

**Board Meeting Minutes
January 20, 2026**

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 January 2026, at 12:03 p.m.

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

Present

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

Toni Sawyer - DHA Attorney
Clara Graham – Executive Director
Lakisha Gaskin – Director of Operations

Absent

N/A

Agenda & Minutes

Chairman Clark asked for a motion to approve the January 20, 2026 Agenda and the November 18th, 2025 Board Meeting Minutes. Ms. Rosemary made the motion to approve the November 18th, 2025, Board Meeting Minutes and Commissioner Irene Murray seconded the motion. Ayes carried.

Pending Issues

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

Legal Issues

City of Douglas Easement Request- Toni Attorney stated that she haven't heard from HUD it is up to the Board if they would like to move forward with the Easement request. Ms. Graham stated that the HUD Representative Brandon Little contacted her last week and stated he would look into and submit the request to the right department.

Oath Of Office

Dr. J.L. Veal was reappointed as Commissioner of the Douglas Housing Authority Board on January 20, 2026 - January 20, 2030.

Office Manager

Ms. Gaskin presented the following information to the Board:

- Leasing Report as of January 15, 2026. DHA had (3) move-in(s), (1) make readies, (0) move-out(s) and our occupancy percentage is 99%. DHA has 50 move-in(s) year-to-date and 50 move-out(s) year-to-date.

- Management Report for December 31, 2025. DHA’s total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$93,155.63 and Total Security Deposits for Authority 11, 12, & 13 are \$95,140.00.
- Charge-offs for the months of August & September 2025 total \$3,956.70 Chairman Clark asked for a motion to approve the Charge-offs. Commissioner Munford made the motion to approve the Charge-offs for May, July, August & September. Commissioner Murray made the motion to approve the charge-offs August & September 2025. Vice Chairman Nixon approved the second motion Fillmore seconded the motion. Ayes carried with Resolution # 26-20-01-691.

Executive Director

Ms. Graham stated the first item for discussion is the request from Kendall Davis, Auditor & HUD to eliminate the \$10 maintenance charge effective February 1, 202 due to new regulations that has been implemented. Ms. Sandy made the motion and Dr. J.L Veal second the motion and Ayes carried with Resolution # 26-20-01-692.

Ms. Graham presented the 2026 Board Meeting Schedule.

Ms. Graham submitted for approval the 2026 Business Standard Milage Rate at 72.5 cents per mile. Ms. Sandy made the motion and Dr. J.L Veal second the motion and Ayes carried with Resolution # 26-20-01-693.

Ms. Graham passed out the Executive Director Evaluation package to all Commissioners, Chairman Clark stated that an Executive Session need to be scheduled. The Board agreed for a Executive Session to discuss Executive Director Salary on February 23, 2026 @ 12:00 p.m.

Plan Agenda

N/A

General Discussion

Chairman Clark confirmed that an Executive Session to discuss Salary of the Executive Director would be Tuesday, February 23, 2026 @ 12:00 noon at the main office.

Adjourn

Chairman Clark asked for a motion to adjourn the Board Meeting. Chairman Munford made the motion to adjourn the Board Meeting and Commissioner Murray seconded the motion. Ayes carried with the Board Meeting adjourning at 12:27 p.m.

	<u>3/17/26</u>		<u>3/17/26</u>
Clara S. Graham	Date	Ernestine Clark/Rosemary Nixon	Date
Secretary		Chairman/Vice-Chairman	

