

**Board Meeting Minutes**  
**January 21, 2020**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Main Office, 312 East Bryan Street, on the 21st day of January 2020, at 12:03 p.m.

Chairman Clark called the meeting to order and Dr. Veal 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
Rosemary Street Nixon – Commissioner	Sandra Gore – Director of Operations
Irene Murray - Commissioner	

**Absent**

Charline McElroy – Vice Chairman

Chairman Clark welcomed everyone to the first Board Meeting of the year and thanked everyone for coming.

**Agenda & Minutes**

Chairman Clark requested a motion for the approval of the January 21, 2020, Agenda; and the November 19, 2019, Board Meeting Minutes. Dr. Veal made the motion to approve the January 21, 2020, Agenda; and the November 19, 2019, Board Meeting Minutes and Commissioner Nixon seconded the motion. Ayes carried with no questions raised.

**Pending Issues**

Chairman Clark stated the pending issue is the update on the meeting with Mayor Paulk concerning the Inner Streets in Housing. Ms. Sawyer stated Ms. Graham had not heard back from Mayor Paulk but Ms. Graham did hear from Mr. Davis, the City Manager. Ms. Sawyer stated that Ms. Graham received an email from Mr. Davis showing which streets the City of Douglas would cover in Housing as far as maintenance on the streets and which streets the City of Douglas would not cover. Ms. Sawyer stated she talked with Ms. Graham to see if Mickey Thomas, Maintenance Supervisor, could compare the list to see what streets within Housing the City of Douglas would maintain and to make sure that all the streets within Housing was covered. Ms. Sawyer stated she spoke with Ms. Graham earlier today and all the streets in Housing are covered pursuant to the list that Mr. Davis emailed. Ms. Sawyer stated that now it is a matter of responding back to Mr. Davis that Housing is okay with the list. Ms. Sawyer stated there is a Street Inventory List and it states where the City of Douglas is in regards to Maintenance. Ms. Sawyer stated to Ms. Graham that it might be good to have Mickey Thomas ride the streets in housing and to take pictures if an issues occurs like a pothole so we can make the City aware so maybe the City would patch or reprioritize some of the maintenance on that street. Ms. Sawyer stated that if the City is receiving State Funding for the street maintenance then the City has to submit a list every year of the streets that they want to perform maintenance

on for a specific amount of funding. Ms. Sawyer stated the City will receive notification if the list is approved. Ms. Sawyer stated the amount of funding could change. Ms. Sawyer stated just because a road is listed to be paved by 2020 it might not get paved until 2023. Dr. Veal asked for a copy of the Street Inventory List. Ms. Sawyer stated that Ms. Graham will email the Commissioners a copy of the Street Inventory List.

### **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 January 20, 2020. DHA had 1 move-in, 2 make readies, 0 move-outs and our occupancy percentage is 97%. DHA has 86 move-in(s) year-to-date and 77 move-out(s) year-to-date.
- Management Report for December 31, 2019. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$62,107.91 and Total Security Deposits for Authority 11, 12, & 13 are \$91,935.00.
- Charge-offs for the month of October 2019 and November 2019 total \$6,167.81. Commissioner Nixon made a motion to approve the Charge-offs and Dr. Veal seconded the motion. Aye carried Resolution # 20-21-01-552.

### **Executive Director**

Ms. Graham stated the first item is the Audit Report for Fiscal Year Ending 3/31/2019. Ms. Graham informed everybody to turn to page 26 where it states there were no audit findings.

Ms. Graham stated the next item is the 2020 Annual Agency Plan & Five Year Plan for FY 2020 – 2025 with approval date of January 14, 2020. Ms. Graham stated that the Housing Authority has to submit our Annual Plan every year and every few years we submit our Five Year Plan. Ms. Graham passed the Annual Plan & Five Year Plan around to the Commissioners. Ms. Graham stated the Plan of Action list how we are going to spend the money. Ms. Graham stated this year the money will go towards the new Administration Office. Ms. Graham stated next year her plans are to enhance the curb side appeal and upgrade the outside of the apartments at 76-14 which is Thrasher Nest where the new Administration Office will be located. Ms. Graham stated we plan to paint the outside of the units, add shutters and add some landscaping. Dr. Veal made a motion to approve the 2020 Annual Agency Plan & Five Year Plan for FY 2020-2025 with the approval date of January 14, 2020 and Commissioner Murray seconded the motion. Ayes carried Resolution #20-14-01-551.

Ms. Graham stated the next item is the 2020 Mileage Rate. Ms. Graham stated the mileage rate beginning January 1, 2020, is 57.5 cents. Commissioner Nixon made the motion to approve the

2020 mileage rate and Commissioner Murray seconded the motion. Ayes carried Resolution # 20-21-01-553.

Ms. Graham stated the next item is the 2020 Board Meeting Schedule. Ms. Graham stated at the top of the page there is a correction of 2020 where it states 2019 Board Meeting Schedule. Ms. Graham stated this schedule does include the Spring & Annual Conference in May & September so some of the dates will be cancelled or rescheduled if needed.

Ms. Graham stated that the Chairman asked that she skip the next item concerning the Executive Director's Performance Evaluation for now.

### **Plan Agenda**

Chairman Clark stated the next item is to plan the agenda for the March 17, 2020, Board Meeting. Chairman Clark stated the Oath of Office and no other items were presented.

### **General Discussion**

Chairman Clark stated the next item is the MLK Committee of Coffee County Request. Ms. Graham stated she would let DHA Attorney, Ms. Toni Sawyer, lead this discussion. Ms. Sawyer stated that Ms. Graham had forwarded her a request on December 17, 2019, where the MLK Committee of Coffee County was requesting to utilize the Roundtree Center on Saturday, January 18, 2020, which that date has already passed. Ms. Sawyer stated the MLK Committee wants to hold classes on Saturdays in February 2020 for the 1<sup>st</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, & 29<sup>th</sup>. Ms. Sawyer stated the MLK Committee wants to hold classes to empower participants to gain financial freedom. Ms. Sawyer stated this goes back to last year where the Housing Authority discussed that Housing Centers cannot be utilized for worship services by a certain organization. Ms. Sawyer stated this opens the door for any organization to hold classes at the center just like any organization could hold any type of worship service at the center. Ms. Sawyer stated the Board has to make the decision but the Board needs to be consistent with their decisions. Ms. Sawyer stated she asked Ms. Graham if any Board Member was a member of the MLK Committee then those Board Members could not vote on this request because it would be a conflict of interest. Commissioner Murray stated that the MLK Committee would hold classes at the church.

Chairman Clark asked Ms. Graham how this would be different from the usage of the Roundtree Center for the MLK Birthday Party for the children. Ms. Graham stated this event is Community Wide and the Housing Authority is a sponsor and has been for years.

### **Executive Session**

Chairman Clark asked for a motion to enter into Executive Session to discuss Personnel Issues. Commissioner Nixon made the motion to enter into Executive Session and Dr. Veal seconded the motion. Ayes carried.

Chairman Clark asked for a motion to exit the Executive Session at 12:41 p.m. and to return to the Board Meeting. Commissioner Nixon made the motion to exit the Executive Session and Dr. Veal seconded the motion. Ayes carried.

**Chairman**


Chairman Clark asked for a motion to ratify the End of the Year Performance Base Pay in the amount of \$500 to the Executive Director. Commissioner Nixon made the motion to ratify the end of the year Performance Base Pay in the amount of \$500 to the Executive Director, Ms. Graham and Commissioner Murray seconded the motion. Ayes carried Resolution # 20-21-01-554.

Chairman Clark asked for a motion to continue the End of the Year Performance Base Pay amount every year if the funds permit. Commissioner Nixon made the motion to continue the End of the Year Performance Base Pay amount every year if the funds permit and Dr. Veal seconded the motion. Ayes carried Resolution # 20-21-01-555.

Chairman Clark asked the Commissioners if the third Tuesday in February at 12 noon would work for the Special Called Meeting to discuss the Executive Director’s Performance Evaluation. After some discussion about the date and time, Dr. Veal made the motion to hold the Special Called Meeting on February 18, 2020, at 12 noon to discuss the Executive Director’s Performance Evaluation and Commissioner Murray seconded the motion. Ayes carried with Resolution # 20-21-01-556.

**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 Board Meeting adjourning at 1:10 p.m.

	
Clara S. Graham	Ernestine Clark/Charline McElroy
Secretary	Chairman/Vice-Chairman
Date	Date