

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, June 21, 2021 at the office of the South Pittsburg Housing Authority.

Chairman Mary Faye Payne chaired the Board and called the meeting to order with the following members present:

Mary Faye Payne, Chairman
Shannon Duggar; Vice Chairman
Delorah Starkey, Commissioner (absent)
Lamar Jenkins, Commissioner (absent)
Jimmy Haley, 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.

Commissioner Shannon Duggar made a motion to approve the board agenda for the June 21, 2021 meeting. The motion was seconded by Commissioner Jimmy Haley. All were in favor of approving the board agenda and the motion carried.

Having revisions that needed to be made to both the regular scheduled and special called meeting minutes, the approval of those minutes were tabled to the July 2021 meeting and were asked to be placed on the agenda for that meeting by Chairman Payne.

Unfinished Business:

Chairman Mary Faye Payne asked that "Old Business" on the agenda and meeting minutes be changed to "Unfinished Business". Respecting that change, Lisa Bradford stated no Unfinished Business to be discussed for the June meeting.

New Business:

The first item under new business was the presentation of Resolution 973: FYE 2022 Budget.

RESOLUTION NO.: 973

**A RESOLUTION FOR THE ADOPTION OF AN OPERATING BUDGET FOR
LOW RENT PUBLIC HOUSING FOR FISCAL YEAR ENDING JUNE 30, 2022
IN THE AMOUNT OF \$ 1,359,076.00 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, 2022 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, 2022 in the amount of \$ 1,359,076.00 be adopted.

Vice Chairman Shannon Duggar moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner Jimmy Haley and the “Ayes” and “Nays” were as follows:

<u>“AYES”</u>	<u>“NAYS”</u>
Mary Faye Payne, Chairperson	
Shannon Duggar, Vice-Chairperson	
Delorah Starkey, Commissioner (absent)	None
Lamar Jenkins, Commissioner (absent)	
Jimmy Haley, Commissioner	

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

The second item under new business was the presentation of Resolution 974: Charge Offs for 2021.

RESOLUTION NO.: 974

**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>
Billie Burris	\$ 440.00
Journee Clark	\$ 22.00
April Creekmore	\$ 145.50
Megan Drake	\$ 3,006.00
Anastasia Hutchins	\$ 96.76
Haley Lawhorne	\$ 97.00
Brittany Lawson	\$ 11.00
Tabatha Mitchell	\$ 608.00
Amber Parrish	\$ 27.49
Alberta Tremble	\$ 193.00
Keshia Westmoreland	\$ 91.30
Robyn Wilhoite	\$ 122.18
Dusti Wilkinson	\$ 108.00

Total Charge Offs for June 2021 \$ 4,968.23

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the above mentioned accounts in the amount of \$4,968.23 is written off the books as uncollectible.

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

<u>“AYES”</u>	<u>“NAYS”</u>
Mary Faye Payne, Chairperson	
Shannon Duggar, Vice-Chairperson	
Delorah Starkey, Commissioner (absent)	None
Lamar Jenkins, Commissioner (absent)	
Jimmy Haley, Commissioner	

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

The next item under new business was the approval of the Elderly FYE 2022 Budget. Commissioner Jimmy Haley made a motion to approve the Elderly FYE 2022 Budget. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the Elderly FYE 2022 Budget and the motion carried.

Lastly, under new business is the approval to charge off uncollectible debt for the Elderly FYE 2021.

<u>Name</u>	<u>Amount</u>
Kathleen Bradford	\$ 8.00
Peggy Lyaskivnytsky	\$ 86.00

John Mahathy	\$ 210.00
Total Charge Offs for June 2021	\$ 304.00

Chairman Mary Faye Payne made a motion to approve the charge off of uncollectible debt for the South Pittsburg Elderly Housing in the amount of \$ 304.00. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor-Aye and the motion carried.

Commission Reports, Comments, Questions:

Attorney Sarah Willis presented the board with a copy of the utility lines map of each SPHA property to determine the location of the sewer lines/other utility lines. It was presented to the SPHA board as a possible exhibit to be added to the Cooperative Agreement between the City and the SPHA. Lisa Bradford stated that she had looked over those and is agreement with the majority of the lines; however, there were four different locations that needed to be removed as ownership to the SPHA due to them being ran under a street. In addition, it was discussed that the map needed to change colors to show the SPHA lines as a different color as the mains, which is owned by the City. Attorney Willis stated that she would send those requests back to the City's Attorney.

Lisa Bradford presented the board with two different options for Commissioner training that she believes would be very beneficial for the board to attend, both a virtual training and a training located in Nashville in August.

Lastly, Lisa Bradford presented the board with some diagrams of the exterior renovations that is in the works as the next Capital work to begin within the developments, beginning at Old Jasper Road.

Adjournment:

After no further business to be brought before the board, Commissioner Jimmy Haley made a motion to adjourn the meeting. The motion was seconded by Chairman Mary Faye Payne. All were in favor and we stand adjourned.

Respectfully Submitted:

Approved by:

_____ (Secretary)

_____ (Chairman)

