

South Pittsburg Housing Authority

November 18, 2019

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, November 18, 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, PHM Jessica Kelley and Attorneys Jerry Bible and Sarah Willis. Others who were in attendance included City Administrator Gene Vess and Commissioner Rob Woodfin.

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

Chairman Lawrence stated that there had been a change in this month's agenda because the auditor had a death in the family and was in need of postponing the presentation of the audit to the December meeting. The SPHA board discussed a possible earlier date for the December meeting; however, decided to just keep the original date of December 16th as the next meeting date.

Commissioner Shannon Duggar made a motion to approve the board agenda for the November 18, 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 Pellam asked for clarification regarding the October minutes that whether or not it was on the tape regarding whether or not Mayor Samantha Rector asked for a motion to be made as stated in the minutes. Lisa Bradford stated that it was asked on the tape for a motion to be made. Commissioner Mary Faye Payne discussed a paragraph in the minutes where she was commenting and asked for those minutes to be amended to clarify stating the City Board and that it be a ruling on the legality and/or validity of the 1957 Cooperative Agreement. Lisa Bradford stated that she would amend those minutes as such. Therefore; Commissioner Mary Faye Payne made a motion to approve the October minutes with the changes requested. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the October regularly scheduled meeting minutes and the motion carried.

Chairman Lawrence discussed again the lack of funds on the Public Housing side from the Treasurer's Report. Lisa Bradford stated that it still didn't look to good; however, we made payments to the contractors, additional materials for the Emergency Grant at 1205-1207 Hamilton that would be reimbursed, as well as the audit. Commissioner

Mary Faye Payne asked the Capital Fund money/draws always go in the General Account or do they have their own account. Mrs. Bradford stated that all funds are drawn down into the General Operating Accounts; however, they are separated in the SPHA General Ledger. Mrs. Bradford also explained to the board how to identify the difference in the Capital versus Emergency draws. With no further questions, Chairman Bill Lawrence made a motion to approve the October financials. The motion was seconded by Commissioner Mary Faye Payne. All were in favor and the motion carried.

Old Business:

The old business to be discussed was the Grievance Policy and Procedure. Attorney Sarah Willis discussed with the board that she had removed the ED as the hearing officer, due to a lack of being impartial due to the office being so small. She had decided that it would be best if the housing authority only had one step for the hearing and that would be by the board selecting an individual or more than one individual that would be willing to serve in that role. The board agreed and Attorney Willis will bring back the amended copy of the grievance policy for the next meeting. The board also agreed to bring back some names that we could contact who may be willing to serve. Lisa Bradford stated that she could get that ready by means of Resolution for the December meeting.

New Business:

There was no new business to be discussed at the November meeting.

Commission Reports, Comments, Questions:

Vice Chairman Jane Pellam asked to have the discussion regarding the new hire. Vice Chairman Pellam stated that she felt that because of the how our current employees have call outs that require overtime that it would not be beneficial to hire an additional employee and regarding the budget it would also not be a good idea. Vice Chairman Pellam also asked to be on record stating that Lisa Bradford, as Executive Director, would not be acting in her best interest to be making any changes to the staff with the SPHA. Vice Chairman Pellam stated that she understood that it is she understands that is the job responsibility of the Executive Director; however, it would not be in Lisa Bradford's best interest to make any changes regarding hiring or firing at this time. Lisa Bradford stated that she would not hire anyone at this time.

Secondly, was the discussion of the Generator and Elevator as discussed in the previous month's meeting. Commissioner Mary Faye Payne stated that we had looked into an alternate elevator, but it didn't appear to be feasible due to it requiring the loss of three units at Chester Powell. It was discussed that we need to think about the alternate ways to remove residents from units in the case of a fire and they were unable to take the stairs. Lisa Bradford stated that the City has the ladder truck and everyone was aware of who was disabled and may have needed help out of the building. Lisa Bradford did state that with the Fire Drill completed at Chester Powell on November 7th that the SPHA had an evacuation time of 10 minutes and all residents were willing to vacate the

building and did so. Mrs. Bradford stated that the Fire Chief and Police Department assisted in checking all units for residents and that she was very happy with how successful the fire drill went and that she had scheduled to do the fire drill with the Fire Chief every 6 months.

Next, Lisa Bradford stated that the SPHA had been having trouble with GMC Canyon and that we had taken it to get a quote to have it repaired and it was around \$ 7,000; therefore, because of that cost we went through the e-procurement process to receive bids for a new single cab pickup truck. Lisa Bradford stated that after receiving several bids, as well as performing the cost estimate that she is going to go with a 2019 Ram from Moss Motor Company for \$ 20,996.00. She stated that she would call Shaun Henson and place the order for that truck. Chairman Lawrence asked if there was a need for a motion on that and Mrs. Bradford responded no because it was under the small purchase threshold for procurement.

Lisa Bradford said that she had listed under discussions to ask for the board's approval to give the SPHA employees a \$ 200.00 bonus from the Management Fee Account for Christmas because she wasn't aware if there would be a December meeting. Therefore, she went ahead and asked the board's approval to give the employees that bonus. Commissioner Mary Faye Payne made a motion to give a \$ 200.00 Christmas bonus to all employees from the Management Fee Account. The motion was seconded by Vice Chairman Jane Pellam. All were in favor and the motion was so ordered.

Lastly, Lisa Bradford informed the board of the progress of both roofing contractors, WEROC and Affordable Construction. Lisa Bradford stated that the date for WEROC to have completed the job was on Saturday; 11/16/19 and that penalties would be assessed for them not having the job complete. WEROC still lacked cleaning the gutters out of the apartments that they roofed, as well as placing gutter guards on all of those as well. Commissioner Payne asked the time frame for them to be complete. Lisa Bradford said that initially they thought one day but she did not agree with that, but that they should be finished by the end of the week. Also, Lisa Bradford stated at the inspection last week by Cauthen, Affordable is doing a very good job of the roof installations that they are performing and they are moving on schedule.

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 Chairman Bill Lawrence. The next board meeting is set for December 16th at 4:30 pm. All were in favor and we stand adjourned.

Respectfully Submitted:

Approved by:

_____ (Secretary)

_____ (Chairman)