

**Board Meeting Minutes
March 16, 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 16th day of March 2021, at 12:08 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 |
| Rosemary Street Nixon – Vice Chairman | Toni Sawyer, DHA Attorney |
| Dr. J. L. Veal – Commissioner | Clara Graham – Executive Director |
| Irene Murray – Commissioner | Sandra Gore – Director of Operations |

Absent

LiNetha Munford – Commissioner

Oath of Office

Ms. Toni Sawyer, DHA Attorney, presided over the Oath of Office for Mr. Oscar Dewitt Jr., Resident Commissioner.

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 Nixon nominated Ms. Ernestine Clark. No other nominations were presented. Ms. Toni Sawyer stated the nominations for Chairman are closed. 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. Commissioner Murray nominated Dr. J.L. Veal for Vice Chairman and Commissioner Nixon seconded the motion. No other nominations were presented so Chairman Clark closed the nominations. Ayes carried with Resolution # 21-16-03-576.

Agenda & Minutes

Chairman Clark requested a motion for the approval of the March 16, 2021, Agenda; and the January 19, 2021, Board Meeting Minutes and the February 16, 2021, Special Called Meeting Minutes. Dr. Veal made the motion to approve the March 16, 2021, Agenda; and the January 19, 2021, Board Meeting Minutes and the February 16, 2021, Special Called Meeting Minutes and Commissioner Nixon 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 March 11, 2021. DHA had 2 move-ins, 2 make readies, 3 move-outs and our occupancy percentage is 99%. DHA has 79 move-in(s) year-to-date and 77 move-out(s) year-to-date.
- Management Report for February 25, 2021. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$68,607.56 and Total Security Deposits for Authority 11, 12, & 13 are \$96,025.00.
- Charge-offs for the month of December 2020, January 2021 & February 2021 total \$8,172.03. Dr. Veal made a motion to approve the Charge-offs and Commissioner Nixon seconded the motion. Aye carried Resolution # 21-16-03-577.

Executive Director

Ms. Graham stated the first item is the updated 2021 Utility Allowances with effective date of 6/1/21. You have a copy of the 2020 Utility Allowances and the updated 2021 Utility Allowances for you to compare and there were no changes in the Utility Allowances. Chairman Clark asked for a motion to approve the updated 2021 Utility Allowances with effective date of 6/1/21. Commissioner Nixon made the motion to approve the updated 2021 Utility Allowance with effective date of 6/1/21 and Dr. Veal seconded the motion. Ayes carried with Resolution # 21-16-03-578.

Ms. Graham stated the next item is the updated 2021 Flat Rent Rates effective date of 6/1/21. You have a copy of the 2020 Flat Rent Rates and the updated 2021 Flat Rent Rates to compare. Chairman Clark asked for a motion to approve the updated 2021 Flat Rent Rates with effective date of 6/1/21. Dr. Veal made the motion to approve the updated 2021 Flat Rent Rates with effective date of 6/1/21 and Commissioner Murray seconded the motion. Ayes carried with Resolution # 21-16-03-579.

Ms. Graham stated the next item is the Addendum to the Dwelling Lease. Ms. Graham stated that DHA Attorney, Ms. Toni Sawyer, saw something in our Dwelling Lease that did not coincide. Ms. Graham turned the floor over to Ms. Sawyer. Ms. Sawyer stated that the Housing Authority updated the lease a couple of years ago and unfortunately there were some provisions and references that did not match. Ms. Sawyer stated to look at Section 24(e)(3) this is the section that was corrected. Ms. Sawyer stated the Housing Authority had to add the Over-Income Section to the Lease.

Ms. Sawyer stated that the Housing Authority had to update some of our Policies. Ms. Sawyer stated one is the Over-Income Policy. Ms. Sawyer stated that HUD allows the Housing Authority to house an over-income family with certain provisions: 1.) You can lease the unit as long as there are no eligible low-income families on the waiting list; 2.) You have to advertise that the

unit is available; 3.) The PHA gives the over-income family at least 30 days' notice to vacate the unit for rental to an eligible family. Ms. Sawyer stated this information comes from the Federal Regulations and she has attached the Federal Regulations to the packet. Ms. Sawyer stated when the tenants come in to complete their recertification, they will receive a new copy of the lease with these provisions listed.

Ms. Sawyer stated that the Admissions and Continued Occupancy Policy (ACOP) was amended to add the Over-Income Policy.

Ms. Sawyer stated that the next policy will be the Board of Commissioners Laptop Computer & Internet Usage Policy. Ms. Sawyer stated pursuant to Federal Law the Housing Authority received funds from the Cares Act Funding which allows them to purchase certain items due to the Pandemic. Ms. Sawyer stated that most business are still meeting by phone or by Zoom Meetings so Ms. Graham will purchase laptops for the Commissioners in case something happens and you cannot attend the meeting in person or you have to take care of someone who has COVID. Ms. Sawyer stated that the Housing Authority will provide you with a laptop in your role as a Commissioner. Ms. Sawyer stated that you can only use the laptop in your role and duty as a Commissioner. Ms. Sawyer stated personal use of the laptop is prohibited, you cannot harass people online; use the internet responsibly and productively for legal purposes; and installation of software is prohibited. Ms. Sawyer told the Commissioners to read and review the policy because you will be required to sign the policy before you receive a laptop. The Housing Authority will record the S/N number of the laptop that is issued to each Commissioners on the back page of the policy.

Ms. Sawyer stated that we have the same policy for the employees. Ms. Graham will purchase the laptops for Housing Authority Supervisors with the Cares Act Funding. Ms. Sawyer stated the Supervisors will use the laptops for work with the Housing Authority; no personal usage; no harassment; no installation of software; and no social media usage or networking. Ms. Sawyer stated the employees will be required to sign the policy before receiving a laptop & notating of the S/N number that is issued to the Supervisors.

Ms. Sawyer stated the next policy is the Tenant Internet Usage Policy. Ms. Sawyer stated under the same law it allows the Housing Authority to use the Cares Act Funding to assist tenants with the capability to implement virtual learning via use of the internet for school aged students PreK through 12th grade and students enrolled in technical or college courses. The Housing Authority will make the internet available to students who are in enrolled in school. The internet will only be available for tenants who provide proof to the Housing Authority that they have children in school that are listed on their lease or for children & tenants who are attending technical or college courses. Ms. Graham has talked with a local internet provider and they will provide modems for each tenant who provides the required documentation. Each tenant who receives the internet will sign the Tenant Internet Usage Policy.

Chairman Clark asked for a motion to approve the Policies and the Lease Addendum. Commissioner Nixon made the motion to approve the Policies and the Lease Addendum and Dr. Veal seconded the motion. Ayes carried with Resolution # 21-16-03-580.

Plan Agenda

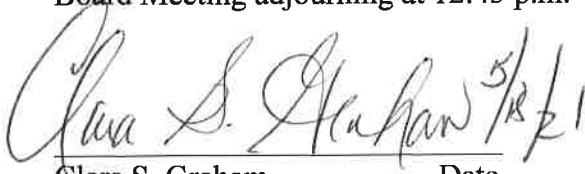
Chairman Clark stated the next item is to plan the agenda for the May 18, 2021, Board Meeting. Ms. Graham stated to add the approval of the Operating Budget.

General Discussion

Chairman Clark asked if there was anything to discuss and no 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 12:43 p.m.



Clara S. Graham
Secretary

Date



Ernestine Clark/J.L. Veal
Chairman/Vice-Chairman

Date

5/18/2021