lecoque
No: None
Absent: None

6. Executive Director’s Report

D Mahaney stated that due to the end of the fiscal year we haven’t received financials for April/May but we should have them prior to the next months board meeting. D Mahaney spoke on the increase in applications for both programs since the 1st of the year but that we have also seen a increase in move-outs on the PH program as well. HAP amounts were short a little this month but we have plenty of reserves to fall back on and we are fortunately now utilizing the majority of the HAP money we are receiving from HUD each month. Contracting taking place as of right now is concrete work throughout the property and some foundation issues and remodels.

R Jackson requested a motion to accept the Executive Director Report. Commissioner T Dobyms made a motion and S Lecoque seconded. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: T Dobyms, M Keller, R Jackson, S Lecoque
No: None
Absent: None

7. Unfinished Business

None

8. New Business

Resolution 2975 Approval of Vehicle Purchase

R Jackson requested a motion to table Resolution 2975 to a later date so that D Mahaney has time to get some estimates on possible vehicle trades and trade values on the vehicle that we will be trading in. Commissioner M Keller made a motion and T Dobyms seconded. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: S Lecoque, M Keller, R Jackson, T Dobyms
No: None
Absent: None

Resolution 2976 Approval of the Senior Center lease 2023

R Jackson requested a motion to accept Resolution 2976. Commissioner M Keller made a motion and S Lecoque seconded. T Dobyms abstained. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: S Lecoque, M Keller, R Jackson
No: None
Absent: None
Abstained: T Dobyms

Resolution 2977 MHA 2023 PHA Annual Plan, Five Year Plan and Capital Fund Plan

R Jackson requested a motion to accept Resolution 2977. Commissioner T Dobyms made a motion and S Lecoque seconded. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: S Lecoque, M Keller, R Jackson, T Dobyms
No: None
Absent: None

9. Other Business:

Spoke about the hiring of the vacant finance manager position
Spoke about the selling of the property in the 600 block of Holt

10. Adjournment of Open Meeting:

Commissioner R Jackson requested a motion to adjourn the Open meeting on June 20, 2023, Commissioner M Keller made a motion and Commissioner T Dobyms seconded. The open session meeting was adjourned at 4:15pm

R Jackson, Board Chair

Dawn Mahaney, Executive Director

Certification of Public Notice

I, Dawn Mahaney, Executive Director and Secretary of the Board, of Housing Authority of the City of Mexico, Missouri, do hereby certify that on June 16, 2023, I posted public notice of the June 20, 2023 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.

Dawn Mahaney

	A	C	D	E	F	G
Account Title	Total spent 1st qtr (4/2023- 6/2023)	Actual Spent April 2023	Actual Spent May 2023	Actual Spent June 2023	FYE 3/2024 Budget	Budget left to date
Total Operating Income	343,833.97	126,404.30	103,187.65	114,242.02	1,431,331.00	1,087,497.03
Administrative						
Administrative Salaries	34,760.37	9,480.96	12,595.70	12,683.71	190,056.00	155,295.63
Auditing fees	0.00	0.00	0.00	0.00	5,590.00	5,590.00
Advertising and Marketing	0.00	0.00	0.00	0.00	1,720.00	1,720.00
Employee Benefits---administrative	15,795.21	4,972.36	5,407.88	5,414.97	72,419.00	56,623.79
Office Expenses	6,838.37	2,741.76	1,061.25	3,035.36	34,830.00	27,991.63
Legal Expense	719.75	0.00	719.75	0.00	4,300.00	3,580.25
Travel	2,432.70	1,231.96	0.00	1,200.74	8,600.00	6,167.30
Other Administrative Costs	4,136.14	683.01	1,553.13	1,900.00	28,380.00	24,243.86
Total Administrative	64,682.54	19,110.05	21,337.71	24,234.78	345,895.00	281,212.46
Tenant Services						
Tenant Services-Other	621.38	442.22	179.16	0.00	10,000.00	9,378.62
Utilities						
Water	28,866.37	48.99	13,532.28	15,285.10	78,250.00	49,383.63
Electricity	3,126.95	1,038.52	220.59	1,867.84	24,380.00	21,253.05
Gas	541.28	181.91	81.58	277.79	2,770.00	2,228.72
Sewer	15,045.38	0.00	7,525.75	7,519.63	94,200.00	79,154.62
Total Utilities	47,579.98	1,269.42	21,360.20	24,950.36	199,600.00	152,020.02
Maintenance						
Labor	31,667.87	8,039.62	12,765.00	10,863.25	131,040.00	99,372.13
Materials	62,067.30	17,983.76	18,995.08	25,088.46	200,000.00	137,932.70
Contracts	17,343.64	2,105.87	4,752.15	10,485.62	224,000.00	206,656.36
Employee Benefits---Maintenance	14,780.72	4,613.33	5,159.56	5,007.83	49,230.00	34,449.28
Total Maintenance	125,859.53	32,742.58	41,671.79	51,445.16	604,270.00	478,410.47

24%

19%

6%

24%

21%

	A	C	D	E	F	G
Account Title	Total spent 1st qtr (4/2023- 6/2023)	Actual Spent April 2023	Actual Spent May 2023	Actual Spent June 2023	FYE 3/2024 Budget	Budget left to date
Protective Services						
Total Protective Services	203.00	41.00	81.00	81.00	1,500.00	1,297.00
Insurance						
Property	22,809.12	7,412.57	7,983.98	7,412.57	91,000.00	68,190.88
General Liability	1,882.23	627.41	627.41	627.41	8,000.00	6,117.77
Worker's Comp.	2,002.35	667.45	667.45	667.45	10,000.00	7,997.65
Other Insurance	2,100.39	700.13	700.13	700.13	9,600.00	7,499.61
Total Insurance Expense	28,794.09	9,407.56	9,978.97	9,407.56	118,600.00	89,805.91
General Expenses						
Compensated Absences	0.00	0.00	0.00	0.00	15,580.00	15,580.00
Payments In Lieu of Taxes	0.00	0.00	0.00	0.00	31,990.00	31,990.00
Bad Debt-Tenants	0.00	0.00	0.00	0.00	15,000.00	15,000.00
Total General Expenses	0.00	0.00	0.00	0.00	62,570.00	62,570.00
Total Operating Expenditures	267,740.52	63,012.83	94,608.83	110,118.86	1,342,435.00	1,074,694.48

14%

24%

0%

20%

Section 8 Funding vs Expenses FY 2023/2024

PH/S8 waitlist	April	May	June	July	August	September	October	November	December	January	February	March
HAP Received	\$44,169.00	\$24,969.00	\$46,167.00	\$49,086.00	\$48,130.00							
HAP Spent	\$47,401.00	\$48,335.00	\$48,410.00	\$50,155.00								
Difference	-\$3,232.00	-\$23,366.00	-\$2,248.00	-\$1,069.00								
Vouchers EOM	127	126	126	124								
Vouchers issued/searching	13	12	11	5	3							
Waitlist	69	73	77	79	88							
PH units leased EOM (201 total units)	200	201	201	201	201							
Waitlist												
1 bedroom	41	43	47	46	54							
2 bedroom	17	16	14	19	23							
3 bedroom	6	10	14	13	12							
4 bedroom	6	7	7	7	7							



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RESOLUTION NO. 2978

RESOLUTION APPROVING Missouri Employers Mutual (MEM) 2023 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 Workers Compensation and Employers Liability insurance, and MEM is a competitive member of Missouri Housing Authorities 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 August 2023, The Board of Commissioners approved /authorized the renewal for MEM in the amount of \$11,747.00 for the year 2023/2024.

Passed this 15th day of August 2023

Rita Jackson, Chairperson

Dawn Mahaney, Board Secretary
Executive Director, Mexico Housing Authority



PO Box 1810, Columbia, MO 65205-1810

RENEWAL NOTICE TO PAY

Date: 08/02/2023

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

From: Jessi Conyers
Underwriting Department

Re: Renewal Notice to Pay

Account number: 508756
Renewal policy number: MEM 0508756-19
Renewal policy term: 09/06/2023 - 09/06/2024
Billing Payment Mode: Annual

Initial Payment Items

Table with 2 columns: Item Name, Amount. Items include Premium (11,066.00), MO Second Injury Fund (342.00), Expense Constant (240.00), Terrorism Risk Act (33.00), Catastrophe Surcharge (66.00), and Total to Remit (11,747.00).

A service fee will be added to each invoice, including the Total to Remit - if applicable.

Automatic EFT Payment Options via Checking or Savings

To save time and money, and eliminate the collateral requirement, enroll in our Automatic EFT payment option. Contact Customer Care for assistance.

For all billing inquiries please contact us at 1.800.442.0593 or customercare@mem-ins.com

Return Payment Stub

Insured: Housing Authority Of The City Of Mexico
Payment Options:

- Online: Log in to your account, or easily create an online account to pay your bill at www.mem-ins.com.
Check: 1. Make checks payable to Missouri Employers Mutual.
2. Include your policy number on the check.

Missouri Employers Mutual
P.O. Box 801768
Kansas City, MO 64180-1768

Table with 2 columns: Field, Value. Fields include Account Number (508756), Policy Number (MEM 0508756-19), Due Date (09/06/2023), and Amount Due (11,747.00).

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RESOLUTION NO. 2979 RESOLUTION APPROVING the MHA Employee Medical Benefit Package

WHEREAS, the Housing Authority of the City of Mexico (MHA) as a part of the employee benefits package for the calendar year CY2023 for the employee medical benefits, vision and life; and

WHEREAS, the benefits package for CY2023 focused on priorities involving managing increasing costs for benefits, retaining a strong benefit 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 decrease of 10.3 percent for medical. Vision and life insurance have no change for 2023, 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 15th day of August 2023, 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 Medical Benefit Package as attached hereto and made a part hereof.

Passed this 15th, August 2023.

Rita Jackson, Chairperson

Dawn Mahaney, Board Secretary
Executive Director Mexico Housing Authority

Review

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

Current Medical Plans M.C.M.O.16 / MO016	Plan ID	Metallic Level		Out of Pocket Max Single/Family	Office Co-pay (PCP/Spec)	Network Name	
		Plan Deductibles Single/Family	Network				
Balanced 100	CP-AV / RX K35Y 1	P \$500/\$1,000	\$1,500/\$3,000	\$4,000/\$8,000	\$8,000/\$16,000	\$20/\$40	CHOICE PLUS
Metallic Levels: P = Platinum, G = Gold, S = Silver, B = Bronze							
Renewal Medical Plans M.C.M.O.17 / MO017							
Balanced	CV-7A / RX K35Y 1	P \$500/\$1,000	\$10,000/\$20,000	\$3,000/\$5,000	\$20,000/\$40,000	\$20/\$40	CHOICE PLUS

- 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 to be same for each sold policy.
 - If you choose to add or change an existing plan then you must choose a plan that is not currently active for the same individual.
 - Plan deductibles are subject to change. The deductibles shown here are subject to change. The deductibles shown here are subject to change.
 - 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, we will not be held liable for any change in plan design or premium rates.
 - Starting with 2014 effective dates, all pharmacy plans include an ancillary change plan known as a generic drug program. This program includes out of pocket expenses when a retail medical rate reflects the participants' age on the renewal date and may not be the same as the rates billed in the current billing.
 - SPECIALTY MEDICATION COST SHARE CHANGES: Upon renewal, most pharmacy plan designs have a separate higher cost share for Specialty Medications based on the Pharmacy class. Those cost shares are reflected with an "S" prior to the cost share amount. E.g. \$5500. Your employers can also review their benefit summary and plan documents for these cost share changes to determine if they will be impacted.
 - Medical plans with no mention of UHC Rewards Premium in the plan name above come with UHC Rewards Care. Neither UHC Rewards Premium nor UHC Rewards Care are available to groups in the state of KS. If and special plan in the Pharmacy Network which could exclude certain pharmacies. Please contact your broker or your UnitedHealthcare representative for additional details.
 - This premium may include state and federal taxes and fees.
 - The medical plan is available with either calendar year or policy year deductibles and out of pocket maximums.

All of your current benefit design options are no longer available in a combined plan offering. We have included new Medical plan choices for the upcoming year, offering the same flexibility, choice, and affordability that you are enjoying today.

Insurance	Network	Legal Entity / License	Med/RX Paid Combined	Pharmacy (Spec Non-Spec)	Enrolled Employees	HSA/HRA Contrib.	Monthly Medical Premium
100%	Non-Network	INS	N	\$10/\$40/\$125/\$300/\$5500E	8		\$8,318.67
100%	INS	INS	N	\$10/\$40/\$125/\$300/\$5500E	8		\$7,458.18
Change from Current:							-1.03%

- Renewal Assumptions:**
- Renewal assumptions are 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 as of your renewal date may differ from the renewal assumptions.
 - Information on alternative benefit plans is summarized for ease of review. It is not intended to be a statement of benefits. For more information, please contact your broker.
 - Provision of your employer plan is contingent upon location. Other conditions will require alternate plan designs and rates.
 - 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 does not include your current coverage. Additional coverage options may be available to you.
 - Use transmitter electronically to you (employer group) and the group employees. The employee group may withdraw their consent at any time or request a document in a paper or non-electronic form.
 - Please see the Glossary on inside back cover of this package for definitions of the above terms.