

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, November 15, 2021 at the office of the South Pittsburg Housing Authority.

Prior to the Board convening for the regularly scheduled meeting, Derek Young, CPA with Johnson, Hickey and Murchison presented both the public housing and elderly audits for FYE 2021.

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  
Jimmy Haley, Commissioner

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

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

Commissioner Lamar Jenkins made a motion to approve the board agenda for the November 15, 2021 meeting. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the board agenda and the motion carried.

Vice Chairman Shannon Duggar made a motion to approve the October 2021 meeting minutes. The motion for the approval of the October meeting minutes was seconded by Commissioner Lamar Jenkins. All were in favor of approving the October 2021 regularly scheduled meeting minutes and the motion carried.

Commissioner Lamar Jenkins made a motion to approve the October 2021 financials. The motion was seconded by Commissioner Jimmy Haley. All were in favor of approving the October 2021 financials and the motion carried.

**Unfinished Business:**

The item under unfinished business was the signing of the Voluntary Compliance Agreement by HUD for their Reasonable Accommodation Request. There was discussion that the agreement did not reflect the communication that Director Cross had with the HUD staff and there were some additional administrative and financial burdens that had been placed in the agreement that wasn't necessarily agreed upon between the two entities. The board decided to table this business until further

communication with HUD to relieve some of those burdens prior to agreeing to sign the VCA. At which time, Director Cross would notify the board that the two entities had come to an agreement on the removal of some of these burdens and the SPHA Board would agree to sign at that time.

**New Business:**

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

**Commission Reports, Comments, Questions:**

Lisa Cross asked the SPHA Attorney to give the Board an update regarding the Cooperative Agreement with the City of South Pittsburg. Mrs. Willis stated that she had been in contact with the City's Attorney and he is presenting the maps, with the four changes requested, to the City Commission for their approval. In addition, Mrs. Willis stated that the City was in agreeance to use the standard HUD Cooperative Agreement form and use the maps as an exhibit to the agreement. Follow up will be done by Mrs. Willis and she will notify our board of the City's decision on the maps.

Lisa Cross stated that she was going to try and begin moving payments being made from the SPHA to vendors by online payments to try and cut down on checks written, Commissioners signing and for the reason of less administrative burden. Chairman Mary Faye Payne reinforced the use of bank bill pay, as well as online bill payment systems to help move the SPHA into the future. Chairman Payne stated that she would like to see all payments be made in this manner, if at all possible. Mrs. Cross stated that she would in fact begin making that switch.

Chairman Payne asked about the status of Elderly Thanksgiving meal. Lisa Cross stated that we were going to hand out hot meals, provided by Dixie Freeze, to the residents at Chester Powell on Tuesday; November 23 at 12:00. In addition, Vice Chairman Duggar is going to be checking with a local bakery to add a Thanksgiving gift basket with edible favors as well.

Lastly, Chairman Payne stated that due to the December meeting being scheduled for the week of Christmas, unless any new business that was necessary for the December meeting, asked that we forgo the December meeting and move business to the January meeting. Attorney Sarah Willis stated that both the January and February meetings would be on a holiday. Lisa Cross stated that those meetings would be held on the following Tuesday since the Monday's were on a holiday.

**Adjournment:**

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

After realizing that we had another item of business that needed to be discussed since we were forgoing the December meeting, Chairman Mary Faye Payne called the meeting back to order.

Chairman Mary Faye Payne made a motion to forgo the Employee Christmas Luncheon and give each employee at \$ 350.00 bonus from the Management Fee Account. Commissioner Jimmy Haley seconded the motion. All were in favor-Aye and the motion was so order.

Again, after no further business to be brought before the board, Vice Chairman Shannon Duggar made the motion to adjourn the meeting. The motion was seconded by Commissioner Lamar Jenkins. All were in favor and we stand adjourned.

Respectfully Submitted:

Approved by:

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Secretary

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Chairman