

**MEETING AGENDA FOR BOARD OF COMMISSIONERS**

**AUGUST 7, 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	_____
Phylliss Edson, City Liaison	_____		

**CONSULTANTS/GUESTS:**

None

**CALL TO ORDER – Emmet Pierson, President** Time: \_\_\_\_\_

**Approval of Agenda:** M\_\_\_S\_\_\_A\_\_\_N\_\_\_

**INTRODUCTIONS**

**AGENDA**

**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. July 10, 2019 Meeting Minutes Approval
- B. Expense Report 07/01/2019-07/31/2019
- 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 – August 9 at Lee Haven & August 16 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. The Executive Director shall conduct a final walk-through with the Architect and General Contractor on August 12, 2019.

The Executive Director and Deputy Director are scheduled to meet with the City's CDBG Program on August 13, 2019 to review the project, and the ED shall bring a draft of the final report and accompanying documents to be submitted to the city for CDBG Program Reimbursement.

- CDBG-Funded Development Specialist – The Executive Director has finalized the job description and shall be advertising the position as soon as possible.

#### ACTION

None

#### DISCUSSION

- E. Administration Plan - LSHA has worked with Dennis Morgan to produce an updated Admin Plan, and staff are going through the final draft to ensure all requested changes are made. Once finalized, this shall be available and on file to all Board Member and staff.
- F. Personnel Policy – The Executive Director and Deputy Director have prepared a list of changes for the Personnel Policy and shall have either a draft of an Updated Personnel Policy or an Amendment to the Personnel Policy ready to present to the board at the September meeting.
- G. Development – The Executive Director met with Matt Fulson of Fulson Housing Partners on Thursday, July 25 to discuss affordable housing in Lee's Summit. On Friday, August 2 the Executive Director also met with Andrew Danner of North Star Housing, LLC, an experience developer of affordable housing that specializes in partnering with non-profits.
- H. Staff Updates– LSHA is currently seeking experienced candidates for a Housing Specialist Position and should be completing the search and making an offer within the next week. LSHA will also be advertising to fill the Development Specialist position, with a hiring decision to be made by mid-to-late August. Finally, new staff shall be completing their 90-day probationary period at the end of August, with evaluations to follow.
- I. Training & Events – The Executive Director attended the First Suburbs Coalition's Regional Housing Summit on July 19, 2019 in Gladstone and networked with Assistant City Manager Mark Dunning and City Councilmembers DeMoro, Forte, and Lopez. On August 13 the Board Chairman and Executive Director have been invited to briefly address the City Council regarding affordable housing. Finally, registration and travel arrangements are being made for the Deputy Director to attend the advanced Public Housing Executive Management Training in New Orleans in September; for staff to attend the MONAHRO Conference in Independence in September and MONAHRO Maintenance and Finance Conference in St. Charles in October; and for the Executive Director to attend the Public Housing Management Certification in Oklahoma City in October.
- J. Other Discussion

#### ADJOURNMENT

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

#### NEXT MEETING

September 4, 2019 – 7:00 CST