

**Board Meeting Minutes
January 18, 2022**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 18th day of January 2022, at 12:09 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	LiNetha Munford – Commissioner (by phone)
Dr. J. L. Veal – Vice-Chairman	Toni Sawyer, DHA Attorney
Rosemary Street Nixon – Commissioner	Clara Graham – Executive Director
Irene Murray – Commissioner (by phone)	Sandra Gore – Director of Operations

Absent

None

Agenda & Minutes

Chairman Clark requested a motion for the approval of the January 18, 2022, Agenda; the November 16, 2021, Board Meeting Minutes; and the December 14, 2021, Special Called Board Meeting Minutes. Commissioner Nixon made the motion to approve the January 18, 2022, Agenda; the November 16, 2021, Board Meeting Minutes; and the December 14, 2021, Special Called Board Meeting Minutes and Dr. Veal seconded the motion. Ayes carried with no questions raised.

Pending Issues

Chairman Clark stated next on our agenda is the pending issue with updates from our Attorney, Ms. Toni Sawyer, concerning the rental of 312 East Bryan Street. Ms. Toni Sawyer stated that she has not heard back from HUD concerning the rental of 312 East Bryan Street. Ms. Toni Sawyer stated that she had reached out again and would continue to reach out to HUD until she hears from them.

DHA Attorney, Ms. Toni Sawyer, stated the Housing Authority contacted her to put in place some Covid Guidelines for the rental of the Housing Authority Centers to help protect the Housing Authority. Ms. Toni Sawyer stated she has prepared the Assumption of the Risk and Waiver of Liability Relating to Covid-19 Form. Ms. Toni Sawyer stated all individuals or entities must read, sign, and understand the Assumption of the Risk and Waiver of Liability Relating to Covid-19. Ms. Toni Sawyer stated that the individual or entity will be responsible for assuming all risks for any person attending their event that may catch or come in contact with Covid-19 because the Housing Authority is not going to be liable. Ms. Toni Sawyer reminded the Commissioners that there is no absolute to prevent someone from suing the Housing Authority. Ms. Toni Sawyer stated this form will help protect us because we can show it to our insurance company and the form can help protect the Housing Authority in litigation if the Housing Authority was presented with a claim. Ms. Toni Sawyer stated that the Housing Authority must take all necessary steps to protect themselves by ordering signs suggesting social

distancing 6 feet apart, and mask are required. Ms. Toni Sawyer stated the mask required signs should be posted on the doors outside and inside the centers. Ms. Toni Sawyer stated that the Centers need to be sanitized after each use or event.

Commissioner Munford asked at what point should the Centers be closed. Ms. Graham stated that the Commissioner approved for the Centers to be closed through December 31, 2021, and the Commissioners voted and approved to reopen the Centers January 1, 2022. Ms. Graham stated that she did not allow the Centers to be rented in January because the Centers needed to be cleaned by Maintenance since they have been closed for a year. Ms. Graham stated starting in February the Housing Authority Centers will be open for rental.

Legal Issues

Ms. Toni Sawyer, DHA Attorney, stated there were no Legal Issues except what is already pending that we have already discussed previously.

Director of Operations

Ms. Gore presented the following information to the Board:

- Leasing Report as of January 13, 2022. DHA had 1 move-in, 1 make ready, 4 move-outs and our occupancy percentage is 99%. DHA has 63 move-in(s) year-to-date and 68 move-out(s) year-to-date.
- Management Report for December 28, 2021. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$66,845.73 and Total Security Deposits for Authority 11, 12, & 13 are \$94,630.00.
- Ms. Gore stated there are no Charge-offs.

Executive Director

Ms. Graham stated the first item is the 2022 Annual Agency Plan & Five-Year Plan for FY 2022-2027 with the approval date of January 6, 2022. Ms. Graham stated the Annual Plan shows the open CFP Grants and list how we are going to spend the funds. Ms. Graham passed the 2022 Annual Agency Plan & Five-Year Plan around for the Commissioners to review. Commissioner Nixon made the motion to approve the 2022 Annual Agency Plan & Five-Year Plan for FY 2022-2027 with the approval date of January 6, 2022 and Dr. Veal seconded the motion. Ayes carried with no questions raised. Resolution # 22-06-01-596.

Ms. Graham stated the next item is the 2022 Mileage Rate. Ms. Graham stated the mileage rate beginning January 1, 2022, is 58.5 cents per mile driven. Commissioner Nixon made the motion to approve the 2022 mileage rate and Dr. Veal seconded the motion. Ayes carried. Resolution # 22-18-01-597.

Ms. Graham stated the next item is the 2022 Board Meeting Schedule. Ms. Graham stated the list of scheduled Board Meetings are the 3rd Tuesday every other month at 12 noon. Ms. Graham stated this schedule may change for May & September if the GAHRA Meetings are held.

Ms. Graham stated the next item is the 2021 Annual Newsletter that highlights the activities that the Resident Coordinator conducted last year due to Covid.

Ms. Graham stated the next item is the Executive Director's Performance Evaluation. Chairman Clark asked Ms. Graham when the Performance Evaluation needed to be completed by. Ms. Graham stated that the Performance Evaluation needs to be completed and to Darnell Accounting before March 31, 2022 so I can implement it by April 1, 2022. Chairman Clark asked for everyone to look at their calendar to see what date in February would work for a Special Called meeting to conduct the Executive Director's Performance Evaluation. After some discussion, Chairman Clark stated the Special Called Meeting will be held Tuesday, February 15, 2022, at 12 noon and Ms. Gore will email the Executive Director's Performance Evaluation to everyone.

Plan Agenda

Chairman Clark stated the next item is to plan the agenda for the March 15, 2022, Board Meeting. Ms. Graham stated the Oath of Office for the new Resident Commissioner and Board Member. Dr. Veal stated he was reapplying. Ms. Graham stated we will need to elect officers.

General Discussion

Chairman Clark stated she will open the floor for general discussions. Ms. Graham stated she has two items. Ms. Graham stated the first item is that she wants to thank everyone for everything during the time of her loss. Ms. Graham stated it meant the world to her. Ms. Graham stated during this time she forgot all about Christmas so she has everyone a small Christmas Gift.

Ms. Graham stated the other item is since she was in and out the month of December that December was the month that all the Cares Act Funding was to be spent and she forgot. Ms. Graham stated that our HUD Representative, Erica Alderman, said that Ms. Graham could apply this last little bit of money to hazardous pay for the employees. Ms. Graham stated that she cannot spread the money out because it will look like she did not have the money obligated by the deadline. Ms. Graham stated she can go ahead and obligate a lump sum for the employees. Ms. Graham stated I need the Commissioners approval to give the employees the hazardous pay in a small lump sum or I will have to give the money back. Ms. Graham stated that the last two weeks we had three employees out because the employees were sick or a family member was sick with Covid. These three employees returned to work and this week we have two employees out with Covid. Ms. Toni Sawyer informed the Commissioners that all the Housing Authorities that she is aware of has given their employees hazardous pay out of the Cares Act Funding. Commissioner Nixon made the motion to give the Housing Authority Employees Hazardous Pay in a lump sum payment and Dr. Veal seconded the motion. Ayes carried. Cares Act Funding Budget Resolution # 21-16-02-574.

Ms. Toni Sawyer stated that all the Housing Authority Employees have done exceptional. Ms. Toni Sawyer stated that all Housing Authority Employees have received the vaccine except one and that one received an exemption. Ms. Graham did her due diligence with the exemption and gave that employee reasonable accommodations that must be followed and the employee accepted those reasonable accommodations. Ms. Toni Sawyer stated these reasonable accommodations will help protect the residents, employees, and others that the employee may come in contact with. Ms. Toni Sawyer stated as of now everything has been taken care of concerning the Vaccination Policy.

Chairman Clark stated she has one thing that she is returning the Housing Authorities Laptop because she has not used it and she does not see using it in the future so there is no need for her to keep it.

Adjourn

Chairman Clark asked for a motion to adjourn the Board Meeting. Dr. Veal made the motion to adjourn the Board Meeting and Commissioner Nixon seconded the motion. Ayes carried with Board Meeting adjourning at 12:34 p.m.

	
Clara S. Graham	Ernestine Clark/J.L. Veal
Secretary	Chairman/Vice-Chairman
Date 3/15/22	Date 3/15/2022