

**South Pittsburg Housing Authority**

March 18, 2019

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, March 18, 2019 at the office of the South Pittsburg Housing Authority.

Chairman Bill Lawrence chaired the Board, conducted roll call and called the meeting to order with the following members present:

Bill Lawrence, Chairperson  
Jane Pellam, Vice Chairperson  
Tim Hudson; Commissioner  
Shannon Duggar; Commissioner  
Mary Faye Payne, Commissioner

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

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

Chairman Bill Lawrence made a motion to approve the board agenda for the March 18, 2019 meeting. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the board agenda and the motion carried.

Vice Chairman Jane Pellam made a motion to approve the January meeting minutes. The motion was seconded by Commissioner Mary Faye Payne. All were in favor of approving the February minutes and the motion carried.

Chairman Bill Lawrence made a motion to approve the February financials. The motion was seconded by Commissioner Shannon Duggar. All were in favor of approving the February financials and the motion carried.

**Old Business:**

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

**New Business:**

There was no new business to be discussed in the March meeting. However, Lisa Bradford stated that there would be new business in the coming months based on a review by HUD stating that they believe that the Procurement Policy needs to be looked into and that it would be their suggestion to go with the State of Tennessee limits. Also, Ms. Bradford has contacted a contractor who has submitted a quote to paint apartments to help get them turned around quickly, per HUD visit. Lisa Bradford stated that the contractor is from Chattanooga and has a crew of 35 who can help get the apartments turned around quickly, which will help with subsidy and income. Commissioner Mary Faye Payne stated that she would like to see local contractors used also. In addition,

Commissioner Mary Faye Payne asked what that State of Tennessee procurement limit is, Lisa Bradford stated that she believed that the small purchase threshold is \$ 50,000 for the State. Commissioner Payne stated that she believed that amount is too high for us. Lisa Bradford stated that she has not yet discussed those changes with John Cauthen who is going to re-write that policy and she will discuss this further.

**Commission Reports, Comments, Questions:**

Lisa Bradford asked the board if to approved the travel to TAHRA for herself, Jessica and Rebekah for April 15<sup>th</sup>-17<sup>th</sup>. As well, due to the next meeting date being scheduled during that time, Mrs. Bradford stated that she had scheduled the April board meeting for April 11<sup>th</sup> and it was discussed that some may or may not be able to be there. Lisa Bradford said that she would work around the date if need be as we got closer to the date.

Lisa Bradford also notified the board that the SPHA Office an Maintenance Staff would be helping to work during the Cornbread Festival on Friday; April 26<sup>th</sup> and Sunday; April 28<sup>th</sup> as community involvement, the SPHA staff works with the Decorating Committee. Commissioner Mary Faye Payne asked if overtime was spent on the Sunday that the staff comes in to help with the removal of the decorations. Lisa Bradford stated that yes, it is typically paid.

Lastly, Lisa Bradford notified the board of the Elderly MOR (Management and Occupancy Review) that was done recently. Mrs. Bradford state that she was happy with the overall score of Above Average. There were a couple of things that we needed to address, including the Pet Policy. Lisa Bradford state that the staff is working on getting those corrective actions completed.

**Adjournment:**

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

Respectfully Submitted:

\_\_\_\_\_ (Secretary)

Approved by: \_\_\_\_\_ (Chairman)