Board Meeting Minutes
July 21, 2026

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 July 2026, at 12:10 p.m.

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

Present

Chairman Ernestine Thomas- Clark
Rosemary Street Nixon- Vice Chairman
LiNetha Munford – Commissioner
Sandy Fillmore – Resident Commissioner
Irene Murray- Commissioner
Toni Sawyer - DHA Attorney
Clara Graham – Executive Director

Absent

Dr. J. L. Veal
Lakisha Gaskin – Director of Operations

Agenda & Minutes

Chairman Ernestine Thomas - Clark asked for a motion to approve the July 21st, 2026 Agenda and the Mach 17th, 2026 Board Meeting Minutes. Commissioner Sandy Fillmore made the motion to approve the July 21st, 2026, Agenda and March 17th, 2026 Board Meeting Minutes. Commissioner LiNetha Munford seconded the motion. Ayes carried.

Amended Minutes

Chairman Clark asked for a motion to amend the July 21st, 2026 Agenda to include the election of the 2027 Officers. Commissioner Sandy Filmore made the motion to amend the July 21st Agenda to add election of 2027 Officers. Commissioner Irene Murray seconded the motion. Ayes carried. Resolution: **26-21-07-703**

Pending Issues

City of Douglas request for the easement on Bryan Circle still is pending, Attorney Sawyer stated that HUD Representative still haven't made contact with her.

Legal Issues

N/A

Reappoint New Officers

Brief Discussion. The elections of 2026 Officers were postponed for several months due to several Commissioners being out due to sickness. Commissioner Ernestine Thomas-Clark asked for a motion to allow the 2025 Officers to remain in office for the year of 2026 due to over half of the year of 2026 has past. Commissioner Rosemary Nixon made the motion to approve the 2025 Officers to remain in office throughout 2026 term. Commissioner Sandy Fillmore seconded the motion. Ayes carried. Resolution: **26-21-07-704**

2027 Officers Election

Brief Discussion. Commissioner Ernestine Thomas Clark asked for a motion to allow an exception to the Housing Authority By-Laws to include the election of the 2027 Officers. Commissioner Ernestine Thomas Clark as Chairman and Commissioner Rosemary Nixon as Vice-Chairman. Commissioner Rosemary Nixon made the motion to accept the exception to the Housing Authority By-Laws to include the election of 2027 Officers. Commissioner Irene Murray seconded the motion. Ayes caried. Resolution: **26-21-07-705**

Executive Director

Ms. Graham presented the following information to the Board:

- Leasing Report as of July 16, 2026. DHA had (2) move-in(s), (0) make readies, (0) move-out(s) and our occupancy percentage is 100%. DHA has 16 move-in(s) year-to-date and 20 move-out(s) year-to-date.

- Management Report for June 30, 2026. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are $85,832.75 and Total Security Deposits for Authority 11, 12, & 13 are $91,830.00.

- Charge-offs for the months of March, April, and May 2026 total $2,198.69 Chairman Clark asked for a motion to approve the Charge-offs. Commissioner Munford made the motion to approve the Charge-offs for March, April, and May 2026. Commissioner Fillmore second motion Ayes carried with Resolution: **26-21-07-706.**

Executive Director

Ms. Graham stated the first item for discussion was the upcoming training. Ms. Graham stated that we will be attending training September 20, 2026 – September 23, 2026 in Savannah, GA for the GAHRA Annual Conference, commissioners that signed up for that training was Chairman Ernestine Clark, Commissioner Murray, Commissioner Nixon, and Resident Commissioner Sandy Fillmore. The next training will be the 2026 GAHRA Commissioners Retreat GAHRA October 11, 2026 – October 13, 2026, all the Commissioners stated that they would like to attend. Commissioner Nixon stated that she would check her calendar and get back with the Housing Authority.

Ms. Graham stated it is time to approve the Housing Authority July 1, 2026 – June 30, 2027 Cafeteria Plan stating that we offer all employees' Health Insurance.. Commissioner LiNetha Munford made the motion and Commissioner Nixon second the motion. Ayes carried. Resolution #**26-21-07-707.**

Plan Agenda

N/A

General Discussion

Ms. Graham submitted a Letter of Request from the NAACP to utilize Roundtree Center as a Community Voting HUB from October 12,2026 – October 30, 2026 & November s, 2026. Brief discussion.

The Commissioners asked Housing Authority Attorney, Toni Sawyer, to draft a letter to the NAACP Committee outlining that the Federal Administration is actively overhauling election management on federally funded property and property wherein federal funds can be connected. For that reason the Housing Authority must deny their request

Adjourn

Chairman Clark asked for a motion to adjourn the Board Meeting. Chairman Munford made the motion to adjourn the Board Meeting and Commissioner Nixon seconded the motion. Ayes carried with the Board Meeting adjourning at 1:00 p.m.

Clara S. Graham 9/15/26 Rosemary Nixon

Clara S. Graham Date
Secretary

Ernestine Clark/Rosemary Nixon Date
Chairman/Vice-Chairman