

**Board Meeting Minutes  
January 16, 2024**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 16th day of January 2024, at 12:01 p.m.

Chairman Clark called the meeting to order and Executive Director Clara Graham 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    |
| Rosemary Street Nixon – Commissioner        | Sandra Gore – Director of Operations |
| Irene Murray – Commissioner                 |                                      |
| Frankie Brockington – Resident Commissioner |                                      |

**Absent**

Dr. J. L. Veal – Commissioner

**Agenda & Minutes**

Chairman Clark stated she would like to request a motion to approve the amended January 16, 2024 Agenda and the November 14, 2023, Rescheduled Board Meeting Minutes. Commissioner Murray made the motion to approve the amended January 16, 2024 Agenda and the Rescheduled November 14, 2023, Board Meeting Minutes and Commissioner Nixon seconded the motion. Ayes carried with no questions raised.

**Pending Issues**

Chairman Clark stated next is the pending issues and there are no pending issues to discuss.

**Legal Issues**

Ms. Toni Sawyer stated there were no legal issues to discuss.

**Director of Operations**

Ms. Gore presented the following information to the Board:

- Leasing Report as of January 11, 2024. DHA had 1 move-in, 0 make readies, 2 move-outs and our occupancy percentage is 99%. DHA has 58 move-in(s) year-to-date and 59 move-out(s) year-to-date.
- Management Report for December 21, 2023. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$92,087.69 and Total Security Deposits for Authority 11, 12, & 13 are \$97,675.00.
- No charge-offs to present.

**Executive Director**

Ms. Graham stated the first thing is the 2024 Annual Plan & Five-Year Plan for FY 2024-2028 with approval date of December 11, 2023. Ms. Graham stated the annual plan informs you of the

work that will be completed with the funding for 2024 from HUD. Ms. Graham stated our Annual Plan & Five-Year Plan are submitted on an annual basis. Chairman Clark asked for a motion to approve the 2024 Annual & Five-Year Plan for FY 2024-2028 with the approval date of December 11, 2023. Commissioner Nixon made the motion and Commissioner Munford seconded the motion to approve the 2024 Annual & Five-Year Plan for FY 2024-2028. Ayes carried with Resolution # 24-16-01-641.

Ms. Graham stated we are a High Performer once again.

Ms. Graham stated the next item is the Audit Report for FYE March 31, 2023. On page 30 it states we had no findings for our prior year FYE March 31, 2022 and we just completed our Audit for FYE March 31, 2023 and there were no findings.

Ms. Graham stated the next item is the 2024 Mileage Rate. The 2024 Mileage rate has increased to 67 cents per mile for business usage. Chairman Clark made a motion to approve the 2024 Mileage Rate increase to 67 cents per mile for business use. Commissioner Nixon made the motion to approve the 2024 Mileage Rate and Commissioner Murray seconded the motion. Ayes carried with Resolution # 24-16-01-642.

Ms. Graham stated the next item is the 2024 Board of Commissioners Board Meeting Schedule. The meetings are scheduled the 3<sup>rd</sup> Tuesday of every other month. The next Board Meeting is March 19, 2024.

Ms. Graham stated the last item that is attached is the Executive Director Evaluation that has to be completed before the April 1, 2024, budget. It needs to be completed by the end of February or first of March. After some discussion with input from Ms. Toni Sawyer, the Commissioners decided they would bring their completed Executive Director Evaluations to the meeting and change the March Board Meeting to a Rescheduled Meeting in February to 11:30 a.m. and include the Executive Session. Chairman Clark asked for a motion to change the regular scheduled Board Meeting on March 19, 2024 to a Rescheduled Board Meeting on February 27, 2024 at 11:30 a.m. to include the Executive Session. Commissioner Nixon made the motion to change the regular scheduled March 19, 2024 Board Meeting to a Rescheduled Board Meeting on February 27, 2023 at 11:30 a.m. to include the Executive Session and Commissioner Munford seconded the motion. Ayes carried with Resolution # 21-16-01-643.

### **Plan Agenda**

Chairman Clark stated the next item is to plan the agenda for the Rescheduled Board Meeting on February 27, 2024. Ms. Graham stated Oath of Office, Election of Officers, and the Evaluation.

### **General Discussion**


Chairman Clark asked if anybody had anything to discuss and Ms. Graham stated yes. Ms. Graham stated in our last meeting we discussed additional parking areas on Madison. I had Mickey Thomas, Maintenance Supervisor, to check into the vacant lot across from our apartments has already been purchased for \$324, 000. The Housing Authority could not afford

this. Mickey Thomas had three gentlemen come out to check to see what would work better. Either putting a parking pad behind the apartments or to add an additional extra parking space for one person. Ms. Graham stated it would cost the Housing Authority too much to install parking pads behind the apartments so in the next couple of months we will install parking in front of the apartments. Ms. Graham stated we would install everybody an extra parking space. Ms. Graham stated it would cost too much to take out all the landscaping and remove the fencing to keep the tenants from backing out. Ms. Graham stated when the Housing Authority was built back then it was built for one car. Commissioner Murray asked about parking on Baker and Brooks. Ms. Graham stated it would cost a lot of money on Baker because you would have to make the parking area bigger, remove the humps, and get with the city in regards to the sidewalks. Ms. Graham stated Baker and Brooks would have to wait until we have the funding. Ms. Graham stated the parking areas on Madison would be completed soon.

Commissioner Nixon said thank you all for helping Jason when his mom was sick.

**Adjourn**

Chairman Clark asked for a motion to adjourn the Board Meeting. Commissioner Munford made the motion to adjourn the Board Meeting and Commissioner Nixon seconded the motion. Ayes carried with the Board Meeting adjourning at 12:24 p.m.

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| Clara S. Graham   | Date  | Ernestine Clark/LiNetha Munford  | Date  |
| Secretary   |   | Chairman/Vice-Chairman   |   |