

South Pittsburg Housing Authority

June 18, 2018

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, June 18, 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
Mary Faye Payne, Commissioner

Also present was Executive Director, Lisa Bradford, Attorneys Jerry Bible and Sarah Willis, and PHM Jessica Kelley.

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

Chairman Bill Lawrence made a motion to approve the board agenda for the June 18, 2018 meeting. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the board agenda and the motion carried.

Commissioner Tim Hudson made a motion to approve the May meeting minutes, with one correction under financial motion on Commissioner second. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the May minutes and the motion carried.

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

Old Business:

Under Old Business, Executive Director Lisa Bradford discussed Resolution 952: Amending/Creating Policies for the SPHA that was tabled for changes from the May meeting. 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. It was suggested by the board that the tenants be notified of the policy amendments that affect them. Lisa Bradford stated that the changes would be placed in the 2nd Quarter newsletter. With no additional changes to be made, Commissioner Tim Hudson made a motion to adopt Resolution 952: Amending and Creating Policies for the SPHA. The motion to adopt Resolution 952 was seconded by Commissioner Shannon Duggar. All were in favor of adopting Resolution 952- Aye and the motion carried.

New Business:

The first item under new business was Resolution 953. It was proposed as read:

**RESOLUTION NO.: 953
A RESOLUTION TO CHARGE OFF CERTAIN TENANT
ACCOUNTS AS UNCOLLECTIBLE**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the following listed tenant accounts be charged off as uncollectible:

<u>Name</u>	<u>Amount</u>
Joylee Cagle	\$ 202.14
Christi Allison	\$ 159.62
Clarissa Brown	\$ 154.00
Angela Larzelere	\$ 254.04
Lindsay Clay	\$ 93.90
Corey Tipton	\$ 232.34
Jasmine Horton	\$ 438.38
Jana Scoggins	\$ 113.00
Steven Kirk	\$ 449.82
Bronson Gibson	\$ 203.00
Rochelle Beene	\$ 197.92
Stephanie Mitchell	\$ 188.00
Nicole Mobley	\$ 169.00
Total Charge Offs for June 2018	\$ 2,855.16

THEREFORE BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the above mentioned accounts in the amount of \$ 2,855.16 is written off the books as uncollectible.

Commissioner Shannon Duggar moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner Mary Faye Payne and the "Ayes" and "Nays" were as follows:

"AYES"

"NAYS"

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

None

The Chairperson there upon declared said motion carried and the Resolution passed.

The second item under new business was to approve the Elderly Charge off list, which included only one tenant, Harvey Haynes, with a charge off amount of \$ 33.00. Commissioner Mary Faye Payne made a motion to approve the Elderly charge off in the amount of \$ 33.00. The motion was approved by Commissioner Shannon Duggar. All were in favor of approving the Charge off list- Aye and the motion carried.

The next item under new business was Resolution 954: FYE 2018 Budget Revision. Commissioner Mary Faye Payne asked that the dollar amounts be added on the revision to show the financial changes. Lisa Bradford stated that the Resolution would be changed to show those amounts. Resolution 954 reads as follows:

RESOLUTION NO.: 954
A RESOLUTION FOR THE REVISION OF AN OPERATING BUDGET FOR
LOW RENT PUBLIC HOUSING FOR FISCAL YEAR ENDING JUNE 30, 2018
IN THE AMOUNT OF \$ 1,108,995.00 SUBJECT TO HUD CONCURRENCE.

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that said board has reviewed and approved the operating budget for fiscal year ending June 30, 2018 with the following findings:

LINE 50: Legal Fees decreased from \$ 20,000.00 to \$ 14,000.00
LINE 160: Staff Training increased from \$ 4,000.00 to \$ 7,450.00
LINE 170: Travel Expenses decreased from \$ 2,000.00 to \$ 380.00
LINE 190: Audit Fees decreased from \$ 13,000.00 to \$ 12,500.00
LINE 200: Sundry decreased from \$ 40,000.00 to \$ 39,080.00
LINE 230: Tenant Recreation decreased from \$ 5050.00 to \$ 4,460.00
LINE 260: Water Costs decreased from \$ 30,000.00 to \$ 28,000.00
LINE 270: Electricity Costs increased from \$ 30,000.00 to \$ 35,000.00
LINE 280: Gas Costs increased from \$ 70,000.00 to \$ 75,000.00
LINE 310: Other Utilities increased from \$ 40,000.00 to \$ 42,950.00
LINE 330: Labor Expenses increased from \$ 191,170.00 to \$ 216,700.00
LINE 340: Materials increased from \$ 80,000.00 to \$ 98,881.00
LINE 440: Employee Benefit Contributions decreased \$ 152,000.00 to \$ 147,000.00
LINE 510: Extraordinary Maintenance decreased \$ 50,000.00 to \$ 28,865.00

THEREFORE BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the following operating budget for low rent public housing for the fiscal year ending June 30, 2018 in the amount of \$ 1,108,995.00 be adopted.

Commissioner Mary Faye Payne moved that the foregoing Resolution be adopted as introduced and read, with correction, which motion was seconded by Commissioner Tim Hudson and the “Ayes” and “Nays” were as follows:

<u>“AYES”</u>	<u>“NAYS”</u>
Bill Lawrence, Chairperson	
Jane Pellam, Vice-Chairperson (absent)	
Tim Hudson, Commissioner	None

Shannon Duggar, Commissioner
Mary Faye Payne, Commissioner

The Chairperson therefore declared said motion carried and the Resolution passed.

The next item under new business was the approval of Resolution 955: FYE 2019 Annual Budget. There was a discussion of pay increases for the employees. Commissioner Mary Faye Payne suggested that all employees receive, at minimum a 1% raise. Lisa Bradford stated that she would revise the budget to show this change. A special called meeting was scheduled for Friday; June 22, 2018 at 3:30 pm to approve Resolution 955: FYE 2019 Annual Budget.

The next item under new business was the approval of the Elderly FYE 2018 Budget Revision. It was also suggested for this budget revision, that the dollar amounts be added to show the increase and decrease necessary to make up the revision. Lisa Bradford stated that those dollar amounts would be added to the motion. Commissioner Shannon Duggar made a motion to approve the Elderly FYE 2018 Budget Revision, with correction. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the Elderly revision-Aye and the motion carried.

The last item under new business was the approval of the Elderly FYE 2019 Budget. Commissioner Mary Faye Payne made a motion to approve the Elderly FYE 2019 Budget. The motion was seconded by Commissioner Tim Hudson. All were in favor of approving the 2019 Elderly Budget- Aye and the motion carried.

Commission Reports, Comments, Questions:

Lisa Bradford stated that the Emergency Grant work for replacement of sewer lines would begin on July 1, 2018.

Attorney Sarah Willis provided documentation for the board to look over regarding the personnel policy on drug testing. The board took the information under advisement.

Adjournment:

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

Respectfully Submitted:

_____ (Secretary)

Approved by:

_____ (Chairman)