

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, June 15, 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 (absent)  
Shannon Duggar; Commissioner  
Mary Faye Payne, Commissioner  
Sarah Gaines; Commissioner

Also present was Executive Director, Lisa Bradford, PHM Jessica Kelley and Attorney Sarah Willis.

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 15, 2020 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 Commissioner Mary Faye Payne. All were in favor of approving the May regularly scheduled meeting minutes and the motion carried.

In discussion regarding the financials, Commissioner Mary Faye Payne made a motion to send a request to banks for the best rate to transfer 2 (two) \$ 100,000 CD's from the Elderly Operating account. The motion was seconded by Commissioner Shannon Duggar. All were in favor and the motion was so ordered. In addition, Chairman Bill Lawrence discussed the SCAC account growing as well. Lisa Bradford stated that the intent with the money from the activity center account would be used to replace several of the old pieces of furniture in the activity center as an upgrade for the rentals. Chairman Bill Lawrence made a motion to approve the May financials. The motion was seconded by Commissioner Mary Faye Payne. All were in favor and the motion carried.

**Old Business:**

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

**New Business:**

**RESOLUTION NO.: 967**

**A RESOLUTION FOR THE REVISION OF AN OPERATING BUDGET FOR LOW RENT PUBLIC HOUSING FOR FISCAL YEAR ENDING JUNE 30, 2020 IN THE AMOUNT OF \$ 1,193,166.00 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, 2020 with the following findings:

- LINE 100: Rental Income increased from \$ 408,000.00 to \$ 411,011.00
- LINE 130: Operating Income increased from \$ 549,000.00 to \$ 611,511.00
- LINE 210: Administrative Expenses increased from \$ 272,211.00 to \$ 302,343.00
- LINE 250: Tenant Service Expenses decreased from \$ 5,050.00 to \$ 2,676.00
- LINE 320: Utilities Expenses increased from \$ 210,000.00 to \$ 233,769.00
- LINE 360: Ordinary Maintenance/Operation Expenses increased from \$346,010.00 to \$385,485.00
- LINE 470: Other General Expenses decreased from \$ 249,850.00 to \$ 218,893.00
- LINE 480: Routine Expenses increased from \$ 1,083,121.00 to \$ 1,143,166.00
- LINE 550: Total Operating Expenditures increased from \$ 1,133,121.00 to \$ 1,193,166.00

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, 2020 in the amount of \$ 1,193,166.00 be adopted.

Commissioner Mary Faye Payne moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Chairman Bill Lawrence and the “Ayes” and “Nays” were as follows:

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

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

**RESOLUTION NO.: 968**

**A RESOLUTION FOR THE ADOPTION OF AN OPERATING BUDGET FOR LOW RENT PUBLIC HOUSING FOR FISCAL YEAR ENDING JUNE 30, 2021 IN THE AMOUNT OF \$ 1,187,347.00 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, 2021 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, 2021 in the amount of \$ 1,187,347.00 be adopted.

Chairman Bill Lawrence 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:

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

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

**RESOLUTION NO.: 969**

**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>
Edna King	727.16
Tracy Parker	815.16
Jessica Tryon	525.00
Bianca Myers	172.12
America Blair	207.49

Anna Ingram	941.92
Jessica Weisel	133.54
Kristy Gilliam	381.92
Nancy Miller	366.14
Jane Perkins	957.20
Paige Davis	846.00
Anshella Hutchens	1,757.84
Candace Levan	395.50
Bristian Baker	821.50
Kenneth Robinson	151.58
Jajuan Lankford	26.00
Tejha Ross-Mitchell	19.00
Roger Thomas	75.50
Amanda Hartline	21.00
Martha Hutchins	5.00

**Total Charge Offs for June 2020                      \$ 9,346.57**

THEREFORE BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the above mentioned accounts in the amount of \$ 9,346.57 is written off the books as uncollectible.

Commissioner Mary Faye Payne moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Chairman Bill Lawrence and the “Ayes” and “Nays” were as follows:

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

Commissioner Shannon Duggar asked the process of which to recover the funds being written off. Lisa Bradford stated that she would go through the process to try and recover the funds based on the discussion between Attorney Sarah Willis and Commissioner Payne. Commissioner Duggar did ask for an update regarding the recovery of these funds.

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

Commissioner Mary Faye Payne made a motion to approve the Elderly FYE 2020 Budget Revision. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the Elderly FYE 2020 Budget Revision and the motion carried.

Lastly, Chairman Bill Lawrence made a motion to approve the Elderly FYE 2021 Budget. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the Elderly FYE 2021 Budget and the motion carried.

**Commission Reports, Comments, Questions:**

Executive Director, Lisa Bradford had a few things to discuss with the board during the June meeting. She stated that she had signed a contract with Charles Eversole Construction as the recommendation of Cauthen and Associates and that the project was to begin on Monday; July 13, 2020, as it was going to take approximately 4 weeks to get the door special ordered due to the sizes of the doors. Commissioner Mary Faye Payne asked if the funds for this project was a grant. Director Bradford stated that it was going to be paid from Capital Funds.

Secondly, Lisa Bradford stated that the SPHA, along with the SPPFD and SPPD were going to have another fire drill at the Chester Powell Apartments on Tuesday; June 16<sup>th</sup>.

**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)