

**Board Meeting Minutes  
July 19, 2022**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 19th day of July 2022, at 12:01 p.m.

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

**Present**

Ernestine Thomas Clark – Chairman	Frankie Brockington – Resident 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
LiNetha Munford – Commissioner	

**Absent**

None

**Oath of Office**

Chairman Clark turned the floor over to the DHA Attorney, Ms. Toni Sawyer. Ms. Toni Sawyer presided over the Oath of Office for Commissioner, J.L. Veal.

**Election of Officers**

Chairman Clark turned the floor over to DHA Attorney, Ms. Toni Sawyer, for Election of Chairman. Ms. Toni Sawyer opened the floor for nominations for Chairman. Dr. Veal nominated Ms. Ernestine Clark. No other nominations were presented so Commissioner Nixon made the motion to close the nominations. 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 opened the floor for nominations for Vice-Chairman. Commissioner Murray nominated Commissioner Munford for Vice Chairman. No other nominations were presented so Commissioner Nixon made the motion to close the nominations. Chairman Clark stated since no other nominations were made Commissioner Munford will be the Board Vice Chairman. Ayes carried with Resolution # 22-19-07-606.

**Agenda & Minutes**

Chairman Clark requested a motion for the approval of the July 19, 2022, Agenda; and the March 15, 2022, Board Meeting Minutes. Commissioner Munford made the motion to approve the July 15, 2022, Agenda; and the March 15, 2022, Board Meeting Minutes and Dr. Veal seconded the motion. Ayes carried with no questions raised.

**Pending Issues**

Chairman Clark stated next is the pending issue with updates from our Attorney, Ms. Toni Sawyer, concerning the rental of 312 East Bryan Street. Ms. Toni Sawyer stated she did speak with the HUD Representative and the HUD Representative was going to look into it and get back

with Ms. Toni Sawyer. Ms. Toni Sawyer stated she has not heard back but that she will reach out again to the HUD Representative.

### **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 July 14, 2022. DHA had 1 move-in, 2 make readies, 0 move-outs and our occupancy percentage is 99%. DHA has 24 move-in(s) year-to-date and 24 move-out(s) year-to-date.
- Management Report for June 30, 2022. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$63,410.31 and Total Security Deposits for Authority 11, 12, & 13 are \$94,920.00.
- No Charge-offs were presented.

### **Executive Director**

Ms. Graham stated the first item is the approval of the Audit for FYE 3/31/21. Ms. Graham stated on page 28 in your Audit Report it states we have no findings. Chairman Clark asked for a motion to approve the Audit for FYE 3/31/21. Commissioner Murray made the motion to approve the Audit for FYE 3/31/21 and Dr. Veal seconded the motion. Ayes carried with Resolution # 22-19-07-607.

Ms. Graham stated the next item is the updated Utility Allowances effective 6/1/2022 and the updated Flat Rent Rates effective 6/1/2022. Ms. Graham stated that we have a contractor who completes the Utility Allowance and the Flat Rents every year to make sure the Housing Authority is in compliance. Ms. Graham stated our Flat Rents must be 80% of the Fair Market Rent. Chairman Clark asked for a motion to approve the updated Utility Allowances effective 6/1/2022 and the updated Flat Rent Rates effective 6/1/2022. Commissioner Nixon made the motion to approve the updated Utility Allowances effective 6/1/2022 and the updated Flat Rent Rates effective 6/1/2022. Dr. Veal seconded the motion. Ayes carried with Resolution # 22-19-07-608.

Ms. Graham stated the next item is the Cafeteria Plan beginning 7/1/2022 and ending 6/30/2023 stating that we are in compliance by offering all the Housing Authority Employees insurance. Ms. Graham stated the insurance the Housing Authority offers is United Healthcare and Guardian Dental & Vision. Chairman Clark asked for a motion to accept the Cafeteria Plan beginning 7/1/2022 and ending 6/30/2023. Dr. Veal made the motion to approve the Cafeteria Plan beginning 7/1/2022 and ending 6/30/2023 for the Housing Authority Employees and Commissioner Nixon seconded the motion. Ayes carried with Resolution #22-19-07-609.

Ms. Graham stated the next item is the Maintenance Charge Listing. Ms. Graham stated that our Maintenance Charge Listing has not been updated since 2013. Ms. Graham stated the items highlighted in yellow are the items that need to increase. Ms. Graham stated an example would be refrigerators. Ms. Graham stated that a young lady's lights had been off since April and she turned them back on in July and her refrigerator was completely destroyed due to the maggots and items left in her refrigerator. Ms. Graham stated we use to purchase refrigerators for \$350 and one from Lott Builders cost \$750. Dr. Veal asked Ms. Graham if the Housing Authority was aware of this. Ms. Graham told Dr. Veal that the City of Douglas use to give us a copy of the monthly disconnects but the city does not give us this information anymore. Ms. Graham stated when the Housing Authority found out the Housing Authority's first step was to send a 7-day Disconnect Letter. Ms. Graham stated when she did not have her lights back on in the 7-days we mailed her a 30-day Eviction. Ms. Graham stated we also called the young lady in for a meeting during this time. Ms. Graham told Dr. Veal that the young lady had destroyed the refrigerator by leaving it for so long and not notifying the Housing Authority. Chairman Clark asked for a motion to approve the updated Maintenance Charge Listing. Dr. Veal made the motion to approve the updated Maintenance Charge Listing and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 22-19-07-610.

Ms. Graham stated she emailed each Commissioner a copy of the Webinar Training On-line to help the Board Members understand their roles as a commissioner. Ms. Graham asked if the Commissioners received the email and all Commissioners stated yes.

Ms. Graham stated the next item is our Personnel Policy. Ms. Graham stated that the Housing Authority has 8 approved Federal Holidays. Ms. Graham stated that the Federal Government has added Juneteenth as a Federal Holiday so Ms. Graham is requesting that the Board approves Juneteenth as a Federal Holiday for the Housing Authority. Chairman Clark asked for a motion to approve Juneteenth as a Federal Holiday for the Housing Authority Staff. Dr. Veal made the motion to approve Juneteenth as a Federal Holiday for the Housing Authority Staff and Commissioner Murray seconded the motion. Ayes carried Resolution # 22-19-07-611.

Ms. Graham stated the next item is in our Personnel Policy which is in regards to the Maintenance Men carrying the on-call phone. Ms. Graham stated we have 6 Maintenance Men that are on-call. Ms. Graham stated when the Maintenance Men have the on-call phone they cannot go anywhere out of town because if they receive a call and do not answer the call they will be in trouble. Ms. Graham stated that the Maintenance Man has the on-call phone for seven days at a time. Ms. Graham stated she is asking for a Flat Fee of \$100 for carrying the on-call phone plus time & half for any calls answered. Ms. Graham stated she is only asking this for the 4 men who are the Maintenance Mechanic I. Ms. Graham stated we have 2 Maintenance Men who are Maintenance Mechanic Assistants and when they answer a call, they can only patch the problem or call one of the Maintenance Mechanic I to come help them or assist them over the phone. Ms. Graham stated she checked with five other Housing Authorities to see what they pay their Maintenance Men that are on-call. Ms. Graham stated Camilla Housing Authority gives the On-Call Maintenance Men a flat fee of \$100 to \$150 for carrying the beeper plus time & half for any calls answered; Americus Housing Authority gives a flat fee of \$60 for carrying the beeper plus time & half for any calls answered; Waycross Housing Authority gives two hours and if it is

a holiday they give five hours plus time & half for any calls answered; Brunswick Housing Authority give eight hours comp time plus time & half for any calls answered; and Augusta Housing Authority gives a flat fee of \$50 plus time & half for any calls answered. Ms. Graham stated she has one worker who volunteers every time. Ms. Graham stated this is the reason she is asking for the flat fee of \$100 plus time and half for any calls answered. Ms. Graham stated now the Maintenance Men only receive time & half if they receive a call and nothing if they don't receive a call. Chairman Clark asked for a motion to approve the flat fee of \$100 for carrying the on-call phone plus time & half for any calls answered. Commissioner Nixon made the motion to approve the flat fee of \$100 for carrying the on-call phone plus time & half for any calls answered and Dr. Veal seconded the motion. Ms. Graham stated our Budget can handle this amount because On-call pay is already in our budget. Ayes carried with Resolution #22-19-07-612.

Ms. Graham stated the next item is the Automobile Policy. Ms. Graham stated this policy has not been updated since 2013. Ms. Graham stated she would like to amend the Automobile Policy from a \$20 fine to a \$40 fine for parking on the grass, driving through the grass, and parking unauthorized in parking spaces. Ms. Graham stated we have a lot of tenants who park on the grass and we need to increase the amount. Ms. Toni Sawyer stated you have to hit the tenants where it hurts to phase the tenants who violate policies. Chairman Clark asked for a motion to approve the increase of the fine to \$40. Commissioner Nixon made the motion to approve the increase of the fine to \$40 and Dr. Veal seconded the motion. Ayes carried with Resolution # 22-19-07-613.

Ms. Graham stated we are towing tonight. Ms. Graham stated we have sent out letters, flyers, notices, and put reminders on the tenant's accounts about getting their free parking permit. Resident Commissioner Frankie Brockington asked Ms. Graham if it was okay for her to park her vehicle on the side street even though she has a parking permit on her car due to their apartment not having but one designated parking space since there is two adults over the age of 18 with vehicles. Ms. Graham stated we are looking at our policies since they have not been updated since 2013 and if space allows, we might look at additional parking. After an in-depth discussion, Ms. Toni Sawyer stated due to the Housing Authority having limited parking spaces we might have to limit the vehicles to 1 vehicle per household for any adult age 21 even if there are two adult members in the household. Ms. Sawyer stated the Housing Authority may have to look at additional space for parking with multiple vehicles or look at changing their policy.

Ms. Graham stated the last item is in regards to our Pet Policy and Assistance Animal Policy. Ms. Graham stated we attended the GAHRA Spring Conference and they were discussing the protection of the employees concerning oversize and vicious animals. Ms. Graham stated our Pet Policy and the Assistance Animal Policy has not been updated since 2013. Ms. Graham stated a lot of times the tenants do not report they have pets and the Housing Authority needs to protect its employees that have to go in the apartments for work orders, housekeeping issues, wellness checks, etc. from oversize and vicious animals. Ms. Graham stated she is asking for these policies to be amended so the liability falls on the tenants who have these oversize and vicious animals. After much discussion, Ms. Toni Sawyer stated that our Pet Policy and Assistance Animal Policy can be amended.

**Plan Agenda**



Chairman Clark stated the next item is to plan the agenda for the September 20, 2022, Board Meeting. Chairman Clark stated that the GAHRA Annual Conference will be September 18, 19, & 20<sup>th</sup> so the September Board Meeting will not be held.

**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. Commissioner Nixon made the motion to adjourn the Board Meeting and Commissioner Munford seconded the motion. Ayes carried with the Board Meeting adjourning at 1:06 p.m.

	11/15/22		11-15-2022
Clara S. Graham	Date	Ernestine Clark/LiNetha Munford	Date
Secretary		Chairman/Vice-Chairman	