

Board Meeting Minutes November 16, 2021

The Board of Commissioners Meeting for the Housing Authority of the City of Douglas was held at the Administration Office, 937 Thrash Circle, on the 16th day of November 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

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| Ernestine Thomas Clark – Chairman | LiNetha Munford – Commissioner |
| Dr. J. L. Veal – Vice-Chairman | Toni Sawyer, DHA Attorney |
| Rosemary Street Nixon – Commissioner | Clara Graham – Executive Director |
| Irene Murray – Commissioner | Sandra Gore – Director of Operations |

Absent

Oscar Dewitt Jr. – Resident Commissioner

Agenda & Minutes

Chairman Clark requested a motion for the approval of the November 16, 2021, Agenda; and the May 18, 2021, Board Meeting Minutes; and the October 19, 2021, Special Called Board Meeting Minutes. Commissioner Nixon made the motion to approve the November 16, 2021, Agenda; and the May 18, 2021, Board Meeting Minutes; and the October 19, 2021, Special Called Board Meeting Minutes and Commissioner Murray seconded the motion. Ayes carried with no questions raised.

DHA Attorney, Ms. Toni Sawyer, asked Chairman Clark to amend the agenda to add an Executive Session to discuss pending litigation. Chairman Clark asked for a motion to amend the agenda to add an Executive Session to discuss pending litigation. Dr. Veal made the motion to amend the agenda to add the Executive Session to discuss pending litigation and Commissioner Munford seconded the motion. Ayes carried. Chairman Clark stated the Executive Session would be added after General Discussion.

Pending Issues

Chairman Clark stated there are no pending items to discuss.

Legal Issues

Ms. Toni Sawyer, DHA Attorney, stated she would discuss the legal issue in the Executive Session.

Director of Operations

Ms. Gore presented the following information to the Board:

- Leasing Report as of November 11, 2021. DHA had 3 move-ins, 2 make readies, 2 move-outs and our occupancy percentage is 99%. DHA has 53 move-in(s) year-to-date and 59 move-out(s) year-to-date.

- Management Report for October 28, 2021. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$71,338.54 and Total Security Deposits for Authority 11, 12, & 13 are \$94,510.00.
- There are no charge-offs to present.

Executive Director

Ms. Graham stated the first item is the Covid 19 Vaccination update. Ms. Graham stated she met with all the employees and all the employees have taken the vaccination except two. Ms. Graham stated the two employees have sixty days to comply with one of the exemptions or to take the vaccination. Ms. Graham stated one employee received a religious exemption and the other employee stated he would take the vaccination. Ms. Graham stated both employees were informed they must be in compliance in sixty days from their meeting or she would proceed with the next step which would be termination of employment.

Ms. Graham stated the next item she is requesting that the Board approve extending our present Salary Comparability Study that was conducted December 2016. The Housing Authority can use the present Salary Comparability Study a couple of more years due to the steps present. Ms. Graham informed the Board that she has a contract with Goodwin and Associates but he has friends and family members that have passed from Covid. Ms. Graham stated he also has had Covid and now is in the process of having surgery. Ms. Graham stated Goodwin and Associates was doing a good job so I hate to cancel his contract so this is why I am requesting for the extension of our present Salary Comparability Study for 2022. Chairman Clark asked for a motion. Commissioner Nixon made the motion to extend the present Salary Comparability Study for 2022 and Commissioner Murray seconded the motion. Ayes carried with Resolution # 21-16-11-589.

Ms. Graham stated the next item is the rental of the 312 East Bryan Street Office. Ms. Graham stated that the Douglas Police Department has asked for the Housing Authority to allow the Police Department to have this office as a substation for a group of Detectives. Ms. Graham stated that the Chief of Police stated they would have inmates do the necessary repairs to the building. The Chief of Police said they are looking at putting this in operation in 2022 but they do not want to pay rent for the building they would like to have the building for free. Ms. Graham stated she had Mickey Thomas and our current contractor Beasley Construction to look at the building to bring it up to standards for an office and the cost would be \$26,941.00. Ms. Graham stated this cost includes painting, removing and replacing carpet, repairing holes in the walls, repairing toilets, installing blinds, etc. that is little stuff that adds up for repairs. Ms. Graham stated she called a local realtor, Bruce Brewer, to assess the building to see how much we could rent the building for. Ms. Graham stated Bruce Brewer stated monthly rent of \$1,500.00 but he would like to check with two more business with the same square footage to be sure. Ms. Graham stated an organization called Turning Zone is interested in the building. Ms. Graham stated Turning Zone consist of shaping the direction of young adults futures between the ages of 18 to 25. Ms. Graham stated Turning Zone would have parenting classes; financially

readiness classes; and life turning point skills. Ms. Graham stated that Turning Zone has submitted a grant but it has not been approved yet. Ms. Graham stated that Turning Zone would like to rent 312 E. Bryan Street and is willing to pay the \$30,000 for repairs and a monthly fee of \$850 subtracting money for the repairs. Ms. Graham stated that both organizations would need Liability Insurance. DHA Attorney, Ms. Toni Sawyer, stated that the Housing Authority has to remember that we are a separate entity from the City of Douglas. Ms. Sawyer stated that our funds come from HUD and not the City of Douglas. Ms. Sawyer stated she is not sure if the Housing Authority can allow the Police Department to use the building for free. Ms. Sawyer stated that this request would have to be run through HUD because HUD states that the Housing Authority has to rent for fair market value. Ms. Sawyer stated with both entities that the Housing Authority needs to oversee the repairs on the building since Housing is the landlord. Ms. Sawyer stated that the entities will be responsible for insurance, the maintenance of the building, and anything that occurs in the building which includes Covid exposure. Ms. Sawyer stated it is up to the Board if they want to go with Turning Zone that will pay the \$30,000 for repairs and then that applies to the \$850 per month. Ms. Graham stated that she wanted to bring both entities before the Board to see if this is something the Commissioners would be interested in. Ms. Graham stated she would contact the Chief of Police to request that he put his request in writing so the Board would know what he intends to do with the building. Ms. Graham stated that Turning Zone needs a decision by the end of the year. After much discussion, the Board decided to hold a Special Called Meeting in December. Commissioner Nixon made a motion to hold a Special Called Meeting on December 14, 2021 at 12:00 noon to make a decision whether the Police Department or Turning Zone would rent the building at 312 E. Bryan Street and Commissioner Murray second the motion. Ayes carried with Resolution # 21-16-11-590.

Ms. Graham stated the next item is the Commissioners Training Suggestions. Ms. Graham stated she emailed the Commissioners some training sessions. Ms. Graham stated that GAHRA is requesting that all the Housing Authorities get with their commissioners about training suggestion. Ms. Graham stated all the training suggestions need to be email to Russell Nast.

Ms. Graham stated the next item is the Re-opening of the Housing Authority Centers: Roundtree, Cherry, & Phillips Street. Ms. Graham asked the Commissioners if they want to re-open the Centers in January 22 or do you want to see what the Covid count is at that time. Commissioners stated to reopen in January 2022 and put up Covid Guidelines. DHA Attorney, Ms. Toni Sawyer, stated that the State of Georgia lifted the Covid restrictions months ago. Ms. Sawyer stated as property owners we need to be cautious. Ms. Sawyer stated we need to add a lease addendum to the contract to include Covid Guidelines which stated social distancing and mask requirements. After some discussion, Commissioner Nixon made a motion to reopen the Roundtree, Cherry, & Phillips Street Center in January 2022 with a lease addendum added to the contract to include Covid Guidelines and Commissioner Murray seconded the motion. Ayes carried with Resolution # 21-16-11-591.

Plan Agenda

Chairman Clark stated the next item is to plan the agenda for the January 18, 22, Board Meeting. Ms. Graham stated the Oath of Office for the Resident Commissioner.

General Discussion

Chairman Clark asked if there was anything else to discuss and Ms. Graham stated she had one item. Ms. Graham stated that our Lawyer has been with us for 8 years and has maintain the same fee as our previous Lawyer, Mr. Croley. Ms. Graham stated that our lawyer fee will increase by an hourly rate of \$25.00 effective December 1, 2021, due to increase in cost and Covid. Ms. Graham asked for a motion to approve the hourly rate increase. Commissioner Murray made the motion to approve the hourly rate increase of \$25.00 effective December 1, 2021, for our lawyer and Dr. Veal seconded the motion. Ayes carried with Resolution #21-16-11-592.

Chairman Clark asked for a motion to add Personnel Issues to the Executive Session. Commissioner Nixon made the motion to add Personnel Issues to the Executive Session and Commissioner Murray seconded the motion. Ayes carried.

Executive Session


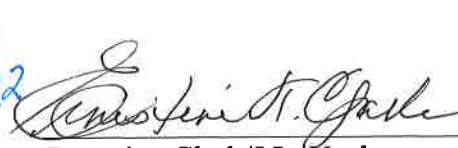
Chairman Clark asked for a motion to enter into Executive Session to discuss pending Ligation and Personnel Issues. Commissioner Munford made the motion to enter into Executive Session to discuss pending Ligation and Personnel Issues and Dr. Veal seconded the motion. Ayes carried.

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

Chairman Clark asked for a motion to vote on giving the Executive Director a one-time Performance Merit of \$1,000.00. Commissioner Nixon made a motion to give the Executive Director a one-time Performance Merit of \$1,000.00 and Dr. Veal seconded the motion. Ayes carried with Resolution # 21-16-11-593.

Adjourn

Chairman Clark asked for a motion to adjourn the Board Meeting. Commissioner Nixon made the motion to adjourn the Board Meeting and Commissioner Munford seconded the motion. Ayes carried with Board Meeting adjourning at 1:06 p.m.

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| Clara S. Graham | Ernestine Clark/J.L. Veal |
| Secretary | Chairman/Vice-Chairman |
| Date | Date |
| 1/18/22 | 1/18/2022 |