Board Meeting Minutes
March 17, 2026

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 17th day of March 2026, at 12:05 p.m.

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

Present

Rosemary Street Nixon- Vice Chairman
LiNetha Munford – Commissioner
Sandy Fillmore – Resident Commissioner
Irene Murray- Commissioner

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

Absent

Chairman Ernestine Thomas- Clark
Dr. J. L. Veal

Agenda & Minutes

Vice Chairman Street Nixon asked for a motion to approve the March 17, 2026 Agenda and the January 20th, 2026 Board Meeting Minutes and February 23, 2026 Special Call Board Meeting Minutes. Commissioner Sandy Fillmore made the motion to approve the March 17, 2026, Agenda, January 20th Board Meeting Minutes and February 23, 2026 Special Called Board Meeting Minutes, Commissioner LiNetha Munford seconded the motion. Ayes carried.

Pending Issues

N/A

Legal Issues

N/A

Reappoint New Officers

Rescheduled

Office Manager

Ms. Gaskin presented the following information to the Board:

- Leasing Report as of March 16, 2026. DHA had (1) move-in(s), (1) make readies, (1) move-out(s) and our occupancy percentage is 100%. DHA has 56 move-in(s) year-to-date and 52 move-out(s) year-to-date.

- Management Report for February 26, 2026. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are $90,397.41 and Total Security Deposits for Authority 11, 12, & 13 are $91,580.00.

- Charge-offs for the months of October 2025 total $441.00 Vice Chairman Street Nixion asked for a motion to approve the Charge-offs. Commissioner Fillmore made the motion to approve the Charge-offs for October 2025.
  Commissioner Fillmore made the motion to approve the charge-offs for October 2025. Commissioner Munford made the second motion Ayes carried with Resolution # **26-17-03-700.**

Executive Director
Ms. Graham stated the first item for discussion was the upcoming training. Ms. Graham stated that we will be attending training April 20, 2026 – April 23, 2026 in Myrtle Beach for the SERC-NAHRO Spring Conference, the only Commissioners that signed up for that training was Chairman Ernestine Clark and Resident Commissioner Sandy Fillmore. The next training will be the GAHRA Spring Conference in Jekyll Island on May 18, 2026 – May 20, 2026, which most of you attend. The next training will be the SERC-NAHRO Annual Conference in Orlando Florida on June 28, 2026 – July 1, 2026. Ms. Graham asked who all would like to attend, all Board Members stated they would check their calendars and get back about the SERC-NAHRO Annual Conference. Ms. Graham stated our last conference is our GAHRA Annual which will be held in Savannah Georgia, once we get the dates Lakisha will send them out to everyone.

Ms. Graham reminded the Commissioners that we will be attending the Chamber Banquet on March 26, 2026 at 6:00 p.m.

Ms. Graham submitted for approval the Monthly Cost Allowances Effective 6/1/26. Ms. Graham explained that if the Allowance goes up tenants on 30 percent rent will decrease, if the Allowance goes down the tenant rent will increase. Commissioner LiNetha Munford made the motion and Resident Commissioner Sandy Fillmore second the motion and Ayes carried with Resolution #**26-17-03-702.**

Ms. Graham submitted for approval the Flat Rent Rates Effective 6/1/26. Ms. Graham explained the High Rates Increase of the rents and stated she feels like we will lose some tenants. Commissioner Irene Murray made the motion and Resident Commissioner Sandy Fillmore second the motion and Ayes carried with Resolution #**26-17-03-701.**

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

Commissioner LiNetha Munford asked if we still had a waiting list. Ms. Graham replied yes, and explained we have a call-in waiting list and approved waiting list.

Adjourn

Vice Chairman Street Nixion asked for a motion to adjourn the Board Meeting. Chairman Munford made the motion to adjourn the Board Meeting and Resident Commissioner Fillmore seconded the motion. Ayes carried with the Board Meeting adjourning at 12:27 p.m.

Clara S. Graham 7/21/26 Ernestine H. Clark 07-21-2026

Clara S. Graham Secretary	Date	Ernestine Clark/Rosemary Nixon Chairman/Vice-Chairman	Date