

**Board Meeting Minutes  
July 21, 2020**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Phillips Street Center, 608 W. Phillips Street, on the 21st day of July 2020, at 12:04 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	Toni Sawyer, DHA Attorney
Dr. J. L. Veal – Commissioner	Clara Graham – Executive Director
LiNetha Munford – Commissioner	Sandra Gore – Director of Operations
Oscar Dewitt Jr. – Resident Commissioner	

**Absent**

Rosemary Street Nixon – Vice Chairman  
Irene Murray – Commissioner

A quorum being present so business was transacted as follows:

**Agenda & Minutes**

Chairman Clark requested a motion for the approval of the July 21, 2020, Agenda; and the March 17, 2020, Board Meeting Minutes. Dr. Veal made the motion to approve the July 21, 2020, agenda; and the March 17, 2020, 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 the only legal issues to discuss is the Addendum to the Personnel Policy. Ms. Sawyer gave everybody present a copy of 8.3 Sick Leave Amendment. Ms. Sawyer stated that Ms. Graham had contacted her concerning the Housing Authority Employees who have accumulated 900 hours of unused Sick Leave. Ms. Sawyer stated that the full-time employees accrue 2.3 hours per week of Sick Leave & the maximum number of unused Sick Leave that an employee can accumulated is 900 hours. Ms. Sawyer stated that the 900 hours equal to 90 days of sick leave.

Ms. Graham stated that 4 employees are losing their sick leave because they have the maximum 900 hours of unused Sick Leave. Ms. Sawyer stated she would use Mickey Thomas as an example because Mickey is losing 2 hours of sick a week because Mickey has accumulated the maximum 900 hours. Ms. Sawyer stated that Ms. Graham is requesting that the Board approve for those eligible employees that have accumulated 900 hours of unused Sick Leave to have the option to convert forty (40) hours of sick to cash. Ms. Sawyer stated that this conversion will only be performed once per year in the month of August. Ms. Sawyer stated that the payments

will be received in a lump sum and will be subject to payroll taxes. Ms. Graham stated this will be an employee incentive. Ms. Sawyer asked if there were any questions. Commissioner Munford asked if the 40 hours would come off the 900 hours. Ms. Sawyer stated that was correct. Dr. Veal made the motion to approve the converting of forty hours of sick leave to cash for the employees who has accumulated the 900 hours once per year in August and Commissioner Munford seconded the motion. Ayes carried with Resolution #20-21-07-567.

### **Director of Operations**

Ms. Gore presented the following information to the Board:

- Leasing Report as of July 16, 2020. DHA had 2 move-ins, 2 make readies, 0 move-outs and our occupancy percentage is 98%. DHA has 28 move-in(s) year-to-date and 24 move-out(s) year-to-date.
- Management Report for June 30, 2020. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$59,702.44 and Total Security Deposits for Authority 11, 12, & 13 are \$94,460.00.
- Charge-offs for the month of March 2020, April 2020, May 2020, and June 2020 total \$3,134.58. Dr. Veal made a motion to approve the Charge-offs and Commissioner Munford seconded the motion. Aye carried Resolution # 20-21-07-568.

### **Executive Director**

Ms. Graham stated the first item is the Important Notice to Employees concerning COVID-19 Safety Measures. Ms. Graham stated this was the first step that she took when the COVID-19 began. Ms. Graham stated now we are working Monday through Thursday but the lobby is closed. Ms. Graham stated that the tenants come in by appointments only and the tenants stop in the lobby. Ms. Graham stated that the Housing Authority is wearing mask when entering the tenant's apartments to complete work orders.

Ms. Graham stated the Housing Authority has no idea if the tenant or a household member has come in contact with COVID-19. Ms. Graham stated today flyers were passed out to residents informing them to let the Housing Authority know if you or a household member has come in contact with COVID-19. Ms. Graham stated once the Housing Authority has gone through the process of the tenant or household member having a negative result then the Housing Authority will contact A-1 Cleaning to sanitize the apartments. Ms. Graham stated this is for the safety of our employees and the tenants. Ms. Sawyer stated that the tenants are protected by HIP and the Housing Authority cannot share this information.

Ms. Graham stated the next item is approval of the Cafeteria Plan beginning July 1, 2020 and ending June 30, 2021. Ms. Graham stated this is an update on the employees' insurance that is pre-taxed and updated yearly. Dr. Veal made the motion to approve the Cafeteria Plan beginning

July 1, 2020 and ending June 30, 2021 and Commissioner Munford seconded the motion. Ayes carried with no questions raised Resolution # 20-21-07-569.

Ms. Graham stated the next item is an update on the paving of the inner streets in housing by the City of Douglas. Ms. Graham stated the list includes Letitia Avenue to Phillips Street, Phillips Street, and Grady Avenue to Phillips Street. Ms. Graham stated that Bryan Circle should be completed this year also.

Ms. Graham stated the last item is the update and tour of the New Administration Office. Ms. Graham stated that the Housing Authority plans to move the last week of August. Ms. Graham stated we would tour the new office after completion of our meeting.

**Plan Agenda**

Chairman Clark stated the next item is to plan the agenda for the September 15, 2020, Board Meeting. Chairman Clark asked the Commissioners for any items that needed to be discussed but no items were presented.

**General Discussion**

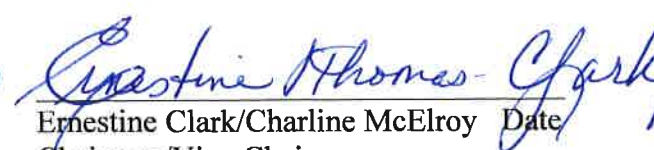
Chairman Clark stated she had received a Thank You Card for the Commissioners from Commissioner Nixon. Chairman Clark read the card to the Commissioners present.

**Adjourn**

Chairman Clark asked for a motion to adjourn the Board Meeting. Dr. Veal made the motion to adjourn the Board Meeting and Commissioner Munford seconded the motion. Ayes carried with Board Meeting adjourning at 12:24 p.m.

  
Clara S. Graham  
Secretary

Date 12/18/20

  
Ernestine Clark/Charline McElroy  
Chairman/Vice-Chairman

Date 12/8/2020