

HOUSING AUTHORITY MINUTES FEBRUARY 8, 2021

The Board meeting of the Housing Authority of the City of Clay Center was held February 8, 2021 at 4:00 P.M. in the Conference Room. The following Board Members were present: Girton, Cook, Wingerd, and Spielman. Member Swanson was absent. Member Spielman moved and Member Wingerd seconded the motion to approve the minutes from the January 12, 2021 Board Meeting. Motion carried.

HOUSING AUTHORITY:

Member Spielman moved and Member Wingerd seconded the motion to pay the January checks for Clay Center Housing Authority including checks 24038 through 24042. The total of the vouchers was \$5,604.53. Motion carried.

The January 2021 financial reports including the Balance Sheet, deposits, credit card transactions, journal entries, and payroll breakdown were presented to the Board.

John Kaul gave the Executive Director's Report. There was discussion regarding bank ACH fees.

Member Wingerd moved and Member Spielman seconded the motion to approve Resolution 3 amending the Employee Handbook to change the pay day to the Tuesday following the end of each pay period. Motion carried.


TOLIN TERRACE

Member Spielman moved and Member Wingerd seconded the motion to pay the January 2021 bills for the Tolin Terrace. The total of the vouchers was \$4,649.93. Motion carried.

The January 2021 financial reports including the Balance Sheet, Profit & Loss actual vs budget, credit card transactions, deposits, and rents were presented to the Board.

GENERAL:

As there was no further business, Member Spielman moved and Member Wingerd seconded the motion that the meeting be adjourned. Motion carried.


Secretary


Chairman

