

**Board Meeting Minutes  
March 15, 2022**

The Board of Commissioners Meeting for the City of Douglas Housing Authority was held at the Administration Office, 937 Thrash Circle, on the 15th day of March 2022, at 12:04 p.m.

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

**Present**

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

**Absent**

None

**Oath of Office**

Chairman Clark turned the floor over to our attorney, Ms. Toni Sawyer. Ms. Toni Sawyer presided over the Oath of Office for the Resident Commissioner, Ms. Frankie Brockington.

**Agenda & Minutes**

Chairman Clark requested a motion for the approval of the March 15, 2022, Agenda; the January 18, 2022, Board Meeting Minutes; and the February 15, 2022, Special Called Board Meeting Minutes. Commissioner Nixon made the motion to approve the March 15, 2022, Agenda; the January 18, 2022, Board Meeting Minutes; and the February 15, 2022, Special Called Board Meeting Minutes and Dr. Veal seconded the motion. Ayes carried with no questions raised.

**Pending Issues**

Chairman Clark stated next is the pending issue with updates from our Attorney, Ms. Toni Sawyer, concerning the rental of 312 East Bryan Street. Ms. Toni Sawyer stated that she has not heard back from HUD concerning the rental of 312 East Bryan Street. Ms. Toni Sawyer stated that she would reach out again to HUD.

**Legal Issues**

Ms. Toni Sawyer, DHA Attorney, stated there were no Legal Issues to discuss.

**Director of Operations**

Ms. Gore presented the following information to the Board:

- Leasing Report as of March 10, 2022. DHA had 3 move-ins, 2 make readies, 3 move-outs and our occupancy percentage is 99%. DHA has 79 move-in(s) year-to-date and 85 move-out(s) year-to-date.
- Management Report for February 28, 2022. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$56,648.22 and Total Security Deposits for Authority 11, 12, & 13 are \$93,370.00.

- Charge-offs for the months of January 2022 and February 2022 total \$674.29. Dr. Veal made a motion to approve the Charge-offs and Commissioner Murray seconded the motion. Ayes carried Resolution # 22-15-03-601.

**Executive Director**

Ms. Graham stated the first item is the approval of the Operating Subsidy SF 424 beginning FY 2022 with the approval date of February 2, 2022. Ms. Graham stated she submitted a form to HUD requesting Operating Subsidy for this year. Ms. Graham stated the Operating Subsidy is based on the cost of utilities, the rental of apartments, and our vacancies. Ms. Graham stated she needs approval of the Operating Subsidy SF 424 beginning FY 2022 with the approval date of February 2, 2022. Commissioner Murray made the motion to approve the Operating Subsidy SF 424 beginning FY 2022 with the approval date of February 2, 2022 and Dr. Veal seconded the motion. Ayes carried with Resolution # 22-02-02-598.

Ms. Graham stated the May 17, 2022 Board Meeting will not be held due to the GAHRA Spring Conference.

Ms. Graham stated the next item is the opening of the Housing Authority Playgrounds. Ms. Graham stated since you all voted to open the centers then I need a motion and a second to reopen the playgrounds. Ms. Graham told the Commissioners that our playgrounds are taped off and closed. Ms. Graham stated since we opened the centers back up then I think the playgrounds need to reopen. Dr. Veal made the motion to reopen the Housing Authority Playgrounds and Commissioner Nixon seconded the motion. Ayes carried with Resolution # 22-15-03-602.

**Plan Agenda**





Chairman Clark stated the next item is to plan the agenda for the July 19, 2022, Board Meeting. Ms. Graham stated the Oath of Office for Dr. Veal.

**General Discussion**

Chairman Clark asked if there was anything to discuss and no items were presented.

**Adjourn**

Chairman Clark asked for a motion to adjourn the Board Meeting. Dr. Veal made the motion to adjourn the Board Meeting and Commissioner Nixon seconded the motion. Ayes carried with Board Meeting adjourning at 12:18 p.m.

			
Clara S. Graham	Date	Ernestine Clark/J.L. Veal	Date
Secretary		Chairman/Vice-Chairman	