

**Board Meeting Minutes
March 17, 2020**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Main Office, 312 East Bryan Street, on the 17th day of March 2020, 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	Oscar Dewitt Jr. – Resident Commissioner
Dr. J. L. Veal – Commissioner	Toni Sawyer, DHA Attorney
Rosemary Street Nixon – Commissioner	Clara Graham – Executive Director
Irene Murray - Commissioner	Sandra Gore – Director of Operations
LiNetha Munford – Commissioner	

Absent

None

Oath of Office

Ms. Toni Sawyer, DHA Attorney, presided over the Oath of Office for Ms. Ernestine Clark, Ms. LiNetha Munford, and Mr. Oscar Dewitt Jr.

Election of Officers

Chairman Clark turned the floor over to DHA Attorney, Ms. Toni Sawyer, for Election of Chairman. Ms. Toni Sawyer asked for nominations for Chairman. Commissioner Murray nominated Ms. Ernestine Clark. No other nominations were presented so Dr. Veal made the motion to close the nominations for Chairman and Commissioner Nixon seconded the motion. Ms. Sawyer stated since no other nominations were made Ms. Ernestine Clark will remain as Board Chairman.

Ms. Toni Sawyer turned the floor over to Chairman Clark for the election of Vice Chairman. Chairman Clark asked for nominations for Vice-Chairman. Dr. Veal nominated Ms. Rosemary Nixon for Vice Chairman. No other nominations were presented so Dr. Veal made the motion to close the nomination for Vice-Chairman. Ayes carried with Resolution # 20-17-03-558.

A quorum being present so business was transacted as follows:

Agenda & Minutes

Chairman Clark requested a motion for the approval of the March 17, 2020, Agenda but Chairman Clark stated there will be an amendment to the agenda to include Executive Session which will be item number twelve. Commissioner Nixon made the motion to approve the March 17, 2020, agenda with the Executive Session added and Dr. Veal seconded the motion. Ayes carried with no questions raised with Resolution # 20-17-03-559.

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Chairman Clark requested a motion for the approval of the January 21, 2020, Board Meeting Minutes and the February 18, 2020, Special Called Board Meeting Minutes. Dr. Veal made the motion to approve the January 21, 2020, Board Meeting Minutes and the February 18, 2020, Special Called Board Meeting Minutes and Commissioner Nixon seconded the motion. Ayes carried with a question raised by Chairman Clark. Chairman Clark stated on the January 21, 2020, Board Meeting Minutes on page 2 paragraph 5 where Ms. Graham stated that the Housing Authority has to submit our Annual Plan every year and every few years we submit our Five Year Plan Chairman Clark asked Ms. Graham if the Housing Authority submits our Five Year Plan every three years. Ms. Graham stated that the Housing Authority submits our Annual Plan every year and our Five Year Plan every other year which would be every two years. Chairman Clark asked for a motion to approve the January 21, 2020, Board Meeting Minutes with these changes made. Commissioner Murray made a motion to approve the January 21, 2020, Board Meeting Minutes with the changes and Dr. Veal seconded the motion. Ayes carried with Commissioner Munford and Commissioner Dewitt abstaining with Resolution #20-17-03-560.

Pending Issues

Chairman Clark stated there are no pending items to discuss.

Legal Issues

Ms. Toni Sawyer, DHA Attorney, stated the only legal issues to discuss will be discussed in the Executive Session.

Director of Operations

Ms. Gore presented the following information to the Board:

- Leasing Report as of March 16, 2020. DHA had 3 move-ins, 4 make readies, 4 move-outs and our occupancy percentage is 98%. DHA has 107 move-in(s) year-to-date and 96 move-out(s) year-to-date.
- Management Report for February 29, 2020. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$70,319.03 and Total Security Deposits for Authority 11, 12, & 13 are \$92,774.00.
- Charge-offs for the month of December 2019, January 2020, and February 2020 total \$4,220.63. Commissioner Nixon made a motion to approve the Charge-offs and Dr. Veal seconded the motion. Aye carried Resolution # 20-17-03-561.

Executive Director

Ms. Graham stated the first item is the Update on the Utility Allowances with the effective date of June 1, 2020. Ms. Graham stated the first page is the updated Utility Allowances effective June 1, 2020 and the second page is the Utility Allowances effective June 1, 2019. Ms. Graham stated for the Commissioners to look at the last column to compare the updated Utility Allowances. Ms. Graham stated when the utility allowances go up the tenant's rent goes down

except for the tenants on Flat Rent. Chairman Clark asked for a motion to approve the updated Utility Allowances with the effective date of June 1, 2020. Dr. Veal made the motion to approve the Utility Allowances with the effective date of June 1, 2020 and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 20-17-03-562.

Ms. Graham stated the next item is the updated Flat Rent effective June 1, 2020. Ms. Graham stated the first page is the updated Flat Rents for June 1, 2020 and the second page is the current Flat Rent. Ms. Graham stated that the Flat Rents for the larger bedroom sizes will decrease and the smaller bedroom sizes will increase. Chairman Clark asked for a motion to accept the updated Flat Rents effective June 1, 2020. Dr. Veal made the motion to accept the updated Flat Rents effective June 1, 2020 and Commissioner Munford seconded the motion. Ayes carried with Resolution # 20-17-03-563.

Ms. Graham stated the next item is the 2020 – 2021 Operating Budget. Ms. Graham stated the Housing Authority's reserves are listed on page 3. Ms. Graham stated the next page lists the Housing Authority's Positions and Salaries which includes the employee's current salary and the employees raised salary. Ms. Graham stated the next page lists the non-routine Expenditures that are added to the budget. Ms. Graham stated examples are landscaping community wide, general contracts which included a make ready crew, new flooring for a Community Center, new office Furniture and etc. which are listed. Chairman Clark asked for a motion to approve the new Operating Budget for 2020-2021. Dr. Veal made the motion to approve the 2020-2021 Operating Budget and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 20-17-03-564.

Ms. Graham stated the next item is the Apartment names & addresses assigned to each Commissioner. Ms. Graham stated that if a tenant contacts you and you are not the assigned Commissioner for that area you can answer the tenant's question or inform the tenant which Commissioner is assign to their area. Chairman Clark stated to the Commissioners if you are not sure about the location of these areas you can contact me or any of the Housing Authority Staff. Chairman Clark asked for a motion to approve the Apartment names & addresses assigned to each Commissioner. Commissioner Murray made the motion to approve the Apartment names & addresses assigned to each Commissioner and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 20-17-03-565.

Ms. Graham stated that the May 19, 2020, Board Meeting will be cancelled due to the GAHRA Spring Conference. Ms. Graham stated she did not know if the GAHRA Spring Conference would be cancelled due to the Coronavirus. Ms. Graham stated that the Hotel Reservations have been made but the registrations have not been completed. Ms. Graham asked the Commissioners who would be attending and all Commissioners stated they would attend the GAHRA Spring Conference.

Ms. Graham stated she had a card to share from Ms. Charline McElroy stating how she enjoyed serving as a Commissioner and she thanks the Board & the Housing Authority.

Plan Agenda

Chairman Clark stated the next item is to plan the agenda for the July 21, 2020, Board Meeting. Chairman Clark asked the Commissioners for any items that needed to be discussed but no items were presented.

General Discussion

Ms. Graham gave each Commissioner a copy of the Coronavirus COVID – 19 Bi-Weekly Update that came from the City. Ms. Graham stated she is also getting updates from HUD. Ms. Graham stated the Handout is just giving you precautions on what to do and how to handle the Coronavirus. Ms. Graham stated that she spoke with HUD about what she would do if the office had to be closed due to the Coronavirus. Ms. Graham stated the employees would have to stay at home but the employees would be paid. Ms. Graham stated the leave would not be taken from their sick or vacation leave. Ms. Graham stated the Supervisors would have to report to work. Ms. Graham stated the office would be closed to the public but the Supervisors would work to continue some of the operations.

Ms. Graham stated she had one employee today that was coughing and he stated he felt bad. Ms. Graham stated the employee stated he thought he had a sinus infection but I send him home. Ms. Graham stated that she told the Maintenance Supervisor before he could come back to work he had to go to the doctor. Ms. Graham stated before the employee could return to work he had to bring in a doctor’s excuse stating he was fine to return to work. Ms. Graham stating this is just a precautionary measure to ensure the safety of all the employees.

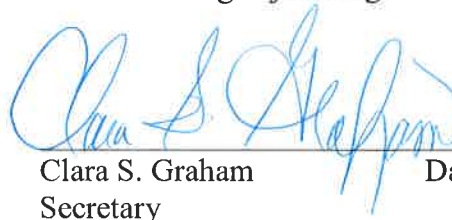
Executive Session

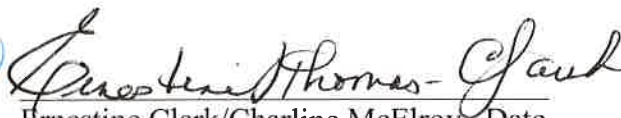
Chairman Clark asked for a motion to enter into Executive Session to discuss threatening litigation. Commissioner Nixon made the motion to enter into Executive Session and Dr. Veal seconded the motion. Ayes carried.

Chairman Clark asked for a motion to exit the Executive Session and to return to the Board Meeting. Commissioner Murray made the motion to exit the Executive Session and Dr. Veal seconded the motion. Ayes carried.

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 Board Meeting adjourning.

 7/21/20
Clara S. Graham
Secretary

 7/21/20
Ernestine Clark/Charline McElroy
Chairman/Vice-Chairman