

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Tuesday, January 17, 2023 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

Also present was Executive Director, Lisa Cross, PHM Jessica Kelley and Attorney Sarah Willis. Presentations were made by Steve Lamb and Louise Powell with Marion County EMA, as well as Auditor Derek Young with Johnson, Hickey, and Murchison who presented the FYE 2022 Audit.

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 January 17, 2023 meeting. The motion was seconded by Commissioner Jimmy Haley. All were in favor of approving the board agenda and the motion carried.

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

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

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

Commissioner Lamar Jenkins made a motion to approve the December 2022 financials. The motion was seconded by Commissioner Jimmy Haley. All were in favor of approving the December 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. Attorney Willis provided the board with deeds and conveyances for the properties that she was able to find and suggested that the board do a quit claim deed to MCBOE for all four properties. Chairman Mary Faye Payne asked Attorney Willis to compose the quit claim deed and to send a draft to Director Cross and the Board before moving forward.

New Business:

There were several items under new business for the January meeting.

The first item under new business was to award the contract for the building demolition at Old Jasper Road, which had previously been approved by email in late October 2022. Vice Chairman Shannon Duggar made a motion to approved awarding the contract to FC Contractors for building demolition on Old Jasper Road. The motion was seconded by Commissioner Lamar Jenkins. All were in favor of approving FC Contractors bid for demolition- Aye and the motion carried.

The second item under new business was the approval of the board to move \$ 600,000.00 from the eLOCCS Operating grant to a CD at Tower Community Bank. Tower Community Bank offered the best rate at 4.50% for a 6-month CD. Others that submitted a bid were First Jackson Bank and Citizens Tri County Bank. Commissioner Lamar Jenkins made a motion to approve \$ 600,000.00 be moved from eLOCCS for 2- 6 month CD's at Tower Community Bank. Vice Chairman Shannon Duggar seconded the motion. All were in favor- Aye and the motion was so ordered.

Next, Lisa Cross asked for Resolution 986: A Resolution to amend the ACOP (Admissions and Continued Occupancy Policy) for the South Pittsburg Housing Authority as read:

RESOLUTION NO.: 986

A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO AMEND THE ACOP (ADMISSIONS AND CONTINUED OCCUPANCY POLICY).

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that Resolution No. 986 be approved to amend the ACOP (Admissions and Continued Occupancy Policy) to add an additional preference to the applicant selection preferences.

1. PREFERENCES

- A. The PHA will inform all applicants about available preferences and will give applicants an opportunity to show that they qualify for available preferences. The

PHA will select families based on the following preferences within each bedroom size category:

- (1). Resident of Marion County, Tennessee by way of the applicants personal identification/address.
- (2). Working (30 hours per week), Veterans, and/or Elderly, Handicapped, Disabled, receiving SSI or Social Security.
- (3.) Involuntary Displacement- fire, flood, natural disaster
- (4.) Homeless with referral from agency.

Commissioner Jimmy Haley made a motion to adopt Resolution 986: A Resolution to amend the ACOP (Admissions and Continued Occupancy Policy) to add an additional preference to the applicant selection preferences as read. The motion to adopt Resolution 986 was seconded by Vice Chairman Shannon Duggar. All were in favor of adopting Resolution 986 and it was so moved.

Chairman Mary Faye Payne therefore declared said motion carried and Resolution 986 was adopted.

For the last item under new business, Lisa Cross asked for Resolution 987: A Resolution to amend the Internal Controls Policy for the South Pittsburg Housing Authority as read:

RESOLUTION NO.: 987

A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO AMEND THE INTERNAL CONTROLS POLICY.

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that Resolution No. 987 be approved to amend the Internal Controls Policy to add the following:

- Ensuring all outstanding checks have been voided from the system after six (6) months from the date of the check and after all efforts have been made to pay.

Vice Chairman Shannon Duggar made a motion to adopt Resolution 987: A Resolution to amend the Internal Controls Policy for the South Pittsburg Housing Authority as read. The motion to adopt Resolution 987 was seconded by Commissioner Lamar Jenkins. All were in favor of adopting Resolution 987 and it was so moved.

Chairman Mary Faye Payne therefore declared said motion carried and Resolution 987 was adopted.

Commission Reports, Comments, Questions:

Director Cross notified the board that the advertisement for Exterior Renovations is currently being advertised and the bid opening will be held on February 14, 2023.

Chairman Mary Faye Payne made a motion for tablets to be purchased for all Commissioners, as well as Jessica Kelley and Lisa Cross for the monthly board meetings and for SPHA business to be conducted from to make it easier for the board to view the board packets, financials, and communication for SPHA to be located through one location. 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