

Board Meeting Minutes
November 19, 2024
12:03 p.m.

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 19th day of November 2024, at 12:03 p.m.

Chairman J.L. Veal called the meeting to order and Vice-Chairman Irene Murray gave the invocation. Those present and absent were as follows:

Present

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

Absent

None

Oath of Office

Attorney, Ms. Toni Sawyer presided over the oath of office for Resident Commissioner, Sandy Fillmore.

Agenda & Minutes

Chairman J.L. Veal stated he would like to entertain a motion to approve the November 19, 2024 Agenda and the July 16, 2024, Board Meeting Minutes. Commissioner Rosemary Street Nixon made the motion to approve the November 19, 2024 Agenda and July 16, 2024, Board Meeting Minutes and Commissioner Ernestine Thomas Clark seconded the motion. Ayes carried with no questions raised.

Pending Issues

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

Legal Issues

Attorney Toni Sawyer stated it is good to see everything back up and going since Hurricane Helene. Ms. Toni Sawyer stated hopefully the insurance will take care of all the damages but they can be a handful other than that I have no legal issues to discuss.

Director of Operations

Sandra Gore presented the following information to the Board:

- Leasing Report as of November 14, 2024. DHA had 2 move-in(s), 0 make ready, 0 move-outs and our occupancy percentage is 98%. DHA has 29 move-in(s) year-to-date and 30 move-out(s) year-to-date.

- Management Report for October 31, 2024. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$88,809.71 and Total Security Deposits for Authority 11, 12, & 13 are \$98,045.00.
- No Charge-offs

Commissioner Ernestine Thomas Clark asked if the number was accurate on our vacancies and Executive Director, Clara Graham stated yes. Executive Director, Clara Graham, stated we had to transfer 4 tenants due to Hurricane Helene. We had two trees to fall on two apartments. One was on Martin Luther King and one was on Coffee. We have received a lot of damages due to Hurricane Helene. We are accumulating several vacancies due to transferring the tenants whose apartments were damaged. We have several apartments that the tarps are breaking through so before the apartments can mold we are transferring these tenants out of their apartments.

Executive Director

Executive Director, Clara Graham, stated she was reviewing the Housing Authority Holidays to the City of Douglas Holidays to see if we were in line with the city. The reason was because on President's Day, Columbus Day, and Veteran's Day the city is closed and the Housing Authority cannot conduct business like renting due to the city being closed for these Holidays. After I compared the holidays, I am going to let ours stay like they are because I informed you all that I would be giving President's Day, Veteran's Day, and Columbus Day with our Thanksgiving and Christmas Holidays so I will not be asking for additional days off.

Plan Agenda

Chairman J.L. Veal stated the next item is to plan the agenda for the January 21, 2025 Board Meeting. Ms. Graham stated Election of Officers. Ms. Graham stated each year we send a letter to the mayor who is up for re-election to the Housing Authority Board so he can put us on the Calendar. We notify the Commissioner who is up for re-election so they can complete the packet. Commissioner Nixon asked if we had anybody up for re-election and Ms. Graham stated we would check and let each of you know. Ms. Graham stated the Resident Commissioner is elected every year.

General Discussion

Ms. Graham stated the Housing Authority has a new employee. Shelley Stevens resigned and LaSonya Holland was hired as our new Section 504/ADA Coordinator. LaSonya Holland started on November 4, 2024. LaSonya Holland is from Fitzgerald and her husband is Corey Holland from Truist Bank.

Ms. Graham stated that we are trying to get everything situated because we are still behind due to Hurricane Helene. We are trying to get our areas and our apartments looking better. Vice Chairman Irene Murray asked where we moved the residents to. Ms. Graham stated no where until we got our electricity and computers back up at the office. We had to get some apartments ready for the tenants to transfer to. We had Beasley Construction get some apartments ready.

Beasley Construction is contracted with us already as one of our Make Ready Crews. Ms. Graham stated herself and Mickey, the Maintenance Supervisor, went around to the apartments. 704 Martin Luther King had a pine tree in the center of her house and she went to stay with her grandmother until we got an apartment ready to transfer her to. We had to get some more apartments ready to transfer tenants to. Commissioner Ernestine Thomas Clark stated they haven't started fixing our apartments yet. Ms. Graham informed Commissioner Ernestine Thomas Clark that the Insurance Company is slow. I know they have a lot to do but we were moving faster on our own than the Insurance Company. Gallagher Bassett is our insurance company and our Insurance Representative, Rober Harris, told us to stop. We had to get the tarps approved before we could put them on. We made a list for each apartment but Robert Harris would not accept our list. They had to send an adjustor out which was weeks later and he stayed for about two weeks. So now we are still waiting on Robert Harris to approve what the adjustor did to begin work on the inside and the roofs. Commissioner Rosemary Street Nixon stated most insurance companies will not pay for the damages until you get approval from them to do the work. Commissioner LiNetha Munford stated the adjustors that came here did not realize until they got here how bad it really was.

Executive Session


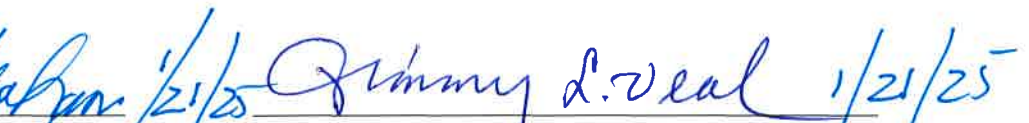
Commissioner Ernestine Thomas Clark made a motion to enter into Executive Session to discuss Personnel Issues and Commissioner Rosemary Street Nixon seconded the motion. Resolution # 24-19-11-664

Commissioner Ernestine Thomas Clark made a motion to exit the Executive Session and Commissioner Rosemary Street Nixon seconded the motion. Resolution # 24-19-11-665

Commissioner Rosemary Street Nixon made the motion that the Executive Director will receive a merit bonus of \$800 for the next two years and Vice Chairman Irene Murray seconded the motion. Resolution # 24-19-11-666.

Adjourn

Chairman J.L. Veal asked for a motion to adjourn the Board Meeting. Commissioner Ernestine Thomas Clark made the motion to adjourn the Board Meeting and Commissioner Rosemary Street Nixon seconded the motion to adjourn. Ayes carried with the Board Meeting adjourning at 12:48 p.m.

	
Clara S. Graham Secretary	J.L. Veal/Irene Murray Chairman/Vice-Chairman
Date 1/21/25	Date 1/21/25