

**Board Meeting Minutes
May 20, 2025**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 20th day of May 2025, at 12:05 p.m.

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

Present

Ernestine Thomas Clark – Chairman
Rosemary Street Nixon – Vice Chairman
J. L. Veal – Commissioner
Irene Murray – Commissioner
LiNetha Munford – Commissioner
Sandy Fillmore – Resident Commissioner

Toni Sawyer - DHA Attorney
Clara Graham – Executive Director
Sandra Gore – Director of Operations

Absent

None

Agenda & Minutes

Chairman Clark asked for a motion to approve the May 20, 2025 Agenda, and the March 18, 2025, Board Meeting Minutes. Vice Chairman Nixon made the motion to approve the May 20, 2025 Agenda, and the March 18, 2025, Board Meeting Minutes and Resident Commissioner Fillmore seconded the motion. Ayes carried with no questions raised.

Pending Issues

Chairman Clark stated next is the pending issues. There were no pending issues to discuss.

Legal Issues

Ms. Toni Sawyer stated there are no legal issues to discuss. Ms. Sawyer stated there are several changes recently with HUD. The President is doing away with Section 8 and the voucher program but this does not affect the Douglas Housing Authority. The President has been very vocal about doing away with the Department of Education and the summer lunch program for the children. Be mindful because he is doing away with various divisions of HUD. There has been a lot of talk about reserves and with DOGE looking into wasteful spending so the Government might be coming in and reclaiming money. I want you to stay abreast of this because we just do not know.

Director of Operations

Ms. Gore presented the following information to the Board:

- Leasing Report as of May 15, 2025. DHA had 3 move-in(s), 0 make readies, 0 move-out(s) and our occupancy percentage is 99%. DHA has 8 move-in(s) year-to-date and 9 move-out(s) year-to-date.

- Management Report for April 30, 2025. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$89,680.51 and Total Security Deposits for Authority 11, 12, & 13 are \$97,150.00.
- No Charge-offs.

Executive Director

Ms. Graham stated the first item is Personnel Issues: Stephen Wilkerson had resigned and Mackenzie Smith has been hired for about a month. So far Mack is doing a good job.

Ms. Graham stated that Clifton Bussey has not officially turned in his resignation yet but Bussey will be resigning as of August 1, 2025, due to leg issues. Clifton Bussey is a good worker.

Ms. Graham stated the next item is that the office is back open. The residents can come into the various offices to handle their business. This should make the recertifications flow easier because now all three ladies can handle recertifications instead of one at the lobby window.

Plan Agenda

Chairman Clark stated the next item is to plan the agenda for the July 15, 2025 Board Meeting. No items were presented.

General Discussion

Ms. Graham stated in one of the classes she attended there was discussion about the tenant's not knowing who their commissioners or their Executive Directors are. I wanted to see what you all thought about having a Community Gathering. We could introduce the Executive Director and the Commissioners and you could tell them what areas you are over. We could introduce them to our Security Officers and they could meet our Resident Service Coordinator, Carolyn White. Ms. Graham stated since the pandemic and Hurricane Helene came Carolyn does not have contact with the children. This would be a good way for the tenants to meet Carolyn and met all of us and if they have any questions we could share. Ms. Graham stated maybe we could have hotdogs and chips and it would last about an hour. Ms. Graham stated this gathering could be held at the Roundtree Center or the Weir Center if you all think the Roundtree Center is too small. I think this would be a good way to start the tenants back interacting with housing. Ms. Graham stated she tries to meet the new tenants when they rent. Chairman Clark asked how often would we do this and Ms. Graham stated one time. Chairman Clark stated we have a lot of tenants who are moving in and out of housing and Ms. Graham stated we could do it once a year but not every month.

Resident Commissioner Fillmore asked what can we do to get some of our residents interested in the Scholarships. Ms. Graham stated that we have had residents in the past who have won scholarships. Ms. Graham stated that Carolyn contacts the residents and sends out flyers but we cannot get the residents to apply. Carolyn thinks it might be because the new residents do not know her. We are going to get Carolyn more active with the children so they will get to know Carolyn. Hopefully we can get somebody to start back applying for the Scholarships and even the Poster Contest, "What Home Means to Me. Carolyn had planned to hold an activity for

the children at Roundtree while they were working on their posters but the parents did not push their children to apply.

Ms. Graham stated we have to rebuild our communications with the parents and the children in housing. Chairman Clark stated we need to do something to redirect the parents because the children don't know if the parents don't teach them. The parents don't have time except for ballgames.

Resident Commissioner Fillmore asked when we move-in residents is there anyway we could not move in younger residents around the elderly residents. Resident Commissioner Fillmore stated a lady said she couldn't rest because of children in her area. Ms. Graham informed Resident Commissioner Fillmore that it depends on what is available and then it depends if they have children in their home because they will be intertwined with other residents who have children. The only area that HUD requires us to say is designated as elderly is Phillips Street. Ms. Graham stated the circle in Thrash is not designated as elderly but we try to put elderly in those apartments. Ms. Graham stated if availability is there we try to put elderly together but if not they are put in other areas. Resident Commissioner Fillmore said she told the lady that if she cannot rest because of the children then report it.

Commissioner Munford asked if housing had a summer Enrichment Program for the children. Ms. Graham stated we have the Summer Lunch Program for next month. Carolyn usually does a summer program but last year she did not have anybody to sign up so she is working on something different this year to draw more interest. We use to hold the Easter Activity and the Back to School Bash all at Roundtree and every year there was duplication of the same thing. Last year we donated our bookbags to the Head Start Program. Commissioner Munford stated last year at Eastside School they received pallets of drawstring bookbags with the school supplies for each grade. The principal at Westside School last year bought supplies and bought notebooks and every child who came to Open House received a notebook with supplies.

Chairman Clark asked Ms. Graham if the Bryan Circle Center was going to be remodeled. Ms. Graham stated it was in her CFP for this year but she had to stop this and use this money on the Hurricane Helene damages. Like trees and the interior work on the units because our insurance will not pay for all the damages so some of the money will come out of the CFP. Ms. Graham stated she told Jennifer with Darnell Accounting that we did not have to worry about HUD recapturing any reserves because our Hurricane Damage would take care of this. The Insurance Company does not give you back enough money to restore your Housing Authority back to the way it was before the storm.

Adjourn

Chairman Clark asked for a motion to adjourn the Board Meeting. Vice Chairman Nixon made the motion to adjourn the Board Meeting and Resident Commissioner Fillmore seconded the motion. Ayes carried with the Board Meeting adjourning at 12:30 p.m.

	
Clara S. Graham	Ernestine Clark/Rosemary Nixon
Secretary	Chairman/Vice-Chairman
	
Date	Date