

**Special Called
Board Meeting Minutes
February 16, 2021**

A Special Called Meeting for the City of Douglas Housing Authority's Board of Commissioners was held at the Phillip Street Center, 608 W. Phillips Street, on the 16th day of February 2021, at 12:05 p.m.

Chairman Clark called the meeting to order and Commissioner Murray gave the invocation. Those present and absent were as follows:

Present

Ernestine Clark – Chairman

Irene Murray - Commissioner

Rosemary Street Nixon – Vice Chairman

LiNetha Munford - Commissioner

Dr. J. L. Veal – Commissioner

Absent

Oscar Dewitt Jr. – Resident Commissioner

There being a quorum business was transacted as follows:

Chairman

Chairman Clark stated the first item on the agenda is the Budget Information concerning the CARES Act Funding. Chairman Clark turned the floor over to the Executive Director, Ms. Clara Graham. Ms. Graham stated that the Housing Authority received some funding from HUD in regards to the prevention, preparation, and response of the COVID Virus. Ms. Graham stated the balance of the funding is \$168,000.00. Ms. Graham stated the Housing Authority was using the funds for buying masks, gloves, and sanitizing the office but this was not liquidating the funds. The funds must be spent by December 31, 2021. Ms. Graham called several Housing Authorities in our area to see how they were spending their CARE Act Funds. Ms. Graham stated she studied the regs and the PIH Notices that came out in regards to the CARE Act funding showing what the funding could be used for.

Ms. Graham stated that our DHA Attorney reviewed the list of items she was presenting to the Board. Ms. Graham read each item listed and gave a brief description. Ms. Graham asked the Board if there was anything the Board felt needed to be deleted from the list. Ms. Graham stated she might not be able to purchase everything listed because when she reaches the \$168,000.00 the spending will stop. Ms. Graham informed the Board that our HUD Representative informed me that they would recapture our funding if we did not spend the CARE Act Funding by the deadline date. Chairman Clark asked for a motion to approve the list for the CARE Act Funding. Dr. Veal made a motion to accept the CARE Act Funding Budget Items and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 21-16-02-574.

Executive Session

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

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

Chairman Clark asked for a motion to approve the next pay level of the Salary Comparability Study for the Executive Director. Commissioner Street made the motion for the Executive Director to advance to the next pay level of the Salary Comparability Study and Dr. Veal seconded the motion. Ayes carried with Resolution # 21-16-02-575.

Adjourn

Chairman Clark asked for a motion to adjourn. Dr. Veal made a motion to adjourn the meeting and Commissioner Munford seconded the motion. Ayes carried.

			
Clara S. Graham	Date	Ernestine Clark/Rosemary Nixon	Date
Secretary		Chairman/Vice-Chairman	