



**Commissioners**

Emmet Pierson, Jr.	Chair
Barbara Henson	Vice Chair
Kathryn Kelsey	Member
Tameka Bryant	Member
Dr. Syrtiller M. Kabat	Member
Phyliss Edson	City Liaison
Erik A. Berg	Executive Director

**MEETING AGENDA FOR BOARD OF COMMISSIONERS**

**September 4, 2019 at 7:00 PM.  
111 SE Grand Avenue, Lee's Summit, MO 64063**

**ATTENDANCE BOARD AND STAFF:**

Emmet Pierson	_____	Kathy Kelsey	_____
Barbara Henson	_____	Dr. Syrtiller Kabat	_____
Tameka Bryant	_____	Erik Berg	_____
Phyliss Edson, City Liaison	_____		

**CONSULTANTS/GUESTS:**

None

**CALL TO ORDER – Emmet Pierson, President**

Time: \_\_\_\_\_

**Approval of Agenda:**

M \_\_\_ S \_\_\_ A \_\_\_ N \_\_\_

**INTRODUCTIONS**

**AGENDA**

**CITY UPDATE** – Phyliss Edson, City Liaison

**CONSENT**

NOTE: Items within the Consent Calendar are routine in nature and do not normally require discussion. All items are approved with a single action.

- A. Meeting Minutes Approval – July & August 2019 Board Meetings
- B. Expense Report 08/01/2019-08/31/2019
- C. Reports of the Executive Director

The Board is being asked to approve the following reports:

- Occupancy
- Financial
- HQS Inspection Summary
- Resident Functions – Pot Luck Dinners – September 13 at Lee Haven & September 20 at Duncan Estates. VNA is conducting blood glucose and blood pressure checks at wellness clinics each month

- D. Capital Improvements Report

The Board is being asked to approve the following reports:

- Duncan Estates Bathroom Rehab project – As of August 2, 2019 the project achieved substantial completion, and a final walk-through with the Architect, Contractor, City and LSHA ED occurred August 12, 2019. The Executive Director submitted a final report and accompanying documents to the city on August 15, 2019. The final CDBG Q5 Report & Grant Pay Application submitted to city August 28, 2019.
- 2019 CDBG Grants – LSHA received fully executed copies of the 2019 CDBG Grant Agreements and Notices to Proceed from the City on August 26, 2019. We are presently interviewing candidates for the Development Specialist position.
- Security Systems – LSHA sought bids for new security systems on the club houses and maintenance garages at Lea Haven and Duncan Estates. The winning bidder was Watchmen Security, whom we have entered into a contract with for security panels & door contacts. Installation scheduled for mid-September. Cameras and electronic door access shall be installing in the October/November timeframe.

#### ACTION

- Resolution on Updates to Chapters 1-10 of the HCV Administration Plan
- Resolution on 2019 Personnel Policy

#### DISCUSSION

- E. Administration Plan Updates, Chapters 11-17.
- F. Development – Yarco update on Lee’s Summit opportunities.
- G. Staff Updates
- H. Training & Events
- I. Other Discussion

#### ADJOURNMENT

Time: \_\_\_\_\_

#### NEXT MEETING

October 2, 2019 – 7:00 CST