

Board Meeting Minutes
November 18, 2025

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 18th day of November 2025, at 12:01 p.m.

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

Present

Ernestine Thomas Clark – Chairman
J. L. Veal – Commissioner
LiNetha Munford – Commissioner
Sandy Fillmore – Resident Commissioner

Toni Sawyer - DHA Attorney
Clara Graham – Executive Director
Lakisha Gaskin – Office Manager

Absent

Rosemary Street Nixon- Vice Chairman
Irene Murray- Commissioner

Agenda & Minutes

Chairman Clark asked for a motion to approve the November 18th, 2025 Agenda. After a brief discussion Chairman Clark made a motion to amend the November 18th, 2025 Agenda to include Executive Session. Also, Chairman Clark asked for a motion to approve the July 15, 2025, Board Meeting Minutes. Resident Commissioner Fillmore made the motion to approve the November 18th, 2025, Amended Agenda, and the July 15, 2025, Board Meeting Minutes and Commissioner Munford seconded the motion. Ayes carried.

Pending Issues

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

Legal Issues

None

Office Manager

Ms. Gaskin presented the following information to the Board:

- Leasing Report as of November 13, 2025. DHA had 1 move-in(s), 0 make readies, 2 move-out(s) and our occupancy percentage is 99%. DHA has 40 move-in(s) year-to-date and 40 move-out(s) year-to-date.
- Management Report for October 30, 2025. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$104,576.53 and Total Security Deposits for Authority 11, 12, & 13 are \$97,840.00.
- Charge-offs for the months of May, July, August & September 2025 total \$1,953.19. 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 &

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September 2025 the months of Resident Commissioner Fillmore seconded the motion. Ayes carried with Resolution # 25-18-11-686.

Executive Director

Ms. Graham stated the first item for discussion is the retirement of the Director of Operations, Sandra Gore, effective as of October 30, 2025.

General Discussion

Ms. Graham stated the first item she wanted to discuss was a face lift for the Douglas Housing Authority Community Centers, beginning with Roundtree Community Center, 801 S. Gaskin Avenue. Graham stated she would like to move forward with this project beginning 2026.

Executive Session

Chairman Ernestine Thomas Clark made a motion to leave regular Schedule Board Meeting and enter into an Executive Session. Resolution # 25-18-11-687.

Chairman Ernestine Thomas Clark made a motion to exit the Executive Session. Resolution # 25-18-11-688.

A Resolution of the Board of Commissions for The Housing Authority of the City of Douglas, Georgia, approving the elimination of the Office Manager; Approving the new job Description for the position of Director of Operations and Executive Director; and for other purposes. Resolution # 25-18-11-689.

Adjourn

Chairman Clark asked for a motion to adjourn the Board Meeting. Chairman Munford made the motion to adjourn the Board Meeting and Commissioner Veal seconded the motion. Ayes carried with the Board Meeting adjourning at 12:30 p.m.


Clara S. Graham
Secretary

Date

1/20/26


Ernestine Clark/Rosemary Nixon
Chairman/Vice-Chairman

Date

1-20-2026