

**Board Meeting Minutes
March 21, 2023**

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 March 2023, at 12:02 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

LiNetha Munford - Vice-Chairman

Dr. J. L. Veal – Commissioner

Rosemary Street Nixon – Commissioner

Irene Murray – Commissioner

Frankie Brockington – Resident Commissioner

Toni Sawyer, DHA Attorney

Clara Graham – Executive Director

Sandra Gore – Director of Operations

Absent

None

Oath of Office

Chairman Clark turned the floor over to the DHA attorney, Ms. Toni Sawyer, to presided over the Oath of Office for Resident Commissioner, Frankie Brockington.

Agenda & Minutes

Chairman Clark requested a motion to approve the Agenda for March 21, 2023, the Board Meeting Minutes for January 17, 2023, and the Special Called Board Meeting Minutes for February 13, 2023. Commissioner Nixon made the motion to approve the Agenda for March 21, 2023, the Board Meeting Minutes for January 17, 2023, and the Special Called Board Meeting Minutes for February 13, 2023, and Dr. Veal seconded the motion. Ayes carried with no questions raised.

Pending Issues

Chairman Clark stated next is the pending issue. Ms. Toni Sawyer stated there are no pending issues.

Legal Issues

Ms. Toni Sawyer stated there were no legal issues to discuss.

Director of Operations

Ms. Gore presented the following information to the Board:

- Leasing Report as of March 16, 2023. DHA had 4 move-ins, 1 make ready, 3 move-outs and our occupancy percentage is 99%. DHA has 77 move-in(s) year-to-date and 74 move-out(s) year-to-date.
- Management Report for February 28, 2023. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$74,904.83 and Total Security Deposits for Authority 11, 12, & 13 are \$98,781.00.

- There are no charge-offs.

Executive Director

Ms. Graham stated the first item is a resolution approving the Operating Subsidy for FY 2023 with an effective date of March 14, 2023. Ms. Graham stated we were awarded for CFP 2023 \$1,149,000.00. Ms. Graham stated we are using this money for remodels of the apartments, installing new water lines, installing new water heaters, and installing fencing to keep down foot traffic in some areas. Dr. Veal made the motion to approve the Operating Subsidy for CFP 2023 with the effective date of March 14, 2023 and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 23-14-03-629.

Ms. Graham stated the next item is the Monthly Cost Allowance in your packet. Ms. Graham asked for a resolution approving the yearly updated 2023 Utility Allowances. The updated 2023 Utility Allowances is the monthly allowance deducted from the tenant's total income after deductions to make up the tenants rent. These updated 2023 Utility Allowance will take effect June 1, 2023. Dr. Veal made the motion to approve the updated 2023 Utility Allowances effective June 1, 2023 and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 23-21-03-631.

Ms. Graham stated the next item is a resolution approving the updated 2023 Flat Rents. This is the Fair Market Rent that will be effective June 1, 2023. Ms. Graham stated the tenants that do not pay 30% of their income pay the Flat Rent. The Flat Rent Rate is based on the tenant's apartment size and the area that the tenant resides in. Commissioner Nixon made the motion to approve the updated 2023 Flat Rent Rates effective June 1, 2023 and Dr. Veal seconded the motion. Ayes carried with Resolution # 23-21-03-632.

Ms. Graham stated that the Housing Authority of the City of Douglas has been designated as a High Performance for 2023. Ms. Graham stated this means that we will receive more funding.

Ms. Graham stated that the Board Meeting for May 16, 2023 needs to be cancelled due to the GAHRA Spring Conference. Commissioner Nixon made a motion to cancel the Board Meeting scheduled for May 16, 2023 due to the GAHRA Spring Conference and Dr. Veal seconded the motion. Ayes carried with Resolution # 23-21-03-633.

Plan Agenda

Chairman Clark stated the next item is to plan the agenda for the July 18, 2023, Board Meeting. Nothing was presented.

General Discussion

Dr. Veal stated he had read something in the paper about some low-income housing that was going to be built and he wanted to know if this would affect the housing authority.

Commissioner Nixon stated this would be a complex for low-income housing for the county.

Commissioner Nixon stated the complex will consist of 65 units for ages 55 and older.

Commissioner Nixon it would not be built in the next two years because the city has to receive funding. Commissioner Nixon stated we approved to change the zoning in the area. DHA

Attorney, Ms. Toni Sawyer, asked Commissioner Nixon who the developers where and Commissioner Nixon stated she doesn't remember the name but the developers have housing in Valdosta and Adel.



Ms. Graham stated she is on the GICH Board with the City of Douglas. The City of Douglas is buying land and are building housing. Ms. Graham stated the city wants to build more housing within the City of Douglas. The city is going to purchase the land where the Sears Traylor Park is located. The City of Douglas asked if the Housing Authority would build the homes if they purchased the land. Ms. Graham stated that would put the Housing Authority in another category because it would mean going to RAD and put us in Asset Management. Ms. Graham told the GIC members that the Housing Board would have to decide because of us trying to add 100 or 150 units. DHA Attorney, Ms. Toni Sawyer, stated another issue would be that the City would have to give the Housing Authority the land because the Housing Authority cannot build on land that does not belong to the Housing Authority. Chairman Clark stated this would require an assistant Executive Director. Ms. Graham stated you would need somebody on site all the time and it would require additional staffing. Ms. Graham stated the city has not made any decisions yet just asking questions to see what they can do and what they cannot do.

Resident Commissioner Brockington asked Ms. Graham to explain the updated Utility Allowance amount being deducted from the rent. Ms. Graham gave an example.

Ms. Graham stated the Office Manager brought it to her attention that so many people come to the front door and the Secretary is up and down. I told the Office Manager I would bring it to the Board because we tabled before about the mask. Right now, you ring the doorbell and we come to the door. If you have an appointment you can come in the lobby if nobody is in the lobby and if you do not have an appointment then we see what you want and then schedule you an appointment. The Office Manager feels like we should open the door and have a sign on the door stating that mask are required and check their temperature. This means that the tenants would stop in the lobby. Resident Commissioner Brockington stated that would work best for the disabled instead of having to wait in their cars or stand outside. The Commissioner stated it is okay to open the lobby.

Adjourn

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

	
Clara S. Graham	Ernestine Clark/LiNetha Munford
Secretary	Chairman/Vice-Chairman
Date	Date
	11-14-2023