

South Pittsburg Housing Authority

May 20, 2019

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, May 20, 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
Shannon Duggar; Commissioner
Mary Faye Payne, Commissioner

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

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 May 20, 2019 meeting. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the board agenda and the motion carried.

Vice Chairman Jane Pellam made a motion to approve the April meeting minutes. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the April minutes and the motion carried.

Chairman Bill Lawrence mentioned that the general fund was down some this month from previous months. Lisa Bradford explained contracts for the Annual Agency Plan and painting contractor for apartment turn around made a difference this month from previous months. Vice Chairman Jane Pellam asked about the use of residents that the SPHA has hired to clean the units after the painting has been completed. Lisa Bradford stated that the SPHA is required by HUD to spend money each year on Section 3 residents. Lisa Bradford explained that by doing this, it will help with our compliance of this HUD requirement. Vice Chairman Pellam also had a question about a VISA payment made with two identical payments being made. Lisa Bradford stated that those charges were from last month, paid in April for both Jessica Kelley and Rebekah Westmoreland attending TAHRA, for hotel charges. Commissioner Mary Faye Payne asked about the vacancy rate. Jessica Kelley, PHM, stated that there is approximately 11 units vacant at this time. Commissioner Mary Faye Payne made a motion to approve the April financials. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the April financials and the motion carried.

Old Business:

There was no old business to be discussed in the May meeting.

New Business:

The first item under new business is Resolution 959: Amending the Procurement Policy and Procedures. Lisa Bradford that she has presented a copy of these Resolutions to the Attorney to look over as well. Resolution 959 reads as follows:

RESOLUTION NO.: 959

**A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO
AMEND THE SPHA PROCUREMENT POLICY AND PROCEDURES.**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that Resolution No. 959 be approved amending the South Pittsburg Housing Authority Procurement Policy and Procedures in order to amend the SPHA procurements to the following:

- 1). Purchases can be made under the micro-purchase method of procurement (one quote) up to the micro purchase limit of \$ 10,000 without board approval.
- 2). Purchases can be made under the small purchase method of procurement (three quotes) up to the small purchase limit of \$ 25,000 without board approval.
- 3). Purchases can be made under the small purchase method of procurement (three quotes) for an emergency situation up to \$ 40,000 without board approval.

Commissioner Mary Faye Payne discussed the options to lower the Emergency situation to \$ 30,000 or possibly \$ 35,000. There was discussion about the possibility of future abuse of this dollar amount. Lisa Bradford stated that if there were a time that she was not in charge, the SPHA board could request a change in the Procurement Policy and Procedures immediately. It was discussed that this situation has only occurred one time in the five year tenure of Mrs. Bradford and is not very likely to occur; however, it would have to be set at an amount that would be feasible. Vice Chairman Jane Pellam asked repercussions of using this procurement and it not being an Emergency. Attorney Bible stated that a situation like this could lead to disciplinary actions by the board. The Commissioners reinforced support for Executive Director Bradford, but wanted to cover the board in case Lisa Bradford was no longer in the position to follow this policy.

Chairman Bill Lawrence made a motion to adopt Resolution 959: Amending the SPHA Procurement Policy and Procedures as read. The motion was seconded by Vice Chairman Jane Pellam. Chairman Lawrence, Vice Chairman Pellam and Commissioner Duggar were in favor of the adoption of Resolution 959- Aye. Commissioner Mary Faye Payne voted Nay to the adoption.

Chairman Lawrence declared due to majority vote, that the said motion be carried and Resolution 959 was adopted.

The second item under new business was Resolution 960: Amending the SPHA ACOP and reads as follows:

RESOLUTION NO.: 960

A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO AMEND THE SPHA ACOP.

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that Resolution No. 960 be approved amending the South Pittsburg Housing Authority ACOP (Admissions and Continued Occupancy Policy) in order to amend the SPHA ACOP to the following:

H. All annual reexaminations will be scheduled no less than 30 days prior to the one year anniversary of your rental lease. The public housing manager will schedule a date and time for this information, as well as all adult household members to the office for this reexamination. It is your responsibility to ensure this reexamination meeting occurs prior to your lease being renewed. If for some reason you are unable to make the scheduled appointment, you must call the office to reschedule. The SPHA will contact you for a new appointment within 2 days of the missed appointment if you fail to contact the office to reschedule. If you fail to attend a reexamination meeting, the SPHA will serve a lease violation for not complying with the reexamination process.

Commissioner Shannon Duggar made a motion to adopt Resolution 960: Amending the SPHA ACOP. The motion was seconded by Vice Chairman Jane Pellam. All were in favor of the adoption of Resolution 960- Aye.

Chairman Lawrence therefore declared said motion carried and Resolution 960 was adopted.

The next item under new business was the approval to use Force Account Labor for the use of the 2018 Emergency Grant Funds that have been provided by HUD. Lisa Bradford stated that the job went out for bids and there was only one bidder for these repairs and that the bid came in over \$ 200,000 more than HUD was allowing for this job. Lisa Bradford stated that she rejected the bid and contacted the local field office for approval to use Force Account Labor, meaning that Mrs. Bradford would be acting as the General Contractor for the repairs and use of the 2018 Emergency Grant Funds. Lisa Bradford provided a letter from Shannon Cross, HUD portfolio specialist, stating that HUD is approving the use of Force Account Labor and reinforced Lisa Bradford's abilities to do so. Chairman Bill Lawrence made a motion to approve the use of Force Account Labor for the expenditure of the 2018 Emergency Grant Funds. The motion was seconded by Commissioner Shannon Duggar. All were in favor-Aye and the motion carried.

The last item of new business was the changing of signatories to the banks for all checking accounts and CD's. Due to Commissioner Tim Hudson moving out to South Pittsburg, he resigned from the Board of Commissioners and was a signatory on all accounts. It was discussed that the entire sitting board would now be added as signatories for all banks and CD's. This will include the following:

Bill Lawrence, Chairperson
Jane Pellam, Vice Chairperson
Shannon Duggar; Commissioner
Mary Faye Payne, Commissioner

Chairman Bill Lawrence made a motion to approve all sitting members' names to be listed as signatories for all checking accounts and CD's. Vice Chairman Jane Pellam seconded the motion. All were in favor-Aye and the motion is so ordered.

Commission Reports, Comments, Questions:

Lisa Bradford had several to discuss. First, Lisa Bradford notified the board that the results of the Fair Housing Complaint Investigation led to HUD's decision that there was no discrimination by the SPHA and its employees to Ms. Jasmine Horton. Director Bradford provided the Board with a copy of the FYE 2018 Budget Revision that it appeared would be accurate for the end of the year, as well as a copy of the proposed FYE 2019 Budget for the SPHA based off of the Revision numbers and projected changes in both Capital and Operating Funds. Lisa Bradford asked that the board take a look at those changes and see if they have any questions or concerns before it is brought before the board in the June 2019 Board Meeting. Director Bradford stated that there were no bids received for the mowing contract that was advertised. Chairman Lawrence stated that a contractor notified us that it is difficult at this time to submit a bid with the way that the ground has been left from the sewer contractors. Lisa Bradford stated that there was a punch list walk through the next morning at 9:30 with the sewer contractors. Chairman Lawrence thought it would be a good idea for Commissioner Duggar to attend as well. Lisa Bradford and Commissioner Duggar both agreed. Lastly, Lisa Bradford stated that she had signed a contract for the Elderly's Physical Needs Assessment and has met with Cauthen and Associates, who is preparing the PNA. Director Bradford stated that she is waiting on the results of that to provide to both boards.

Adjournment:

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

Respectfully Submitted:

Approved by:

_____ (Secretary)

_____ (Chairman)