

South Pittsburg Housing Authority

January 21, 2020

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Tuesday, January 21, 2020 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 Michael Salazar and Shannon Cross, HUD Portfolio Specialist.

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

Commissioner Mary Faye Payne asked for an amendment on the agenda. She asked that the Training/Discussion with HUD regarding RAD be after the meeting and not a part of the official record of the meeting. With the amendment, Commissioner Mary Faye Payne made a motion to approve the board agenda for the January 21, 2020. The motion was seconded by Chairman Bill Lawrence. All were in favor of approving the board agenda and the motion carried.

Commissioner Mary Faye Payne made a motion to approve the December minutes. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the December regularly scheduled meeting minutes and the motion carried.

Chairman Bill Lawrence made a motion to approve the December financials. The motion was seconded by Commissioner Shannon Duggar. All were in favor and the motion carried.

Old Business:

The old business to be discussed was Resolution 965: Amending the Grievance Policy and Procedure, which read:

RESOLUTION NO.: 965

**A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO
AMEND THE GRIEVANCE POLICY AND PROCEDURE**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that Resolution No 965 be approved amending the South Pittsburg Housing Authority Grievance Policy and Procedures. These changes will become into effect after all tenants are given a 30 day written notice of changes. The new policy will read as follows:

Grievance Policy and Procedure

The SPHA Grievance Procedure is a process for tenants to have complaints addressed. A tenant may file a grievance with the SPHA regarding any action or failure by the SPHA to act. Examples of these type of grievances may be any of the following: (1) charges for damage or repair for which the tenant denies responsibility, (2) disagreements as to the amount of rent being charged, (3) failure of the SPHA to make necessary repairs, (4) lease violations and/or (5) non-renewal of tenant lease. Only current tenants residing at the SPHA are entitled to the benefit this Grievance Policy and Procedure provides. Tenants have the right to have legal counsel present during the Grievance Procedure. A grievance hearing will be held at the SPHA main office and conducted by an impartial hearing officer. Tenants must file a written request for a grievance hearing within seven (7) days from the date of the aggrieved SPHA action and/or inaction which is the subject of the grievance hearing. At the grievance hearing the participating parties presenting evidence and or proof will be the housing manager of the SPHA and the tenant. Tenants have the right, before the hearing, to review all information the SPHA has in its files that are pertinent to the grievance hearing (for example, documents showing how your rent was calculated, complaints from neighbors, bills for repairs made). At the grievance hearing tenants will be allowed to explain their grievance and present any evidence or proof supporting their claim. Tenants may also ask questions of the SPHA housing manager. It may be possible to settle the dispute during this grievance hearing. After the grievance hearing, the hearing officer will provide a written decision to the SPHA and the SPHA will provide a copy to the tenant. The hearing officer's decision will be binding on the parties. The SPHA only evicts tenants who are in direct violation of their rental lease agreement and the SPHA feels there is no other recourse available. If a tenant is being evicted from the SPHA, there is no internal grievance hearing or hearing. The SPHA will take legal action against the tenant in the appropriate court whereby due process will be afforded the tenants by the judge of said court.

Commissioner Shannon Duggar made a motion to adopt Resolution 965: A resolution for the Amendment of the Grievance Policy and Procedure. The motion was seconded by Commissioner Mary Faye Payne. All were in favor-Aye and the motion was passed.

The Chairperson therefore declared said motion carried and the Resolution was adopted.

New Business:

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

Commission Reports, Comments, Questions:

Lisa Bradford discussed two items with the board. First was the discussion of the increase of the sanitation fees, as discussed by City of South Pittsburg Administrator Gene Vess. It appears that the sanitation fees increased on the water bill of all City residents as well and that the City is still working on getting a new system in place. Commissioner Mary Faye Payne explained the reason for deficits in sanitation fees that the City incurs. Secondly, Ms. Bradford explained that due to the third Monday of February falling on a holiday as well, the board would need to change the meeting date again for February. It was determined that the meeting would be moved to Tuesday; February 18, 2020 at 4:30 pm.

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. All were in favor and we stand adjourned.

Respectfully Submitted:

Approved by:

_____ (Secretary)

_____ (Chairman)