

**Board Meeting Minutes
November 15, 2022**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 15th day of November 2022, at 12:06 p.m.

Chairman Clark called the meeting to order and Dr. Veal gave the invocation. Those present and absent were as follows:

Present

Ernestine Thomas Clark – Chairman	Toni Sawyer, DHA Attorney
LiNetha Munford - Vice-Chairman	Clara Graham – Executive Director
Dr. J. L. Veal – Commissioner	Sandra Gore – Director of Operations
Rosemary Street Nixon – Commissioner	
Irene Murray – Commissioner	

Absent

Frankie Brockington – Resident Commissioner

Agenda & Minutes

Chairman Clark requested a motion for the approval of the November 15, 2022, Agenda; and the July 19, 2022, Board Meeting Minutes. Dr. Veal made the motion to approve the November 15, 2022, Agenda; and the July 19, 2022, Board Meeting Minutes and Commissioner Nixon seconded the motion. Ayes carried with no questions raised.

Pending Issues

Chairman Clark stated next is the pending issue with an update by our Attorney, Ms. Toni Sawyer, from HUD regarding the rental of 312 East Bryan Street. Ms. Toni Sawyer stated she cannot receive an answer from HUD or from Legal Aid on this matter. Commissioner Murray stated she brought up the idea that this would be a conflict of interest since Ms. Graham was involved with Turning Zone. Commissioner Murray stated since HUD has not responded I make a motion that pending HUD approval 312 East Bryan Street is leased to Turning Zone with Ms. Graham having no involvement with the Lease and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 22-15-11-614.

Ms. Toni Sawyer made the suggestion that the Board Chairman or the Director of Operations sign Turning Zone's Lease. Commissioner Murray made the motion that the Board Chairman or the Director of Operations will sign Turning Zone's Lease and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 22-15-11-615.

Current Issues

Ms. Toni Sawyer discussed the changes to the Amended Assistance Animal Policy and the Amended Pet Policy which are typed in red.

Ms. Toni Sawyer discussed the changes to the Amended Violence Against Women Act Policy (VAWA) and amended to the Lease Section 12: Violence Against Women Act Policy due to the law and regulations changing to include sexual assault which are typed in red.

Commissioner Munford asked how the tenants would be informed about the changes to the Amended Assistance Animal Policy and the Amended Pet Policy. Ms. Toni Sawyer stated that the changes will be posted for 45 days before they come in effect. Ms. Graham stated the tenants will be brought in and informed of the changes that have assistance animals and pets. Commissioner Munford asked how the other tenants would know about the changes and Ms. Graham stated when they came in for their recertification. Ms. Graham stated that all residents would come in and sign the part about the lease.

The Board of Commissioners discussed the policies in depth and all members agreed to the implementation of all policies listed above: Assistance Animal Policy, Pet Policy, Violence Against Women Act Policy (VAWA) and Lease Section 12: Violence Against Women Act.

Legal Issues

Ms. Toni Sawyer, DHA Attorney, stated there were no Legal Issues to discuss but we do have a tenant who is upset with an executive decision as a result of conduct of a guest and we are addressing this currently. The tenant did go to Legal Aid and I have been in contact with the Legal Aid Attorney.

Director of Operations

Ms. Gore presented the following information to the Board:

- Leasing Report as of November 10, 2022. DHA had 0 move-ins, 2 make readies, 2 move-outs and our occupancy percentage is 99%. DHA has 50 move-in(s) year-to-date and 50 move-out(s) year-to-date.
- Management Report for October 31, 2022. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$71,584.78 and Total Security Deposits for Authority 11, 12, & 13 are \$97,250.00.
- Charge-offs for the months of June 2022, July 2022, August 2022, September 2022 and October 2022 totaling \$3,124.23. Commissioner Murray made a motion to approve the Charge-offs and Dr. Veal seconded the motion. Ayes carried with Resolution # 22-15-11-616.

Executive Director

Ms. Graham stated the first thing is the Housing Authority of the City of Douglas has been designated as High Performance for this year.

Ms. Graham stated a couple of months ago the Commissioners voted to reopen our Community Centers so I am requesting an approval to reopen the Housing Authority Playgrounds in all areas. Commissioner Nixon made the motion to reopen the Housing Authority Playgrounds and Commissioner Munford seconded the motion. Dr. Veal raised the question about the Centers and Ms. Graham explained the Commissioners approved the reopening of the Housing Authority Community Centers but not the playgrounds. Ms. Graham stated it is hard to keep the children

out of the playgrounds. Chairman Clark stated we have a motion and a second open. Ayes carried with Resolution # 22-15-11-617. Ms. Toni Sawyer made the suggestion for the Housing Authority to have metal signs made about the Georgia Law concerning covid for the playgrounds and the Community Centers.

Ms. Graham stated the next item is the Depository Agreements. Ms. Graham stated our Auditor was here last week and she noticed we need to change the signatory cards for our check signing. Ms. Graham stated she is requesting that the Housing Authority Lawyer draft a letter ratifying that the signatures will be our Chairman and Vice Chairman. Ms. Graham stated this would be a finding if the Auditor notices our Chairman and Vice Chairman have changed but our signature cards have not changed. Ms. Toni Sawyer asked the Commissioners to approve a resolution for Douglas National and a resolution for Truist Bank to change the signatory cards to reflect the current Chairman and Vice Chairman. Commissioner Nixon made the motion to approve the resolution for Douglas National to change the signatory cards to reflect the current Chairman and Vice Chairman and Dr. Veal seconded the motion. Ayes carried with Resolution # 22-15-11-618. Commissioner Nixon made the motion to approve the resolution for Truist Bank to change the signatory cards to reflect the current Chairman and Vice Chairman and Dr. Veal seconded the motion. Ayes carried with Resolution # 22-15-11-619.

Ms. Graham stated the last item is the Debarment Listing. Ms. Graham stated she went through the Debarment Book and the Housing Authority has a lot of people on the listing that is deceased and who have been on the listing for 20 or 30 years. Ms. Graham stated she spoke with Ms. Toni Sawyer as she went through the Debarment Book to see the reason why the person was debarred and if it was because of drugs or a felony then that person would need to remain on the Debarment Listing. Ms. Graham stated some of the people who have been on the listing for 30 years was debarred for fighting or walking through the area with an open container of beer. Ms. Graham stated you have a copy of the Debarment Listing that I am requesting approval for removal. Ms. Graham stated the Housing Authority will keep a Debarment Removal Book. Commissioner Murray made a motion to approve the Debarment Listing for Removal for 2022 and Dr. Veal seconded the motion. Ayes carried with Resolution # 22-15-11-620.

Plan Agenda

Chairman Clark stated the next item is to plan the agenda for the January 17, 2023, Board Meeting. Chairman Clark stated Election of Officers. Ms. Graham stated our Resident Commissioners' term ends December 31, 2022 and we are in the process of readvertising this position to have one in place for the January Meeting. Commissioner Nixon stated a list of the meetings for 2023 for Commissioner Training.

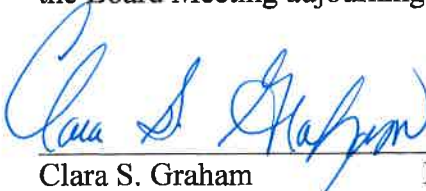

General Discussion

Chairman Clark asked if there was anything to discuss. Commissioner Murray brought up the cleaning of the fence row on Brooks and Ms. Graham stated she would have the Maintenance Supervisor check it out. Ms. Graham stated the Housing Authority has signed a contract with a new lawn company and the Maintenance Supervisor will point out items like this that needs to be addressed with the new lawn company.

Dr. Veal stated when he was in attendance at the Fall Conference in Savannah, he received a copy of the meetings in different places. Dr. Veal stated there was several other meetings that the Commissioners need to look at attending to help us with our housing areas. Ms. Graham stated there is no problem with adding in the extra meetings but I need to know before March 31st because the extra funding would have to be budgeted. Ms. Graham stated she would talk with Darnell to see what amount she can increase her budget for training because she does not want to go over her budget amount. Commissioner Murray suggested maybe not going to the same conference like Savannah and go to a different conference so it would balance out the expenditures. Commissioner Nixon asked Ms. Graham if a list of the meetings could be presented at the January Meeting and we could add to the agenda to look at the different meetings being offered and vote on the meetings we want to attend. Ms. Graham stated she would have a list for the January meeting but the training sessions might not be in place.

Adjourn

Chairman Clark asked for a motion to adjourn the Board Meeting. Commissioner Nixon made the motion to adjourn the Board Meeting and Dr. Veal seconded the motion. Ayes carried with the Board Meeting adjourning at 12:54 p.m.

	1/17/23		1-17-2023
Clara S. Graham Secretary	Date	Ernestine Clark/LiNetha Munford Chairman/Vice-Chairman	Date