

**Board Meeting Minutes**  
**Rescheduled Board Meeting**  
**February 27, 2024**  
**11:30 a.m.**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 27th day of February 2024, at 11:33 a.m.

Chairman Ernestine Thomas Clark called the meeting to order and Commissioner Rosemary Street Nixon 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	
Dr. J. L. Veal – Commissioner	

**Absent**

Frankie Brockington – Resident Commissioner

**Executive Session**

Chairman Ernestine Thomas Clark stated she would like to entertain a motion to enter into an Executive Session. Motion made to enter into Executive Session by Vice-Chairman LiNetha Munford. Commissioner Rosemary Street Nixon seconded the motion. Ayes carried. Resolution # 24-27-02-645.

Chairman Ernestine Thomas Clark stated she would like to entertain a motion to exit Executive Session and enter into the Rescheduled Board Meeting. Motion made to exit the Executive Session and return to Rescheduled Board Meeting by Commissioner J.L. Veal. Commissioner Rosemary Street Nixon seconded the motion to exit the Executive Session and return to Rescheduled Board Meeting. Ayes carried. Resolution # 24-27-02-646.

Chairman Ernestine Thomas Clark stated she would like to entertain a motion to approve our minutes from the Executive Session. Motion made to approve minutes from the Executive Session by Commissioner J.L. Veal. Vice-Chairman LiNetha Munford seconded the motion to approve the minutes in Executive Session. Ayes carried. Resolution # 24-27-02-647.

Chairman Ernestine Thomas Clark stated she would like to entertain a motion to accept the Executive Director's 2024 Salary increase to \$151,790.00 – Step 6 based on the Salary Comparability Study. Motion made to accept the Executive Director's 2024 Salary increase to \$151,790.00 – Step 6 based on the Salary Comparability Study by Commissioner J.L. Veal. Commissioner Rosemary Street Nixon seconded the motion. Ayes carried. Resolution # 24-27-02-648.

**Oath of Office**

Chairman Ernestine Thomas Clark turned the floor over to DHA Attorney, Toni Sawyer, to preside over the Oath of Office for Chairman Ernestine Thomas Clark and Vice-Chairman LiNetha Munford.

**Election of Officers**

Chairman Ernestine Thomas Clark turned the floor over to the DHA Attorney, Toni Sawyer, for the election of Chairman. Toni Sawyer opened the floor for the nominations of Chairman. Commissioner Rosemary Street Nixon nominated Commissioner Dr. J.L. Veal. No other nominations were presented. Attorney Toni Sawyer stated Commissioner J.L. Veal will be the Chairman of the Housing Authority Board.

Attorney Toni Sawyer opened the floor over for nominations for Vice-Chairman. Commissioner Rosemary Street Nixon nominated Commissioner Irene Murray. No other nominations were presented. Attorney Toni Sawyer stated that Commissioner Irene Murray will be the Vice-Chairman of the Housing Authority Board.

**Agenda & Minutes**

Chairman J.L. Veal stated he would like to entertain a motion to approve the February 27, 2024 Agenda and the January 16, 2024 Board Meeting Minutes. Commissioner Rosemary Street Nixon made the motion to approve the February 27, 2024 Agenda and January 16, 2024 Board Meeting Minutes and Commissioner LiNetha Munford seconded the motion. Ayes carried with no questions raised.

**Pending Issues**

Chairman J.L. Veal stated next is the pending issues and there are no pending issues to discuss.

**Legal Issues**

Toni Sawyer stated there were no legal issues to discuss.

**Director of Operations**

Sandra Gore presented the following information to the Board:

- Leasing Report as of February 22, 2024. DHA had 1 move-in, 1 make ready, 2 move-outs and our occupancy percentage is 99%. DHA has 65 move-in(s) year-to-date and 66 move-out(s) year-to-date.
- Management Report for January 31, 2024. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$83,590.05 and Total Security Deposits for Authority 11, 12, & 13 are \$97,180.00.
- Charge-offs for the month of January 2024 total \$1,237.00. Executive Director, Clara Graham, asked for a motion and a second to approve the Charge-offs. Commissioner Ernestine Thomas Clark made the motion to approve the Charge-offs and

Commissioner LiNetha Munford seconded the motion. Ayes carried. Resolution # 24-27-02-651.

Commissioner LiNetha Munford asked did the Housing Authority have a waiting list. Executive Director, Clara Graham, stated that on DHA's approved waiting list is a total of 20 but to get to the approved waiting list is a total of over one hundred. Executive Director, Clara Graham, stated this is the first time since she has been employed at the Housing Authority that we only have (2) apartments vacant and (379) occupied. In depth discussion concerning the new housing complex being built on Lupo Lane, rent will be averaging around \$800.00 to \$1,000.00 monthly. There are a lot of homeless people living in Douglas. Attorney Toni Sawyer stated there is housing issues nationwide. HUD is trying to force all Housing Authorities to RAD.

### **Executive Director**

Executive Director, Clara Graham, stated the first item is the Housing Authority's Cafeteria Plan stating that all employees (full-time or part-time) are entitled to Housing Authority Insurance. Executive Director, Clara Graham, requested a motion and second to approve the 2024 Cafeteria Plan. Commissioner Rosemary Street Nixon made the motion to approve the 2024 Cafeteria Plan and Vice-Chairman Irene Murray seconded the motion. Ayes carried. Resolution # 24-27-02-652.

Executive Director, Clara Graham, stated the next item is an update on Pine Street and Madison Avenue's additional parking pads. Housing Authority received (3) bidders, (1) withdrew his name, and (1) did not submit his information in a timely manner leaving Allen Peacock Construction as the only bidder. Allen Peacock Construction will be awarded the contract. Allen Peacock Construction will be removing the fence and installing (8) parking pads. Housing Authority is waiting on Allen Peacock's updated insurance information before starting the work.

Executive Director, Clara Graham, stated the next item is the 2024 Utility Allowances with an effective date of 06/01/2024. Executive Director, Clara Graham, stated she has placed 2023 and 2024 Utility Allowances for review and comparison in order for the Commissioners to see the changes that will increase and/or decrease that will take place. After a brief discussion, Executive Director, Clara Graham, ask for a motion and a second to approve the 2024 Utility Allowances with an effective date of 06/01/2024. Commissioner Rosemary Street Nixon made the motion to approve the 2024 Utility Allowances and Commissioner Ernestine Thomas Clark seconded the motion. Ayes carried. Resolution # 24-27-02-653.

Executive Director, Clara Graham stated the next item is the 2024 Flat Rent Rates with an effective date of 06/01/2024. After a brief discussion, Executive Director Clara Graham, asked for a motion and a second to approve the 2024 Flat Rent Rates with an effective date of 06/01/2024. Commissioner LiNetha Munford made the motion to accept and approve the 2024 Flat Rent Rates with an effective date of 06/01/2024 and Commissioner Rosemary Street Nixon seconded. Ayes carried. Resolution # 24-27-02-654.

**Plan Agenda**

Chairman J.L. Veal stated the next scheduled Board Meeting will be May 21, 2024.

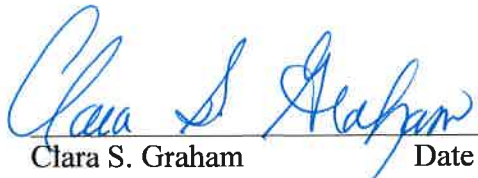
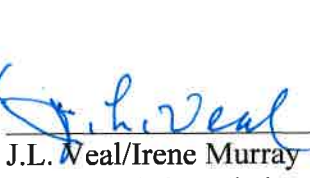

**General Discussion**

Executive Director Clara Graham stated the Salary Comparability Study that was done in 2023 had a stimulation that every year a review would be done and updated based on cost of living for the next (5) years. After a brief discussion, Executive Director Clara Graham stated that she needs a motion and a second to approve the Updated Salary Cost of Living Review based on the 2023 Salary Comparability. Commissioner Rosemary Street Nixon made the motion to accept the updated Salary Cost of Living Review based on the Salary Comparability and Commissioner Ernestine Thomas Clark seconded the motion. Ayes carried. Resolution # 24-27-02-655.

Executive Director Clara Graham stated my last item for discussion will be since officers have changed, I will need to schedule a time for Chairman J.L. Veal and Vice-Chairman Irene Murray to schedule a date and time to sign the signature cards for Truist and Douglas National Bank. Brief discussion. Resolution # 24-27-02-649 – Truist Bank and Resolution # 24-27-02-650 – Douglas National Bank.

**Adjourn**

Chairman J.L. Veal asked for a motion to adjourn the Board Meeting. Vice-Chairman Irene Murray made the motion to adjourn the Board Meeting at 12:26 p.m. and Commissioner Rosemary Street Nixon seconded the motion. Ayes carried with the Board Meeting adjourning at 12:26 p.m.

		
Clara S. Graham	J.L. Veal/Irene Murray	Date
Secretary	Chairman/Vice-Chairman	