

**Board Meeting Minutes  
January 17, 2023**

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 January 2023, at 12:08 p.m.

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

**Present**

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

**Absent**

Frankie Brockington – Resident Commissioner

**Agenda & Minutes**

Chairman Clark stated she would like to request a motion to amend the January 17, 2023 Agenda to add the Audit Report for FYE March 31, 2022 under the Executive Director updates.

Commissioner Nixon made the motion to amend the January 17, 2023 agenda to add the Audit Report and Commissioner Munford seconded the motion. Ayes carried with no questions raised.

Chairman Clark requested a motion to approve the November 15, 2022, Board Meeting Minutes. Commissioner Nixon made the motion to approve the November 15, 2022, Board Meeting Minutes and Commissioner Munford seconded the motion. Ayes carried with no questions raised.

**Pending Issues**

Chairman Clark stated next is the pending issue. Ms. Toni Sawyer stated there are no pending issues

**Current Issues**

Ms. Toni Sawyer stated an incident occurred that brought the Housing Authority to look at the Barring Policy & Vehicle Registration so the Housing Authority can have added protection against any loopholes. Ms. Toni Sawyer discussed the changes to the Barring Policy & Vehicle Registration which are typed in red. Ms. Toni Sawyer discussed the changes to the Debarment Form which are typed in red. After much discussion, Chairman Clark asked how long does the Housing Authority offer id's and Ms. Graham stated for 3 years. Chairman Clark asked for a motion to approve the Barring Policy & Vehicle Registration and Debarment Form updates. Dr. Veal made the motion to approve the Barring Policy & Vehicle Registration and Debarment Form updates and Commissioner Nixon seconded the motion. Ayes carried. Resolution # 23-17-01-622.

**Legal Issues**

Ms. Toni Sawyer stated there were no legal issues to discuss.

**Oath of Office**

Chairman Clark turned the floor over to the DHA attorney, Ms. Toni Sawyer to presided over the Oath of Office for Commissioner Rosemary Street Nixon and Commissioner Irene Murray.

**Election of Officers**

Chairman Clark turned the floor over to the DHA Attorney, Ms. Toni Sawyer, for election of Chairman. Ms. Toni Sawyer opened the floor for nominations of Chairman. Commissioner Munford nominated Ms. Ernestine Clark. No other nominations were presented so Dr. Veal made the motion to close the nominations and Commissioner Nixon seconded the motion. Ms. Toni Sawyer stated Ms. Ernestine Clark will remain as Board Chairman.

Ms. Toni Sawyer turned the floor over to Chairman Clark for the election of Vice Chairman. Chairman Clark opened the floor for nominations of Vice Chairman. Dr. Veal nominated Commissioner Munford and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 23-17-01-623.

**Director of Operations**

Ms. Gore presented the following information to the Board:

- Leasing Report as of January 12, 2023. DHA had 0 move-ins, 1 make ready, 0 move-outs and our occupancy percentage is 100%. DHA has 58 move-in(s) year-to-date and 54 move-out(s) year-to-date.
- Management Report for December 29, 2022. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$79,611.06 and Total Security Deposits for Authority 11, 12, & 13 are \$82,498.15.
- Charge-offs for the months of October 2022, November 2022, and December 2022 totaling \$1,474.17. Dr. Veal made a motion to approve the Charge-offs and Commissioner Munford seconded the motion. Ayes carried with Resolution # 23-17-01-624.

**Executive Director**

Ms. Graham stated the first thing is the 2023 Annual Plan & Five-Year Plan for FY 2023 – 2027 with approval date of January 9, 2023. Ms. Graham stated the annual plan informs you of the work that will be completed for 2023. Ms. Graham stated we have just completed the apartments on Pearl and will be moving to Brooks to remodel 6 units because these are our oldest apartments. Chairman Clark asked for a motion to approve the 2023 Annual & Five Year Plan. Commissioner Nixon made the motion and Dr. Veal seconded the motion to approve the 2023 Annual & Five-Year Plan. Ayes carried with Resolution # 23-09-01-621.

Ms. Graham stated the next item is the 2023 Mileage Rate. Ms. Graham stated the 2023 mileage rate beginning January 1, 2023 will increase to 65.5 cents per mile driven. Commissioner Munford made the motion to approve the 2023 Mileage Rate and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 23-17-01-625

Ms. Graham stated the next item is the 2023 Board of Commissioners Board Meeting Schedule. Ms. Graham stated the meetings are scheduled the 3<sup>rd</sup> Tuesday of every other month. Ms. Graham stated the dates may change due to the GAHRA Conferences in May & September and the other conference we are adding on this year due to the Commissioners request. Chairman Clark asked for a motion to approve the 2023 Board Meeting Schedule. Dr. Veal made the motion to approve the 2023 Board Meeting Schedule and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 23-17-01-626.

Ms. Graham stated we are getting close to the end of our fiscal year and the Commissioners have to conduct an evaluation on me and I have to conduct an evaluation on the employees. In your packet you will find the Executive Directors Performance Evaluation. Chairman Clark asked when do the Commissioners need to finalize your evaluation and Ms. Graham stated it needs to be completed by February 2023 so it can be mailed to the CPA and everything finalized by March 31, 2023. After some discussion, the Commissioners decided to hold a Special Called Meeting on February 13<sup>th</sup> at 12 noon.

Ms. Graham stated her last item is the Audit Report for FYE March 31, 2022. Ms. Graham stated page 30 states there was no prior audit finding in 2021 and there was no finding in 2022. Chairman Clark asked for a motion to approve the Audit Report for FYE March 31, 2022. Commissioner Nixon made the motion to approve the Audit Report for FYE March 31, 2022 and Dr. Veal seconded the motion. Ayes carried with Resolution # 23-17-01-627.

### **Plan Agenda**

Chairman Clark stated the next item is to plan the agenda for the March 21, 2023, Board Meeting. Nothing was presented.


### **General Discussion**

Chairman Clark stated she would like to revisit the mask mandate for the Housing Authority. Chairman Clark stated she would like for the mask not to be mandatory to come inside the Housing Authority Offices. Commissioner Nixon stated she understands but she thinks the mask requirement needs to be mandatory because of Covid numbers increasing again. Ms. Graham stated if we lift the mask mandate then we need to see what the rate is. Ms. Graham stated she thinks the tenants that come into the office need to wear a mask. Ms. Graham stated we have tenants come in with Covid and their temperatures are high. Ms. Graham stated the Maintenance Men go into the tenant's apartments and they don't find out the tenant has covid until they go in. Ms. Graham stated we had a tenant that got out of the hospital with covid and came into the office for their recertification. Ms. Sawyer stated that the rates for Coffee County can be checked at the Community Health Website. Commissioner Munford stated the Hospital has started limiting the number of people that can go into the Hospital again so that means the covid numbers are rising again. Commissioner Munford stated we have to protect the employees of the Housing Authority. After much discussion, the Commissioners agreed to keep the mask mandatory for the Housing Authority Offices.

Ms. Graham informed the Commissioners that we have lunch to go so stop by and pick up a plate.

**Adjourn**

Chairman Clark asked for a motion to adjourn the Board Meeting. Commissioner Nixon made the motion to adjourn the Board Meeting and Commissioner Munford seconded the motion. Ayes carried with the Board Meeting adjourning at 12:54 p.m.

	3/21/23		3/21/2023
Clara S. Graham	Date	Ernestine Clark/LiNetha Munford	Date
Secretary		Chairman/Vice-Chairman	