

**Board Meeting Minutes  
January 19, 2021**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Phillips Street Center, 608 W. Phillips Street, on the 19th day of January 2021, 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	Toni Sawyer, DHA Attorney
Rosemary Street Nixon – Vice Chairman	Clara Graham – Executive Director
Dr. J. L. Veal – Commissioner	Sandra Gore – Director of Operations
LiNetha Munford - Commissioner	

**Absent**

Irene Murray – Commissioner  
Oscar Dewitt Jr. – Resident Commissioner

**Agenda & Minutes**

Chairman Clark requested a motion for the approval of the January 19, 2021, Agenda; and the December 8, 2020, Rescheduled Board Meeting Minutes. Commissioner Nixon made the motion to approve the January 19, 2021, Agenda; and the December 8, 2020, Rescheduled Board Meeting Minutes and Dr. Veal seconded the motion. Ayes carried with no questions raised.

**Pending Issues**

Chairman Clark stated there are no pending items to discuss.

**Legal Issues**

Ms. Toni Sawyer, DHA Attorney, stated there were no Legal Issues to discuss.

**Director of Operations**

Ms. Gore presented the following information to the Board:

- Leasing Report as of January 14, 2021. DHA had 1 move-in, 1 make ready, 0 move-outs and our occupancy percentage is 100%. DHA has 67 move-in(s) year-to-date and 61 move-out(s) year-to-date.
- Management Report for December 23, 2020. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$67,756.67 and Total Security Deposits for Authority 11, 12, & 13 are \$95,805.00.
- Charge-offs for the month of November 2020 and December 2020 total \$1,838.60. Dr. Veal made a motion to approve the Charge-offs and Commissioner Nixon seconded the motion. Aye carried Resolution # 21-19-01-572.

Commissioner Nixon stated before we get to our Executive Director updates, I would like to congratulate Ms. Graham and the staff on the 100% Occupancy Rate.

**Executive Director**

Ms. Graham stated the first item is the 2021 Annual Plan & Five-Year Plan for FY 2021-2026 with the approval date of January 12, 2021. Ms. Graham stated the Annual Plan shows the open CFP Grants and list how we are going to spend the money. Ms. Graham passed the 2021 Annual Agency Plan & Five-Year Plan around for the Commissioners to review. Dr. Veal made the motion to approve the 2021 Annual Plan & Five-Year Plan for FY 2021-2026 with the approval date of January 12, 2021 and Commissioner Nixon seconded the motion. Ayes carried with no questions raised. Resolution # 21-12-01-571.

Ms. Graham stated the next item is the 2021 Mileage Rate. Ms. Graham stated the mileage rate beginning January 1, 2021, is .56 cents per mile driven. Commissioner Munford made the motion to approve the 2021 mileage rate and Commissioner Nixon seconded the motion. Ayes carried. Resolution # 21-19-01-573.

Ms. Graham stated the next item is the 2021 Board Meeting Schedule. Ms. Graham stated the list of scheduled Board Meetings are every 3<sup>rd</sup> Tuesday every other month at 12 noon. Ms. Graham stated this schedule may change for May & September if the GAHRA Meetings are held this year.

Ms. Graham stated the next item included in your packets today is the Executive Director's Performance Evaluation.

**Plan Agenda**

Chairman Clark stated the next item is to plan the agenda for the March 16, 2021, Board Meeting and we need to hold a Special Called Board Meeting in February to complete the Executive Director's Evaluation.

After some discussion, Chairman Clark stated the Special Called Board Meeting will be held on February 16, 2021, at 12 noon. DHA Attorney, Ms. Sawyer, reminded the Board when you go into Executive Session in the Special Called Meeting that somebody takes notes, you vote to enter into Executive Session to discuss Executive Director's Evaluation, you vote to exit the Executive Session and return to the Special Called Meeting, and once in the Special Called Meeting you vote to accept the Executive Director's Evaluation.

Chairman Clark asked if there were any items that needed to be discussed at the March 16, 2021, Board Meeting. Ms. Graham stated Election of Officers and Policy changes. Chairman Clark asked if there were any other items and no other items were presented.

**General Discussion**

Chairman Clark stated she has a question. Chairman Clark asked if the Housing Authority is opening back up having Inspections. Ms. Graham stated yes because it is HUD Mandated. Ms. Graham stated that the UPCS Inspector has strong protocols that the Inspector must follow. Ms. Graham stated that the Inspector must wear a mask, gloves, and has to use hand sanitizer after each unit prior to inspection of the next unit. Ms. Graham stated that the tenant has the option to wear a mask and be in the apartment at the time of inspection or the tenant can wait outside during the inspection of their apartment.

Chairman Clark asked if there was anything else to discuss and no other items were presented.

**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 12:21 p.m.

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