

**Board Meeting Minutes**  
**May 21, 2024**  
**12:00 p.m.**

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 May 2024, at 12:05 p.m.

Chairman J.L. Veal called the meeting to order and Vice-Chairman Irene Murray gave the invocation. Those present and absent were as follows:

**Present**

J.L. Veal – Chairman	Toni Sawyer - DHA Attorney
Irene Murray – Vice Chairman	Clara Graham – Executive Director
Ernestine Thomas Clark – Commissioner	Sandra Gore – Director of Operations
LiNetha Munford - Commissioner	
Rosemary Street Nixon – Commissioner	

**Absent**

None

**Agenda & Minutes**

Chairman J.L. Veal stated he would like to entertain a motion to approve the May 21, 2024 Agenda and the February 27, 2024, Rescheduled Board Meeting Minutes. Commissioner Rosemary Street Nixon made the motion to approve the May 21, 2024 Agenda and February 27, 2024, Rescheduled Board Meeting Minutes and Commissioner Ernestine Thomas Clark seconded the motion. Ayes carried with no questions raised.

**Pending Issues**

Chairman J.L. Veal stated next is the pending issues and there are no pending issues to discuss.

**Legal Issues**

Toni Sawyer stated the Housing Authority needs to try again to reach out for a Resident Commissioner to compile with the law. Ms. Graham stated we had one lady that was interested but she declined the position, we passed out flyers and conducted an election and nobody was presented. Toni Sawyer asked if we could reach out to a previous Resident Council Commissioner. Ms. Graham stated one has passed, one moved out, Ms. Ernestine was moved to a regular commissioner because her classification was wrong and Frankie Brockington is no longer interested in the position. Ms. Graham stated the Resident Services Coordinator will emphasize the need for a Resident Commissioner to the residents in the monthly Resident Council Meetings.

**Director of Operations**

Sandra Gore presented the following information to the Board:

- Leasing Report as of May 16, 2024. DHA had 0 move-in(s), 1 make ready, 0 move-outs and our occupancy percentage is 100%. DHA has 4 move-in(s) year-to-date and 4 move-out(s) year-to-date.

- Management Report for April 30, 2024. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$76,210.16 and Total Security Deposits for Authority 11, 12, & 13 are \$98,555.00.
- Charge-offs for the month of February 2024, March 2024, & April 2024 total \$1,234.05. Executive Director, Clara Graham, asked for a motion and a second to approve the Charge-offs. Commissioner Rosemary Street Nixon made the motion to approve the Charge-offs and Vice-Chairman Irene Murray seconded the motion. Ayes carried. Resolution # 24-21-05-656.

Commissioner Ernestine Thomas Clark stated she would like to request a round of applause for the Housing Authorities 100% Occupancy.

### **Executive Director**

Executive Director, Clara Graham, stated the first item is a Personnel Issue. Clara Graham stated that Security Officer, Bobby Waters, resigned as of May 16, 2024. Clara Graham stated before she advertises the Security Officer Position she will look back in the previous applications because it has not been a year since Mr. Waters was hired. Clara Graham stated she thinks it will work better if we have an officer. The last one had a fear of towing and Security has to check periodically for DHA Car Permits. This prevents the Housing Authority from having unauthorized vehicles and guest on our properties after hours to prevent the unauthorized guest and abandoned cars with drugs being sold out of the cars. Ms. Graham stated an off-duty officer or retired officer is trained to watch for things and will not be afraid to walk at night.

Executive Director, Clara Graham, stated the next item is since Covid has not gone but is at a low rate the DHA Office conducts temperature checks and wears mask in the office. Every employee takes their temperature before coming in the building every morning. Every tenant who comes in the front office has their temperature taken before entering. Employees and tenants are required to wear mask in the office. I would like your input in lifting the temperature checks and wearing mask in the office. Commissioner Nixon stated she would continue to wear her mask but she would vote with the majority. After some discussion, Commissioner Rosemary Street Nixon made the motion to discontinue the temperature checks and the mask in the office but be optional to wear a mask. Vice Chairman Murray second the motion to discontinue the temperature checks and the mask in the office but be optional to wear mask. Ayes carried with Resolution # 24-21-05-657.

Ms. Graham stated she would continue to have the office sprayed every day.

### **Plan Agenda**

Chairman J.L. Veal stated the next item is to plan the agenda for the July 16, 2024 Board Meeting. No items were presented.

**General Discussion**

Ms. Graham stated she emailed each commissioner a flyer concerning the SERC/NAHRO Annual Conference in Greensboro, North Carolina on June 23 – 26, 2024. I need to know today who will be attending so Sandra can book your rooms and get you register for the conference. Chairman Veal, Vice Chairman Murray, and Commissioner Thomas will be attending the conference.

The Commissioners attending the Commissioner’s Retreat in Jekyll Island on July 22 – 24, 2024. Chairman Veal, Vice Chairman Murray, Commissioner Nixon, Commissioner Munford, & Commissioner Thomas.

Commissioner Thomas gave Ms. Graham back the certificate for a free night stay at the Westin Jekyll Island because she cannot attach the one night free stay before or after the conference. The free one-night stay has to be separate from the conference. Commissioner Thomas stated she was informed that she could not go and stay one night because the free night had to be added to either one- or two-night stay or a vacation. Commissioner Thomas stated she tried to call Ms. Rita Thomas. There was no stipulations given with the prize. Ms. Graham stated she would call Ms. Rita Thomas about the certificate.

Ms. Graham asked who would be attending the GAHRA Annual Conference in Savannah, Georgia on September 15 – 18, 2024. Chairman Veal, Vice Chairman Murray, Commissioner Nixon, Commissioner Munford, & Commissioner Thomas will be attending.

**Adjourn**

Chairman J.L. Veal asked for a motion to adjourn the Board Meeting. Commissioner Rosemary Street Nixon made the motion to adjourn the Board Meeting and Vice Chairman Irene Murray seconded the motion to adjourn. Ayes carried with the Board Meeting adjourning at 12:32 p.m.

		
Clara S. Graham	J.L. Veal/Irene Murray	
Secretary	Chairman/Vice-Chairman	
		Date