

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, January 22, 2018 at the office of the South Pittsburg Housing Authority.

Chairman Bill Lawrence chaired the Board, conducted roll call and called the meeting to order with the following members present:

Bill Lawrence, Chairperson  
Jane Pellam, Vice Chairperson  
Tim Hudson; Commissioner (absent)  
Shannon Duggar; Commissioner  
Mary Faye Payne, Commissioner

Also present was Executive Director, Lisa Bradford, Attorney's Jerry Bible and Sarah Willis, Jessica Kelley, PHM, Mayor Virgil Holder, and Officer Antuan Brown.

The Chairman declared a quorum present and the meeting was open for business.

Vice Chairperson Jane Pellam made a motion to approve the board agenda for the January 22, 2018 meeting. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the board agenda and the motion carried.

Vice Chairperson Jane Pellam made a motion to approve the November meeting minutes. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the November minutes and the motion carried.

Vice Chairperson Jane Pellam made a motion to approve the December meeting minutes. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the December minutes and the motion carried.

Vice Chairperson Jane Pellam made a motion to approve the November financials. The motion was seconded by Commissioner Shannon Duggar. Vice Chairperson Pellam stated that there had been a couple of months where SACS, the accounting firm, was not providing the Commissioners their reports by email, as agreed upon in the contract with SACS. Lisa Bradford asked if Vice Chairperson Pellam would email her the months where reports were/were not received and that Ms. Bradford would address it immediately. All were in favor of approving the November financials and the motion carried.

Commissioner Shannon Duggar made a motion to approve the December financials. The motion was seconded by Vice Chairperson Jane Pellam. Commissioner Shannon Duggar asked Lisa Bradford about the cost of the bed bug treatments through Tennessee Termite. Commissioner Duggar asked about whether or not the SPHA had a problem with bed bugs. Lisa Bradford stated that the SPHA typically has about 6 cases a year, which is very good for a housing authority and that as soon as a tenant calls in to report

a possible case, the exterminator will inspect and treat within a 48 hour time frame. Vice Chairperson Pellam stated that the SPHA is in a contract with Tennessee Termite for all exterminating services. All were in favor of approving the December financials. Commissioner Shannon and the motion carried.

Prior to Old Business, the SPHA office had a request from a tenant to speak at the board meeting. The tenant was placed on the agenda after the meeting was called to order; however, the tenant came in at this point in the meeting, along with her mother. Chairman Bill Lawrence stated that the tenant was able to speak at this point. Jasmine Horton, tenant at 700 Hemlock Drive spoke to the board, asking questions about the SPHA's decision to not renew her lease. After a discussion back and forth, it was determined by the SPHA's Attorneys that the SPHA board would not be able to discuss the issue, due to the tenant retaining an Attorney to represent her. Attorney Sarah Willis told Ms. Horton that all questions and comments regarding the issue would have to go through Ms. Benjamin, the Attorney retained by Ms. Horton. Ms. Horton and her mother were then escorted out of the meeting, with no further problems by Officer Antuan Brown.

**Old Business:**

Under Old Business was the discussion about the Management Agreement, as well as the Property Use Agreement. Attorney Sarah Willis stated that the City had a workshop and that the City's Attorney has reached out to the SPHA's Attorney requesting a meeting with the two boards. Until the meeting between boards, the SPHA is still in a holding pattern with the City.

**New Business:**

The first item under new business was a request from the board for Lisa Bradford to send out a Request for Proposals for Insurance coverages. Lisa Bradford stated that the SPHA had been with TNRMT for three years and that the time is up for the contract and that she is needing to send out an RFP for those services. Commissioner Shannon Duggar made a motion for Lisa Bradford to send out an RFP for Insurance Services. The motion was seconded by Vice Chairperson Jane Pellam. All were in favor of approving an RFP to be sent- Aye and the motion was so ordered.

The second item under new business was a request from the board for Lisa Bradford to also send out an RFP for Independent Auditors to Audit the SPHA books. Lisa Bradford stated that we had used Henderson and DeJohn for three years, whose contract ends this fiscal year. Vice Chairperson Jane Pellam made a motion for Lisa Bradford to send out an RFP for an Independent Audit. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving an RFP to be sent-Aye and the motion was so ordered.

The last item under new business was the discussion of the removal of the storm doors SPHA wide. Lisa Bradford explained that prior to Mr. Phillip Smith leaving the SPHA as the Maintenance Supervisor, conversations were had that we believed it would be in the best interest of the SPHA to remove the storm doors throughout the development due to the cost of replacement parts, replacements of the doors and the amount of points

deducted through REAC inspections. Lisa Bradford stated that she had discussed this with the new Maintenance Supervisor, Curtis Smith, who also agreed that it would be in the best interest of the SPHA to have the doors removed. Vice Chairperson Jane Pellam made a motion to have the storm doors removed PHA wide. The motion was seconded by Commissioner Shannon Duggar. All were in favor-Aye and the motion was so ordered.

**Commission Reports, Comments, Questions:**

Lisa Bradford had two things to discuss under comments. First to be discussed was the check signatories for the bank accounts. Lisa Bradford asked the board if we needed to have those signatories changed since a new board member was placed on the board. It was discussed that all members were on the account, other than Vice Chairperson Pellam due to her moving soon. Chairman Lawrence asked if there were any problems having checks signed at this point, in which Lisa Bradford stated that there were no problems whatsoever. Chairman Lawrence suggested that we wait until after the Vice Chair replacement before changing the signatories to keep from being repetitive.

Lisa Bradford gave the SPHA board a copy of both the SPHA and the Elderly Housing Independent Audits from FYE 2017. Lisa Bradford stated that she was pleasantly surprised by the financials, although not as great as she had hoped, knew that they would be down for a couple years due to the construction. Lisa Bradford also stated that there were zero (0) material findings on either audit. Lisa Bradford stated that it was a group effort in the office to be able to say that all findings had been cleared. Chairman Lawrence agreed and commended the office. Lisa Bradford stated that the reason why the Auditors did not come to present was due to the fact that they had charged for the two auditors to come and present last year and that it put the audit line item over budget by doing so. Commissioner Mary Faye Payne suggested that she believed it should be a requirement by the state that the audit be presented by the Auditors and that the presentation should be a part of the contract. Lisa Bradford did state that she would have the Auditors come if the board wanted her to have them come. Mrs. Bradford also said that she would look at the cost and see if it was agreed upon in the contract if they were required to present.

**Adjournment:**

After no further business to be brought before the board, Commissioner Shannon Duggar made a motion to adjourn the meeting. The motion was seconded by Vice Chairperson Jane Pellam. All were in favor-Aye and we stand adjourned.

Respectfully Submitted:

\_\_\_\_\_ (Secretary)

Approved by:

\_\_\_\_\_ (Chairman)