

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, October 17, 2022 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
Jimmy Haley, Commissioner (absent)

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 October 17, 2022 meeting. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the board agenda and the motion carried.

Commissioner Lamar Jenkins made a motion to approve the September 2022 meeting minutes. The motion for the approval of the September meeting minutes was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the September 2022 regularly scheduled meeting minutes and the motion carried.

Commissioner Lamar Jenkins made a motion to approve the September 2022 financials. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the September 2022 financials and the motion carried.

Unfinished Business:

The only item under unfinished business was the discussion of the SPHA owned property, used by the MCBOE. Due to the SPHA having no interest in continuing to own the property that is and has been used by the MCBOE for decades, Chairman Mary Faye Payne asked that Attorney Sarah Willis perform a title search for the four properties up for discussion. If in fact the SPHA is in full ownership of these properties, the SPHA will draft a letter to the MCBOE and offer the transfer of the property to the MCBOE at no cost.

New Business:

There were three items under new business for the September meeting. Lisa Cross asked for Resolution 984: A Resolution to adopt an applicant screening procedure policy and amend the Internal Controls Policy as read:

RESOLUTION NO.: 984

A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO ADOPT AN APPLICANT SCREENING PROCEDURE POLICY and AMEND THE INTERNAL CONTROLS POLICY

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that Resolution No. 984 be approved adopting a new applicant screening procedure policy and amending the Internal Controls Policy.

Vice Chairman Shannon Duggar made a motion to adopt Resolution 984: A Resolution to Adopt an Applicant Screening Procedure Policy and Amendment of the Internal Controls Policy as read. The motion to adopt Resolution 984 was seconded by Commissioner Lamar Jenkins. All were in favor of adopting Resolution 984 and it was so moved.

Chairman Mary Faye Payne therefore declared said motion carried and Resolution 984 was adopted.

For the second item under new business, Lisa Cross asked for Resolution 985: A Resolution to amend the VAWA policy and Amend the SPHA Lease to increase the Security Deposits as read:

RESOLUTION NO.: 985

A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO AMEND THE VAWA (Violence Against Women Act) POLICY AND AMEND THE SPHA LEASE TO INCREASE THE SECURITY DEPOSIT CHARGED.

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that Resolution No. 985 be approved to amend the VAWA (violence Against Women Act) to add an Emergency Transfer Plan as a part of the policy and amend the SPHA Lease to increase the Security Deposit from \$ 100.00 to \$ 250.00 for all new residents moving into a SPHA apartment.

Commissioner Lamar Jenkins made a motion to adopt Resolution 985: A Resolution to Amend the VAWA Policy and Amend the SPHA lease to increase the Security Deposit charged as read. The motion to adopt Resolution 985 was seconded by Vice Chairman Shannon Duggar. All were in favor of adopting Resolution 985 and it was so moved.

Chairman Mary Faye Payne therefore declared said motion carried and Resolution 985 was adopted.

Commission Reports, Comments, Questions:

Lisa Cross notified the board that there will be a pre-bid walk through for the Exterior Renovations and Demolition contracts on 10/27/2022 with a bid date of 11/8/2022. In addition, Mrs. Cross stated that the auction (disposition) of the North Magnolia property will be held both online and in person on 11/5/2022.

Chairman Mary Faye Payne proposed that since there may not be meetings, due to the holidays that each employee receive a \$ 1,000.00 check from the Management Fee account as a Thanksgiving and Christmas bonus for each employee. The checks are to distribute to the employees around Thanksgiving. Vice Chairman Shannon Duggar made a motion to accept the Chairman’s proposal to give each employee \$ 1,000.00 from the Management Fee account. The motion was seconded by Commissioner Lamar Jenkins. All were in favor-Aye and the motion was so ordered.

Adjournment:

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

Respectfully Submitted:

Approved by:

Secretary

Chairman