

South Pittsburg Housing Authority

May 21, 2018

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, May 21, 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 (absent)
Tim Hudson; Commissioner
Shannon Duggar; Commissioner (absent)
Mary Faye Payne, Commissioner

Also present was Executive Director, Lisa Bradford, Attorney Sarah Willis, and PHM Jessica Kelley.

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

Commissioner Tim Hudson made a motion to approve the board agenda for the May 21, 2018 meeting. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the board agenda and the motion carried.

Commissioner Mary Faye Payne made a motion to approve the April meeting minutes, with one correction in spelling. The motion was seconded by Commissioner Tim Hudson. All were in favor of approving the April minutes and the motion carried.

Commissioner Tim Hudson made a motion to approve the April financials. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the April financials and the motion carried.

Old Business:

Under Old Business, Executive Director Lisa Bradford notified the board that the contract was signed the previous week with HL Management to complete the Sewer work for Emergency Grant 2017. Mrs. Bradford also stated that the work would begin on July 1, 2018 and by the contract (allowing 7 weather days) that the work should be completed within 120 days. Mrs. Bradford also stated that the Emergency Grant for the foundation settling on Hamilton seems to be moving along well. She stated that there has been a continuous line of communication between Lisa Bradford, the planner who wrote the grant and the HUD Washington official. Mrs. Bradford feels confident that the grant will be awarded but may be adjusted to minimize some of the work description.

New Business:

The first item to be discussed under new business is the account signatories for the account at the banks. It was determined that the signatories for the CD's and checking accounts were void due to the fact that Holly Stewart never signed the signature cards, and therefore, the ones signed previously are void. Lisa Bradford asked that Chairman Bill Lawrence and Commissioners Shannon Duggar and Tim Hudson be listed on the both the CD's and bank accounts as signers. Commissioner Tim Hudson made a motion to approve the signatories to be changed. The motion was seconded by Mary Faye Payne. All were in favor- Aye and the motion was so ordered.

The second item under new business was the discussion of Resolution 952: Amending/Creating Policies for the SPHA. The three items discussed in Resolution 952 were; amending the personnel policy for comp time, policy for speaker requests at board meetings, as well as policy for removal of tenant's items after eviction. There was a lot of discussion of each topic and several changes to the Resolution were requested; therefore, Resolution 952 will be brought back before the board in the June 2018 meeting.

The last item to be discussed under new business pertains to the sewer lines at the SPHA office. It has been determined that the sewer lines have deteriorated and are in desperate need of repair due to the frequent backups of the sewer lines. Lisa Bradford notified the board that she has asked HL Management to look at the most cost efficient way to replace the sewer lines and asked that they provide a cost estimate to the office, in order to help with budgeting. The board all agreed that this would be an Emergency situation that would need to be repaired as quickly as possible.

Commission Reports, Comments, Questions:

Chairman Bill Lawrence discussed with the board that it may be necessary for the board to look into amending the SPHA personnel policy, specifically the drug-related policy pertaining to marijuana use. There was a discussion about the topic and it was asked that the attorney look into legal obligations/liabilities for the SPHA if the policy was amended. Lisa Bradford gave Attorney Sarah Willis a copy of the current policy and asked that she help look into the amendment of the policy, as well as a policy for the re-application of an individual after failing an employment drug screen for marijuana use.

Lisa Bradford provided the board with a copy of the TCRS form that is requiring the SPHA to increase the employer contribution rate from 7.25% to 8.41% due to the cost of living increase. Mrs. Bradford explained that the board will see that increase in the FYE 2019 budget to be approved in the June 2018 meeting.

Adjournment:

After no further business to be brought before the board, Commissioner Mary Faye Payne made a motion to adjourn the meeting. The motion was seconded by Commissioner Tim Hudson. All were in favor-Aye and we stand adjourned.

Respectfully Submitted:

_____ (Secretary)

Approved by:

_____ (Chairman)