

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, May 15, 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
Lamar Jenkins, Commissioner
Jimmy Haley, Commissioner (absent)

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

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

Vice Chairman Shannon Duggar made a motion to approve the board agenda for the May 15, 2023 meeting. The motion was seconded by Commissioner Lamar Jenkins. All were in favor of approving the board agenda and the motion carried.

Commissioner Lamar Jenkins made a motion to approve the March 2023 meeting minutes. The motion for the approval of the March meeting minutes was seconded by Commissioner Delorah Starkey. All were in favor of approving the March 2023 regularly scheduled meeting minutes and the motion carried.

Commissioner Lamar Jenkins made a motion to approve the March 2023 financials. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the March 2023 financials and the motion carried.

Commissioner Lamar Jenkins made a motion to approve the April 2023 financials. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the April 2023 financials and the motion carried.

Unfinished Business:

The only item under unfinished business was the discussion of the SPHA local scholarship to be awarded to Seniors within public housing. An application was submitted for Commissioner comment and was asked by the Board Chairman for all Commissioners to look over for approval and the scholarship process to begin in April 2024.

New Business:

The first item under new business was the adoption of Resolution 989 as read:

RESOLUTION NO. 989
UTILITY ALLOWANCE
 South Pittsburg Housing Authority
 AVERAGE TN 37-1,-2,-3,-4, & -5
 South Pittsburg, Tennessee
Effective: June 1, 2023

Cost Allowance for Tenant Purchased Utilities:

Electricity Allowance: For Lighting, Refrigeration, and Minor Household Appliances

Type Units	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
	\$44	\$50	\$54	\$59	\$66	\$71

Said fixed dollar allowance for tenant-purchased electricity shall be deducted from the tenant's gross rent.

Monthly Gas Allowance: For cooking, water and heating.

Type Units	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
January	64	80	96	104	132	156
February	57	71	84	92	117	138
March	45	56	66	71	91	107
April	26	31	36	39	50	59
May	11	16	21	26	34	39
June	11	15	20	25	33	38
July	11	16	21	26	34	39
August	11	16	21	26	34	39
September	11	15	20	25	33	38
October	23	28	32	35	45	52
November	46	57	67	72	93	109
December	64	80	95	103	132	155

Excess Charge: Over allowance is charged at current rate per Hundred Cubic Feet (CCF) but make no charge until excess is 25 cents or more.

Method of Determination: Monthly billing based on monthly check-meter readings.

Vice Chairman Shannon Duggar made a motion to adopt Resolution 989: A Resolution to adopt the SPHA Utility Allowances. The motion to adopt Resolution 989 was seconded by Vice Chairman Shannon Duggar. All were in favor of adopting Resolution 989 and it was so moved.

Chairman Mary Faye Payne therefore declared said motion carried and Resolution 989 was adopted.

The second item under new business was the adoption of Resolution 990 as read:

RESOLUTION NO.: 990

A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO AMEND THE SPHA PROCUREMENT POLICY AND PROCEDURES.

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that Resolution No. 990 be approved amending the South Pittsburg Housing Authority Procurement Policy and Procedures in order to amend the SPHA procurements to the following:

- 1). Purchases can be made under the small purchase method of procurement up to the small purchase limit of \$ 50,000 without board approval, so long as an adequate number of quotes are obtained (preferably three).
- 2). Purchases can be made under the small purchase method of procurement for an emergency up to \$60,000 without board approval.

Commission Reports, Comments, Questions:

Director Lisa Cross updated the board on several items, including the Exterior Renovations and the FYE 2024 Budget. Mrs. Cross stated that construction for the Exterior Renovations contract is scheduled to begin on Monday; May 22, 2023. She updated the board on the colors, rock, trim, etc. that is planned at Old Jasper Road. Next, Mrs. Cross provided the board with the FYE 2024 budget, which was given as a sample to the board to look at to determine any changes that they would like to see made prior to the June 2023 meeting, in which the new budget would be passed. Chairman Payne asked to open the floor for discussion about salary increases and asking for a minimum of 4% increase to be discussed. The Commissioners discussed the salary increases for FYE 2024, with a suggestion from Commissioner Lamar Jenkins asking that a 6% raise for all employees be figured into the FYE 2024 budget. All were in favor of the FYE 2024 budget being figured for the 6% increase to employee salaries.

Chairman Mary Faye Payne asked that similarly to last November, she would like to see all employees get \$ 1,000.00 from the Management Fee account as bonus before the fiscal year of 2023 ends. Commissioner Lamar Jenkins made a motion to give all employees a \$ 1,000.00 check from the Management Fee account prior to June 30th. Commissioner Delorah Starkey seconded the motion. All were in favor-Aye and the motion was so ordered.

Lastly, Vice Chairman Shannon Duggar asked the board to approve to make a donation to the Marion County Food Bank annually from the Management Fee account. Chairman Mary Faye Payne made a motion to donate \$ 500.00 to the MC Food Bank. 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 Commissioner Delorah Starkey. All were in favor and we stand adjourned.

Respectfully Submitted:

Approved by:

Secretary

Chairman

