

**Board Meeting Minutes**  
**January 21, 2025**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 21st day of January 2025, at 12:03 p.m.

Chairman Veal called the meeting to order and Vice-Chairman Murray gave the invocation. Those present and absent were as follows:

**Present**

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

**Absent**

LiNetha Munford – Commissioner

**Election of Officers**

Chairman Veal turned the floor over to the DHA Attorney, Toni Sawyer, for the election of Officers. Ms. Toni Sawyer opened the floor for the nominations of Chairman. Commissioner Nixon nominated J.L. Veal and Resident Commissioner Fillmore nominated Ernestine Thomas Clark. No other nominations were presented so Vice Chairman Murray presented the motion to close the nominations with the two names presented. Ms. Toni Sawyer stated ayes carried. After the majority of the votes, Attorney Toni Sawyer, stated Commissioner Ernestine Thomas Clark will be the Chairman of the Housing Authority Board for calendar year 2025. Resolution #25-21-01-669.

Attorney Toni Sawyer opened the floor for nominations for Vice Chairman. Commissioner Clark nominated Rosemary Street Nixon. No other nominations were presented. Attorney Toni Sawyer stated that Commissioner Rosemary Street Nixon will be the Vice Chairman of the Housing Authority Board for calendar year 2025. Resolution # 25-21-01-670.

Commissioner Nixon asked the question about the problems we had last year when we changed officers and wanted to know if we have to go through those same things this year. Vice Chairman Irene Murray stated since I was Vice Chairman the Vice Chairman doesn't just roll into the Chairman position. Attorney Toni Sawyer stated the Chairman and Vice Chairman position has to be voted on. Attorney Toni Sawyer stated when there is a change in officers there is a process that HUD has to go through to change the information in ELOCCS for the Chairman. The Chairman has to recertify the Executive Director in the ELOCCS system. Toni Sawyer stated that Dr. Veal may have to come in and sign checks until Ms. Ernestine Clark is back in the ELOCCS system and the information is changed at the bank. Ms. Graham stated that changing the Chair person is where you run into problems with the ELOCCS system because HUD had to remove Ms. Ernestine Clark and install Dr. Veal. Right now, Dr. Veal is part way in the system and Ms. Ernestine Clark is part way out. The reason is HUD has to create Dr. Veal an "M" number and a password once this is completed Dr. Veal would have to recertify me in the

system. Our money in ELOCCS would be froze until this process is completed and HUD approves the new Chair person. Ms. Graham stated the bank is not a problem because I will take the resolutions and we will all go sign the information at the bank. Commissioner Nixon stated I should have asked this question before we voted since it causes so much work on you all.

### Agenda & Minutes

Chairman Veal asked for a motion to approve January 21, 2025 Agenda and the November 19, 2024, Board Meeting Minutes. Commissioner Nixon made the motion to approve the January 21, 2025 Agenda and the November 19, 2024, Board Meeting Minutes and Commissioner Clark seconded the motion. Ayes carried with no questions raised.

### Pending Issues

Chairman Veal stated next is the pending issues. There are no pending issues to discuss.

### Legal Issues

Ms. Toni Sawyer stated there are no legal issues to discuss. Toni Sawyer stated to be careful of your reserves because HUD is trying to recapture the money. With the new president we have a new secretary with HUD and there will be changes coming down the pipeline. Commissioner Nixon stated at the last meeting we were talking about some money that might be recaptured so do we have any projects we can use this money on. Ms. Graham stated the money will not be going back now due to Hurricane Helene. Toni Sawyer stated that HUD will reduce your money that they allot you to operate on. Ms. Graham stated that Hurricane Helene is going to take our overage because we are going to add money to the insurance payment to cover our roofs, the insides of the apartments, the fences, and additional money for the removal of more trees. The insurance will cover a portion of our cost but not all the cost for this work.

Resident Commissioner Fillmore stated that a tenant was saying that the rain came in her apartment so will the housing authority reimburse the tenant for their furniture and items like that. Ms. Graham stated no the tenant is told at time of leasing that they should purchase renters insurance to cover items inside their apartments. Ms. Graham stated if the rain is coming in her apartment now at the gable ends they need to call the Maintenance Department so the Maintenance Supervisor can come check. The Maintenance Supervisor has been putting up material to block the rain until the contractors come to their area to fix the apartments. Our insurance company is slow. Toni Sawyer stated that some of the housing authorities are not pleased with the insurance adjustor that GAHRRP sent out. GAHRRP is the insurance company for the housing authorities. Ms. Graham stated there are some issues.

### Director of Operations

Ms. Gore presented the following information to the Board:

- Leasing Report as of January 16, 2025. DHA had 3 move-in(s), 2 make readies, 2 move-out(s) and our occupancy percentage is 99%. DHA has 40 move-in(s) year-to-date and 41 move-out(s) year-to-date.

- Management Report for December 31, 2024. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$88,114.57 and Total Security Deposits for Authority 11, 12, & 13 are \$97,895.00.
- Charge-offs for the months of September 2024, October 2024, & November 2024 total \$2, 024.09. Chairman Veal asked for a motion to approve the Charge-offs. Commissioner Clark made the motion to approve the Charge-offs and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 25-21-01-668.

### **Executive Director**

Ms. Graham stated the first thing is the 2025 Annual Plan & Five-Year Plan for FY 2025-2029 with approval date of December 31, 2025. Ms. Graham stated the annual plan informs you of the work that is anticipated to be completed with the funding for 2025 Ms. Graham stated our Annual Plan & Five-Year Plan are submitted on an annual basis. Chairman Veal asked for a motion to approve the 2025 Annual & Five-Year Plan for FY 2025-2029 with the approval date of December 31, 2025. Vice Chairman Murray made the motion and Commissioner Nixon seconded the motion to approve the 2025 Annual & Five-Year Plan for FY 2025-2029. Ayes carried with Resolution # 24-31-12-667.

Ms. Graham stated the next item is the Audit Report for FYE March 31, 2024. On page 30 it states we had no findings for our prior year FYE March 31, 2023. Chairman J.L. Veal asked for a motion to approve the Audit Report for FYE March 31, 2024. Commissioner Clark made the motion and Commissioner Nixon seconded the motion to approve the Audit Report for FYE March 31, 2024. Ayes carried Resolution # 25-21-01-671.

Ms. Graham stated the next item is the 2025 Mileage Rate. The 2024 Mileage rate has increased to 70 cents per mile for business use. Chairman Veal asked for a motion to approve the 2025 Mileage Rate increase to 70 cents per mile for business use. Commissioner Murray made the motion and Commissioner Nixon seconded the motion to approve the 2025 Mileage Rate with increase of 70 cents per mile for business use. Ayes carried with Resolution # 25-21-01-672.

Ms. Graham stated the next item is the Commissioners Board Meeting Schedule for 2025. Chairman Veal asked for a motion to approve the 2025 Board Meeting Schedule. Vice Chairman Murray made the motion and Commissioner Rosemary Nixon seconded the motion to approve the 2025 Board Meeting Schedule. Ayes carried with Resolution # 25-21-01-673.

Ms. Graham stated the last item is the Executive Director Evaluation that has to be completed before the April 1, 2025, budget. It needs to be completed by the end of February or first of March. Commissioner Nixon stated that the Commissioners will have to schedule a called meeting to discuss the Executive Director's Performance Evaluation. After some discussion, the Commissioners decided to hold a Special Called Meeting on Tuesday, February 11, 2025 at 11 a.m.

