

South Pittsburg Housing Authority

January 24, 2019

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Thursday, January 24, 2019 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
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 January 24, 2019 meeting. The motion was seconded by Commissioner Tim Hudson. All were in favor of approving the board agenda and the motion carried.

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

Commissioner Mary Faye Payne made mention of a typo on the treasurer's report where the dollar amount should have been in the debit column and not the receipt column; although the dollar figures were correct. With the amendment to the treasurer's report, Commissioner Mary Faye Payne made a motion to approve the December financials. The motion was seconded by Commissioner Tim Hudson. All were in favor of approving the December financials, with amendment, and the motion carried.

Old Business:

To be discussed under old business was the hours of operation of both the office staff and the maintenance staff. Lisa Bradford stated that it had been discussed as a whole and the office staff would like to have the office hours of 8:00 am to 4:00 pm. The maintenance staff would like to work the hours of 7:00 am to 3:00 pm, especially during day light savings time, with the discretion of the Executive Director. Attorney Sarah Bible stated that since it was amending the personnel policy that it would need to be in the form of a Resolution. Lisa Bradford stated that this change would be considered Resolution 958: Amending the Personnel Policy to change all personnel working hours and reads as follows:

RESOLUTION NO.: 958

**A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO
AMEND THE SPHA PERSONNEL POLICY.**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that Resolution No. 958 be approved amending the South Pittsburg Housing Authority Personnel Policy to change the daily working hours to office staff to 8:00 am to 4:00 pm Monday-Friday and maintenance staff hours to 7:00 am to 3:00 pm Monday-Friday during daylight savings time and at the discretion of the Executive Director. This policy amendment will become effective on February 1, 2019.

Vice Chairman Jane Pellam made a motion that the foregoing Resolution be passed as read. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of adopting Resolution 958- Aye and the motion was so ordered.

With the change of the working hours, Lisa Bradford asked if the board members would consider changing the hours of the monthly board meetings, due to fact that two of us in the office would be staying at the office for an hour prior to the board meetings. Chairman Bill Lawrence made a motion to move the South Pittsburg Housing Authority Board of Commissioners meetings to 4:30 pm on the 3rd Monday of each month. The motion was seconded by Vice Chairman Jane Pellam. All were in favor-Aye and the motion was so ordered.

New Business:

The first item under new business is the AEP Services for the South Pittsburg Housing Authority. Executive Director, Lisa Bradford, sent out a RFQ and received four bids. After the evaluation process, Lisa Bradford asked that the board approve the hiring of Cauthen and Associates. Commissioner Mary Faye Payne made a motion to allow Lisa Bradford to hire Cauthen and Associates as the new AEP firm for the SPHA. The motion was seconded by Vice Chairman Jane Pellam. All were in favor-Aye and the motion was so ordered.

The second item under new business was the adoption of Resolution 957: Amending the Lease. Resolution 957 reads as follows:

RESOLUTION NO.: 957

**A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO
AMEND THE SPHA LEASE**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that Resolution No. 957 be approved amending the South Pittsburg Housing

Authority Lease to include changes requested in order to make the lease more descriptive for the lease terminations and obligations of the tenants.

Commissioner Mary Faye Payne made a motion to adopt Resolution 957: Amending the lease between the tenants and the SPHA. The motion was seconded by Commissioner Shannon Duggar. All were in favor of the adoption of Resolution 957- Aye and the motion was so moved.

Commission Reports, Comments, Questions:

Attorney Sarah Bible addressed the board about the SPHA process server Mark Lawrence. She had stated that the contract between the SPHA and Mr. Lawrence would be expiring soon and that the prices for those services appear to be going up across the board. Due to these changes, it was suggested that Mr. Lawrence come and meet to discuss these changes at the February board meeting. The Commissioner's all agreed that this would be best and asked that Lisa Bradford add Mr. Lawrence to the February board meeting to be held on Tuesday; February 19 due to Monday the 18th falling on a holiday.

Adjournment:

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

Respectfully Submitted:

_____ (Secretary)

Approved by: _____ (Chairman)