

**Rescheduled Board Meeting Minutes
December 8, 2020**

The Board of Commissioners Rescheduled Board Meeting for the City of Douglas Housing Authority was held at the Phillips Street Center, 608 W. Phillips Street, on the 8th day of December 2020, at 12:10 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	Oscar Dewitt Jr. – Resident Commissioner
Rosemary Street Nixon – Vice Chairman	Toni Sawyer, DHA Attorney
Dr. J. L. Veal – Commissioner	Clara Graham – Executive Director
Irene Murray – Commissioner	Sandra Gore – Director of Operations
LiNetha Munford – Commissioner	

Absent

None

A quorum being present so business was transacted as follows:

Agenda & Minutes

Chairman Clark requested a motion for the approval of the December 8, 2020, Agenda; and the July 21, 2020, Board Meeting Minutes. Commissioner Nixon made the motion to approve the December 8, 2020, agenda; and the July 21, 2020, Board Meeting Minutes and Commissioner Munford seconded the motion. Ayes carried with no questions raised.

Pending Issues

Chairman Clark stated there are no pending items to discuss.

Legal Issues

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

Ms. Toni Sawyer stated that the CARES Act Federal Eviction Moratorium ends 12/31/20. Ms. Toni Sawyer stated the Housing Authority cannot evict tenants who have not paid rent. Ms. Toni Sawyer stated that she heard there is a pamphlet where the Moratorium will be extended to 6/21/20.

Ms. Toni Sawyer stated that Governor Kemp's extended health order will end 1/8/21 but it is possible that Governor Kemp will extend the health order.

Ms. Toni Sawyer stated to the Board that she advised Ms. Graham for the Housing Authority Employees not to go into the tenant's apartments unless there is an emergency. Ms. Toni Sawyer stated hopefully this will help decrease the number of COVID-19 cases and will aid in the protection of the Housing Authority Employees.

Ms. Toni Sawyer stated that people are ashamed to tell that they have COVID-19 and are not telling anybody and not quarantining.

Director of Operations

Ms. Gore presented the following information to the Board:

- Leasing Report as of December 3, 2020. DHA had 3 move-ins, 3 make readies, 0 move-outs and our occupancy percentage is 100%. DHA has 60 move-in(s) year-to-date and 55 move-out(s) year-to-date.
- Management Report for November 30, 2020. DHA's total units for Authority 11, 12, & 13 are 381, Total Collections for Authority 11, 12, & 13 are \$69,374.80 and Total Security Deposits for Authority 11, 12, & 13 are \$96,050.00.
- Charge-offs for the month of June 2020, July 2020, August 2020, and September 2020 total \$7,945.67. Commissioner Nixon made a motion to approve the Charge-offs and Resident Commissioner Dewitt seconded the motion. Aye carried Resolution # 20-08-12-570.

Executive Director

Ms. Graham stated the first item is the Annual Newsletter and each Board Member has a copy. Ms. Graham stated this newsletter highlights the activities that the Housing Authority accomplishes each year and highlights the Community Collaborations for 2019 – 2020.

Ms. Graham stated the next item is the Certification of our New Commissioners. Ms. Graham stated that we have three Commissioners who need Certification. Ms. Graham gave the three Commissioners a copy of the on-line certification through Lead the Way. Ms. Graham told each Commissioner that the Certification can be completed a little bit at the time. Ms. Graham stated the Certification will show you the percentage you have completed. Ms. Graham stated at the end of the training the Certification will state 100% completion.

Plan Agenda

Chairman Clark stated the next item is to plan the agenda for the January 19, 2021, Board Meeting. Chairman Clark asked the Commissioners for any items that needed to be discussed. Chairman Clark stated the Election of Officers and no other items were presented.

General Discussion

Chairman Clark stated in the City Commission Meeting it was brought up about the application for approval of liquor licenses at Paulk Plaza across from Housing. Chairman Clark stated that Commissioner Durham told the City Commission that the Douglas Housing Authority did not approve of the Mayor seeking to get a license to sell alcohol.

