

**Board Meeting Minutes  
May 18, 2021**

The Board of Commissioners Meeting for the Housing Authority of the City of Douglas was held at the Phillips Street Center, 608 W. Phillips Street, on the 18th day of May 2021, at 12:10 p.m.

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

**Present**

Ernestine Thomas Clark – Chairman	Oscar Dewitt Jr. – Resident Commissioner
Dr. J. L. Veal – Vice-Chairman	Toni Sawyer, DHA Attorney
Irene Murray – Commissioner	Clara Graham – Executive Director
LiNetha Munford – Commissioner	Sandra Gore – Director of Operations

**Absent**

Rosemary Street Nixon – Commissioner

**Agenda & Minutes**

Chairman Clark requested a motion for the approval of the May 18, 2021, Agenda; and the March 16, 2021, Board Meeting Minutes. Dr. Veal made the motion to approve the May 18, 2021, Agenda; and the March 16, 2021, Board Meeting Minutes and Commissioner Munford 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 May 13, 2021. DHA had 3 move-ins, 3 make readies, 2 move-outs and our occupancy percentage is 98%. DHA has 9 move-in(s) year-to-date and 11 move-out(s) year-to-date.
- Management Report for April 29, 2021. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$61,300.30 and Total Security Deposits for Authority 11, 12, & 13 are \$96,660.00.
- Charge-offs for the month of March 2021 total \$1,022.55. Dr. Veal made a motion to approve the Charge-offs and Commissioner Munford seconded the motion. Aye carried Resolution # 21-18-05-582.

**Executive Director**

Ms. Graham stated the first item is the 2021 – 2022 Operating Budget. Ms. Graham stated this list items that the Housing Authority plans to purchase for example the Housing Authority plans to purchase aluminum wheelchair ramps. Ms. Graham stated the Housing Authority will remove all the wooden ramps that have been installed over the years. Ms. Graham stated you have a list of the Housing Authority's Positions and Salaries. Chairman Clark ask for a motion to approve the 2021 – 2022 Operating Budget with fiscal year ending March 31, 2022. Dr. Veal made a motion to approve the 2021 – 2022 Operating Budget with fiscal year ending March 31, 2022 and Commissioner Munford seconded the motion. Ayes carried with Resolution # 21-18-05-583.

Ms. Graham stated the next item is approval of the Cafeteria Plan beginning July 1, 2021 and ending June 30, 2022. Ms. Graham stated this is an update on the employees' insurance that is pre-taxed and updated yearly. Commissioner Murray made the motion to approve the Cafeteria Plan beginning July 1, 2021 and ending June 30, 2022 and Dr. Veal seconded the motion. Ayes carried with Resolution # 21-18-05-584.

Ms. Graham stated the next item is the Commissioner's Retreat to be held at Jekyll Island on July 19-21, 2021. Ms. Graham asked the Commissioners who was interested in attending. Ms. Graham stated the following: Chairman Clark, Dr. Veal, Commissioner Murray, Commissioner Munford, and Resident Commissioner Dewitt. Ms. Graham stated that Sandra would check with Commissioner Nixon.

Ms. Graham stated next is the GAHRA Annual Conference to be held in Savannah, Georgia on September 19-22, 2021. Ms. Graham asked the Commissioners who was interested in attending. Ms. Graham stated the following: Chairman Clark, Dr. Veal, Commissioner Murray, and Resident Commissioner Dewitt. Ms. Graham stated that Sandra would check with Commissioner Nixon.

Ms. Graham stated the next item is the Commissioners Laptops. Ms. Graham stated the laptops are for the Commissioners use if a Commissioner or family member gets sick due to the pandemic and cannot attend the meetings in person. Ms. Graham stated Sandra will pass out the Board of Commissioners Laptop Computer & Internet Usage Policy for you to read and sign. Ms. Graham stated each Commissioner will receive two copies of the Policy. Ms. Graham stated for the Commissioners to sign both copies. Ms. Graham stated one of the copies with your signature will be turned into the Housing Authority to record the S/N number of the laptop you receive and the other copy is for your records.

Ms. Graham stated the next item is the Re-opening of the Housing Authority Centers: Roundtree, Cherry, & Phillips Street and a proposal for the usage of the Roundtree Center for Educational Tutoring. Ms. Graham told the Commissioners that the Housing Authority has received several calls about renting our centers. After some discussion, Commissioner Murray asked Ms. Graham what she thought about re-opening the centers. Ms. Graham stated she prefers the centers stay closed. Ms. Graham stated the reason is the Housing Authority would have to issue guidelines on how many people can attend an event at the centers and you know the renters would not follow

our guidelines on the number of people who could attend. Ms. Sawyer reminded the Commissioners that the Housing Authority and the Board could be held liable if somebody gets sick or passes from attending an event at one of the Housing Authorities Centers. Chairman Clark asked for a motion. Dr. Veal made the motion to keep the Housing Authority Centers: Roundtree, Cherry, & Phillips Street closed to the public for the rest of the year and Commissioner Murray seconded the motion. Ayes carried with Resolution # 21-18-05-585.

Ms. Graham stated the last item is an update on the Security System and the Resident Internet. Ms. Graham stated the Housing Authority is in the process of having Security Camera installed in the areas. Ms. Graham stated the residents' internet for the school children has not gone as planned. Ms. Graham stated we had around 178 residents who could have signed up but so far, we have 55 for the nine-month period. Ms. Graham stated after December 31, 2021 this offer no longer exists. Ms. Graham stated the Tablets & Printers for the work orders have been ordered and Corey is in the process of training the Maintenance Men. Ms. Graham stated the tablets will cut down on the Maintenance Men having to come to the office to pick up their workorders. Ms. Graham stated the Maintenance Men will be able to receive & complete the workorders in the field.

Plan Agenda

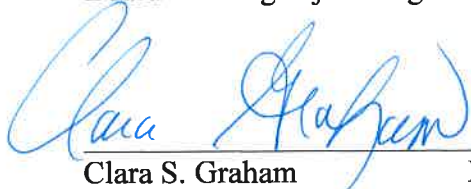
Chairman Clark stated the next item is to plan the agenda for the July 20, 2021, Board Meeting. Chairman Clark stated the July 20, 2021 Board Meeting will be cancelled due to the Commissioner's Retreat.


General Discussion

Chairman Clark asked if there was anything else 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 Murray seconded the motion. Ayes carried with Board Meeting adjourning at 12:48 p.m.

 11/16/21  
Clara S. Graham Secretary Date

 11/16/2021  
Ernestine Clark/J.L. Veal Chairman/Vice-Chairman Date