

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, December 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, PHM Jessica Kelley and Attorneys Jerry Bible and Sarah Willis. Others who were in attendance included Elderly Board Commissioner Charlene Hudson and Auditor Derek Young.

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

Chairman Lawrence made a motion to approve the board agenda for the December 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.

At this time, Derek Young, Auditor with Johnson, Hickey, Murchison presented both the South Pittsburg Elderly Housing and South Pittsburg Housing Authority audits for FYE 2019. Both audits were presented on a positive note with zero findings from either entity.

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

Vice Chairman Jane Pellam made a motion to approve the November financials. The motion was seconded by Chairman Bill Lawrence. 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 wanted a couple of final thoughts on the policy before it is passed. It was discussed that the need for a two stage hearing would not be in the best interest and that in the policy, it would be listed as an impartial hearing officer. The board discussed who they may suggest as that person and it was determined that the board would communicate via email to give suggestions of individuals in the community who may volunteer to serve as that hearing officer.

Therefore, Resolution 965; Grievance Policy and Procedure has been tabled to the January 2020 meeting.

Lisa Bradford had two items under old business to discuss that was included in the December board packet. First off, she presented the board a copy of the amended minutes from the previous meeting, where changes were requested. In addition, Lisa Bradford stated that after the last board meeting she contacted Shaun Henson regarding the purchase of the new truck and that unfortunately he was unable to order a 2019, as he had originally thought. Therefore, there was an email from Mr. Henson stating that he would be ordering a 2020 model with an approximate price increase of \$ 2,000.00. Ms. Bradford did tell them to go ahead and order the truck, but wanted to make the board aware of that change.

New Business:

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

Commission Reports, Comments, Questions:

Lisa Bradford wanted to discuss a couple of things. Ms. Bradford stated that an Elderly board meeting was held at the SPHA office on December 5th and that it was a very productive meeting, with Commissioners asking a lot of questions, being very engaging regarding the generator and elevator project discussed previously and overall showing their concern and participation for the Elderly board.

Regarding the Roofing Contractors, Lisa Bradford stated that WEROC was complete and is awaiting final payment after their final punch list had been completed. Affordable Construction has completed their work and is awaiting a final inspection, in order to receive their final punch list.

Lastly, Lisa Bradford stated that the Employees and Commissioners annually meet for a Christmas Luncheon and this year it was suggested that we have our luncheon at Top of the Rock on Thursday; December 19th at 12:00. Vice Chairman Jane Pellam stated that she would be unable to attend; however, others will most likely be able to attend.

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 Chairman Bill Lawrence. All were in favor and we stand adjourned.

Respectfully Submitted:

Approved by:

_____ (Secretary)

_____ (Chairman)