

**Rescheduled Board Meeting Minutes
November 14, 2023**

The Rescheduled Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 14th day of November 2023, at 12:08 p.m.

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

Present

Ernestine Thomas Clark – Chairman
LiNetha Munford - Vice-Chairman
Dr. J. L. Veal – Commissioner
Irene Murray – Commissioner

Frankie Brockington – Resident Commissioner
Toni Sawyer, DHA Attorney
Clara Graham – Executive Director
Sandra Gore – Director of Operations

Absent

Rosemary Street Nixon

Agenda & Minutes

Chairman Clark requested a motion to approve the Agenda for November 14, 2023, the Board Meeting Minutes for March 21, 2023, and the Special Called Board Meeting Minutes for May 4, 2023. Commissioner Murray made the motion to approve the Agenda for November 14, 2023, the Board Meeting Minutes for March 21, 2023, and the Special Called Board Meeting Minutes for May 4, 2023, and Commissioner Munford seconded the motion. Ayes carried with no questions raised.

Pending Issues

Chairman Clark stated next is the pending issue and there are no pending issues to discuss.

Legal Issues

Ms. Toni Sawyer stated there was one legal issue to discuss. A gentleman attending an event at the Roundtree Center fell in a hole in the Roundtree Center Parking Lot. The Housing Authority was not aware of the hole due to the church next door parking their van with a flat tire in that spot for a long time. The gentleman hurt his ankle but did not go to the ER. The Housing Authority is not responsible for any incidents that takes place during an event at the centers. It becomes the renters responsibility for incidents that occur and this information is in there signed contract. The gentleman was informed of this and the incident was reported to our insurance company. I wanted to make you aware of this issue in case you heard about the incident.

Director of Operations

Ms. Gore presented the following information to the Board:

- Leasing Report as of November 9, 2023. DHA had 3 move-ins, 1 make ready, 3 move-outs and our occupancy percentage is 100%. DHA has 50 move-in(s) year-to-date and 48 move-out(s) year-to-date.

- Management Report for October 31, 2023. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$79,734.63 and Total Security Deposits for Authority 11, 12, & 13 are \$98,050.00.
- There are no charge-offs.

Executive Director

Ms. Graham stated the first item is approval of the Energy Audit dated July 2023 for five years. Every five years the Housing Authority has to conduct an Energy Audit to make sure we are using the correct deductions to calculate the tenant's rent. The Energy Audit was conducted by an outside Consulting Service. After some discussion, Chairman Clark asked for a motion and a second to approve the Energy Audit dated July 2023 for five years. Commissioner Munford made the motion to approve the Energy Audit dated July 2023 for five years and Resident Commissioner Brockington seconded the motion. Ayes carried with Resolution # 23-14-11-640.

Ms. Graham stated the next item is the Annual Newsletter. The Annual Newsletter consist of the activities that the Housing Authority held in 2022. Corey Williams, Maintenance Clerk, designs the Housing Authorities quarterly newsletter and annual newsletter. Carolyn White, Resident Services Coordinator, had to reroute the way the Housing Authority conducted their activities due to the pandemic. Carolyn has a lot of different activities through the course of a year. Carolyn is working on her Thanksgiving Activities now. The Housing Authority will be giving away a Senior Thanksgiving Box by drawing a winner. PCC is donating 40 baskets to the Housing Authority to be given away to some of the elderly in housing.

Commissioner Murray stated their church gives away boxes on the fourth Tuesday of the month. Commissioner Murray stated their boxes have laundry detergent, dishwashing liquid, soap, toilet tissue, paper towels, etc. for the elderly because these items are expensive. Commissioner Murray told Ms. Graham she would bring two or three boxes for her to give away to the elderly in housing.

Plan Agenda

Chairman Clark stated the next item is to plan the agenda for the January 16, 2024, Board Meeting. Ms. Graham stated the re-election of officers. No other items were presented.

General Discussion

Resident Commissioner Brockington had a question about the Head of Household and Parking. RC Brockington stated they have one parking area and they have multiple parking needs. RC Brockington stated she parked side of the street but somebody hit her car and her car was totaled. RC Brockington stated she is without a way of going right now. RC Brockington asked if more parking could be added in their area with multiple people and cars in a household. Ms. Graham informed RC Brockington that the way the apartments were laid out we cannot add any more parking spaces because right now you have your parking area and beside the street. Our Architect would have to come look and see if more parking could be added in your area

due to your neighbors and the fencing. When the apartment complexes were built back in the fifties they were built for no cars or one car families. A lot of the families now have multiple family members that drive so I would have to get our Architect to come look at the areas and see if anything else could be done. The Architect might have to get with the city to see what the ordinance are for the different areas.

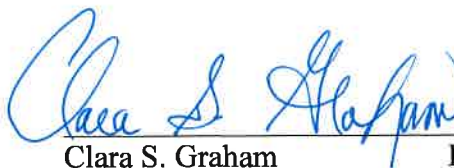
Ms. Sawyer stated if the Housing Authority can find some property close by and purchase the property they could turn it into a parking area. The Commissioner suggested the property across the street by Ole Times where the store was torn down and is an empty lot. RC Brockington stated she parked her car there once and it got towed. RC Brockington stated she thinks it belongs to Lott Properties or Lott Builders. Ms. Sawyer stated she can find out who owns the property as long as she knows the area they are discussing.

Ms. Graham informed the Commissioners she was working on something for 2024 concerning a collaboration with the City of Douglas to purchase land and build housing in the city. The housing would not be public housing but Section 8 Housing for the elderly. The Housing Authority would be the Property Manager for the houses. If the city can purchase the land where the Sears Trailer Park is located and build Section 8 Houses. Ms. Graham stated she has to get everything in order with the help of our lawyer before she presents the information to the Board.


Resident Commissioner Brockington stated she works on the Advisory Committee for Wiregrass College and they have a GED program for residents who need a GED; Medical Office Programs; Business Industrial Ready like Forklift Training that are free and offered quarterly. Ms. Graham informed RC Brockington to bring our Resident Services Coordinator, Carolyn White, some flyers. Carolyn White can send out the flyers because we would not know who needs a GED or other training but Carolyn could make contact and send the flyers out to the residents if they are interested.

Adjourn

Chairman Clark asked for a motion to adjourn the Board Meeting. Commissioner Munford made the motion to adjourn the Board Meeting and Dr. Veal seconded the motion. Ayes carried with the Board Meeting adjourning at 12:42 p.m.

 1/16/24

Clara S. Graham
Secretary

 1-16-2024

Ernestine Clark/LiNetha Munford
Chairman/Vice-Chairman