

South Pittsburg Housing Authority

September 16, 2019

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, September 16, 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
Sarah Gaines; Commissioner

Also present was Executive Director, Lisa Bradford 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 September 16, 2019 meeting. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the board agenda and the motion carried.

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

Lisa Bradford stated that again there were several large expenses that were paid out in that has kept our money from bouncing back from July. Commissioner Mary Faye Payne stated that although it doesn't appear to be good, there is a steady uptick since last month. In addition, Commissioner Payne stated that the Management Fee account and Elderly account looked good. Due to the Elderly account still looking financially strong, Commissioner Payne stated that it would be beneficial for the SPHA board to move yet another \$100,000 into another CD. All agreed. Lisa Bradford stated that with the board's approval, she would reach out to Citizens Tri County and see if they would honor the same rates that was given to the Elderly board to make another \$ 100,000 CD. Commissioner Mary Faye Payne made a motion to get another \$ 100,000 CD from Citizens Tri County if they will honor the same rates as last month. The motion was seconded by Chairman Bill Lawrence. All were in favor- Aye and the motion was so ordered. In regards to the August financials, Commissioner Mary Faye Payne made a motion to approve the August financials. The motion was seconded by Chairman Bill Lawrence. All were in favor-Aye and the motion carried.

Old Business:

Under Old Business, Lisa Bradford stated that she had previously given the board the rule regarding the appointment and/or election of Chairman for the Board of Commissioners. Based on TCA, it states that the Chairman is to be replaced only when the Chairman resigns. In addition, Commissioner Mary Faye Payne stated that in reading the TCA on Commissioner appointments, that each of the Commissioners are originally appointed for a term. At the end of their original term, the Commissioners are reappointed (renewed) for another 5 year term, unless the board member resigns or the Mayor appoints someone else in that position.

New Business:

None.

Commission Reports, Comments, Questions:

There were a couple of things discussed under Commission Reports, Comments. Lisa Bradford gave Attorney Jerry Bible the floor to speak on the Grievance Policy and Procedure that is currently approved for the SPHA, in addition due to complaints regarding the denial of admission, Lisa Bradford provided the board with a copy of the grounds for denial. Also, it was discussed that when anything important comes up, that Lisa Bradford should notify the board via email to make the board aware of any decisions that could affect the board, also notifying the Chairman for any issues that may arise that Ms. Bradford feels necessary or important to confer. If the Chairman and Director is unable to address or feels the need that a question be answered by the board as a whole, it will be done in the following meeting. After a lengthy discussion, Attorney Jerry Bible stated that he would in fact look over the grievance policy and procedures and report at the October meeting on what he feels would be best to protect the SPHA and board.

The next item to be discussed was the company WEROC, roofing contractor. Lisa Bradford stated that they had been doing a good job on the roofs, including keeping the sites clean of debris. Ms. Bradford also stated that she has awarded the contract to WEROC for the Emergency work to be completed on Hamilton Avenue. This contract was for Emergency Funds to be used and is under the dollar threshold for Emergency Procurement.

Lisa Bradford introduced a new option for tenants paying rent, GovCard. It is an option for residents to pay online and here at the office with a credit card/debit card, which we currently do not offer. Lisa Bradford stated that they are currently not working with our accounting software and she is not interested in going further until she determines if and when they begin working with our SACS software. Ms. Bradford also stated that she feels that the cost to the resident in order to use the cards would be too expensive. We discussed the current payment options and the charges for Money Orders as well.

Lastly, Director Bradford stated that she has went out for bid for the additional roofs to be replaced throughout the development with the additional money that she has for roof replacement, due to the bid coming in under the cost estimate. Those bids will be opened shortly after it advertises for two consecutive weeks.

Commissioner Sarah Gaines asked a question about the policy on the death of resident regarding family members, etc. getting access to the deceased resident's items. Lisa Bradford explained that policy to Mrs. Gaines, as well as Attorney Jerry Bible by explaining the liability that the SPHA would have without having a policy that requires a Small Estate Claim to the property.

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

Respectfully Submitted:

Approved by:

_____ (Secretary)

_____ (Chairman)