

South Pittsburg Housing Authority

June 17, 2019

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, June 17, 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 (absent)

Also present was Executive Director, Lisa Bradford, PHM Jessica Kelley and Attorney Jerry Bible.

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 17, 2019 meeting. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the board agenda and the motion carried.

Chairman Bill Lawrence made a motion to approve the May meeting minutes. The motion was seconded by Vice Chairman Jane Pellam. All were in favor of approving the May minutes and the motion carried.

Marvin Austin, owner of the old Color Craft building came to the board meeting to request trees to be trimmed, that he was understanding was owned by the SPHA. Mr. Austin described the location of the trees and Lisa Bradford stated that due to the trees being located to the left of the road that splits the OJR development and Color Craft, that the trees would not be owned by the SPHA; however, she would drive by to verify the trees location and let Mr. Austin know after she has double checked that. It was noted from the SPHA board that if they were in fact the ownership of the SPHA, that we would be glad to do whatever necessary to help him with that.

Chairman Bill Lawrence noted an increase in receipts over disbursements in the Public Housing Account. Also, Mr. Lawrence asked if the SCAC account in the Elderly financials was treated as a Management Fee Account. Lisa Bradford stated that it would not be treated as the same and that she had plans to use some of the money from that account to update some of the folding chairs, as well as the furniture that is in the Activity Center due to its age and usage. Vice Chairman Jane Pellam made a motion to approve the May financials. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the May financials and the motion carried.

Old Business:

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

New Business:

The first item under new business is Resolution 961: Charge Off for Uncollectible for FYE 2019. Lisa Bradford that she has presented a copy of these Resolutions to the Attorney to look over as well. Resolution 961 reads as follows:

RESOLUTION NO.: 961

**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>
Melissa Caps	1,225.74
Andrea Figiel	238.44
Melissa Dalton	724.00
Michael Clark	536.50
Stacey Sims	453.50
Tanasia Fears	164.30
Crystal Anthony	434.52
Nakia Barksdale	318.56
Rukiya Thomas	92.92
Steven Smith	270.40
Elizabeth Sanders	82.32
Sheanna Pickett	446.00
Christopher Wright	279.50
Charles Driver	150.00
Keelie Lawson	411.26
Ashley Green	87.14
Total Charge Offs for June 2019	\$ 5,915.10

THEREFORE BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the above mentioned accounts in the amount of \$ 5,915.10 is written off the books as uncollectible.

Vice Chairman Jane Pellam moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner Shannon Duggar and the “Ayes” and “Nays” were as follows:

“AYES”

“NAYS”

Bill Lawrence, Chairperson

Jane Pellam, Vice Chairperson

Shannon Duggar, Commissioner

Mary Faye Payne, Commissioner (absent)

None

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

The second item under new business was the approval to Charge Off of Uncollectible rents for the South Pittsburg Elderly Housing. Those were as follows:

South Pittsburg Elderly Housing
Charge Offs as Uncollectible for FYE 2019

<u>Name</u>	<u>Amount</u>
Agnes Tate	334.50
Ronald Collins	321.50
Deborah Hunnicut	160.50
Joe Sanders	384.00
Total Charge Offs for June 2019	\$ 1,200.50

Chairman Bill Lawrence made a motion to approve the Elderly FYE 2019 Uncollectible rents to be Charged Off the books. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the Charge Offs for Elderly FYE 2019 and the motion carried.

The next item under new business was Resolution 962: FYE 2019 Budget Revision and it reads as follows:

RESOLUTION NO.: 962

**A RESOLUTION FOR THE REVISION OF AN OPERATING BUDGET FOR
LOW RENT PUBLIC HOUSING FOR FISCAL YEAR ENDING JUNE 30, 2019
IN THE AMOUNT OF \$ 1,125,940.00 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, 2019 with the following findings:

LINE 50: Legal Fees increased from \$ 13,000 to \$ 14,470.00
LINE 160: Staff Training increased from \$ 4,000.00 to \$ 8,700.00
LINE 200: Sundry decreased from \$ 40,000.00 to \$ 28,630.00
LINE 230: Tenant Recreation decreased from \$ 5,050.00 to 3,000.00
LINE 260: Water Costs increased from \$ 28,000.00 to \$ 40,800
LINE 270: Electricity Costs decreased from \$ 33,000.00 to \$ 28,488.00
LINE 280: Gas Costs increased from \$ 73,000.00 to \$ 77,200.00
LINE 310: Other Utilities increased from \$ 55,000.00 to \$ 76,440.00
LINE 330: Labor Expenses increased from \$ 184,520.00 to \$ 233,710.00
LINE 340: Materials decreased from \$ 99,000.00 to \$ 85,150.00
LINE 350: Contract Cost decreased from \$ 120,000.00 to \$ 55,000.00
LINE 410: Insurance Cost decreased from \$ 62,650.00 to \$ 52,360.00
LINE 440: Employee Benefit Contributions increased \$ 151,100.00 to \$ 187,980.00
LINE 450: Collection Loss increased from \$ 2,000.00 to \$ 5,920.00
LINE 510: Extraordinary Maintenance decreased \$ 50,000.00 to \$ 27,950.00

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, 2019 in the amount of \$ 1,125,940.00 be adopted.

The Board of Commissioners asked questions regarding the increases and decreases of utilities, which Lisa Bradford explained was a direct cost difference based on Unit Vacancies. Commissioner Shannon Duggar asked about the purpose of Tenant Recreation, which Lisa Bradford explained the purpose of this line item.

Chairman Bill Lawrence moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Vice Chairman Jane Pellam and the “Ayes” and “Nays” were as follows:

<u>“AYES”</u>	<u>“NAYS”</u>
Bill Lawrence, Chairperson	
Jane Pellam, Vice-Chairperson	None
Shannon Duggar, Commissioner	
Mary Faye Payne, Commissioner (absent)	

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

The next item under new business was Resolution 963: FYE 2020 Budget for the South Pittsburg Housing Authority. Lisa Bradford explained the Labor/Salary Line Item, stating that it has to match the Schedule for Salaries and that there is a difference at the end of the year for Overtime that is not figured in that Line Item amount. Resolution 963 reads as follows:

RESOLUTION NO.: 963

**A RESOLUTION FOR THE ADOPTION OF AN OPERATING BUDGET FOR
LOW RENT PUBLIC HOUSING FOR FISCAL YEAR ENDING JUNE 30, 2020
IN THE AMOUNT OF \$ 1,133,121.00 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, 2019 and has found:

1. That the proposed expenditures are necessary in the efficient and economical Operation of the housing and the purpose of serving low income families;
2. That the financial plan is reasonable in that:
 - a. It indicates a source of funding adequate to cover all expenditures;
 - b. It does not provide for use of federal funding in excess of that payable under the provision of these regulations (24 CFR 990).
3. That all proposed rental charges and expenditures will be consistent with Provisions of law and the Annual Contribution Contract;

4. That no SPHA employee reflected in the operation budget is serving in a variety of positions, which will exceed 100% allocation of his/ her time.

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, 2020 in the amount of \$ 1,133,121.00 be adopted.

Commissioner Shannon Duggar moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Vice Chairman Jane Pellam and the “Ayes” and “Nays” were as follows:

<u>“AYES”</u>	<u>“NAYS”</u>
Bill Lawrence, Chairperson	
Jane Pellam, Vice-Chairperson	None
Shannon Duggar, Commissioner	
Mary Faye Payne, Commissioner (absent)	

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

The last item under new business was to approve the Elderly FYE 2020 Budget. Lisa Bradford explained that this budget does not change much from year to year and only adjusts due to Occupancy. Lisa Bradford also stated that there would be Extraordinary Maintenance that would be performed at the Chester Powell Apartments this year, based on the results of the Final Physical Needs Assessment. She also stated that the summary of the PNA showed the Chester Powell Apartments to be in good condition. Mrs. Bradford stated that she has also included work to be done to include a new camera system, as well as flooring for the lobby, which would be getting installed this week.

Chairman Bill Lawrence made a motion to approve the Elderly FYE 2020 Budget. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the Elderly FYE 2020 Budget and the motion carried.

Commission Reports, Comments, Questions:

Lisa Bradford notified the Board of several things that were going on, including the punchlist that HL Construction is to have complete by Friday. She stated that they have made progress; however, as of this past Friday, the punchlist was not yet complete. Director Bradford stated that the Roof Bid Opening for CFP 2018-2019 will be on July 16th with a Walk Thru scheduled for July 2nd. Chairman Lawrence asked if any local contractors were aware of the job to be bid. Lisa Bradford stated that it has not yet went out for advertisement; however, she gave the Contract Administrator the phone numbers for CAPS roofing so that they would be made aware of the job. Next Lisa Bradford stated that the Safety and Security Grant has been processed and is being reviewed. Chairman Lawrence asked the amount of that grant and Mrs. Bradford stated the grant amount was the cap at \$ 250,000.00. Regarding Contractors, Mrs. Bradford stated that AFS would begin the foundation stabilization at 1205-1207 Hamilton Avenue

on July 22nd. Lastly, Lisa Bradford stated that the Auditors with Johnson, Hickey, Murchison would be here Wednesday-Friday this week to perform some of the initial reviews of tenant files and other items that can be looked at prior to the end of the fiscal year. She stated that the auditors would be back for the financial auditing after the end of the fiscal year.

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 Chairman Jane Pellam. All were in favor and we stand adjourned.

Respectfully Submitted:

Approved by:

_____ (Secretary)

_____ (Chairman)