

**BOARD OF COMMISSIONERS
OF THE
ANNISTON HOUSING AUTHORITY
August 27, 2020**

Members Present: Cynthia Calix, Vice Chairwoman (via zoom)
Trudy Munford, Commissioner
Kenneth Winsley, Commissioner

Staff Present: Willie B. McMahand, Executive Director
Terry Brown, Finance Director
Shazmine Gullett, Executive Assistant
Terri Lloyd, Planning & Development Officer
Geraldine Allen, Senior Property Manager
Doug Brooks, Technical Advisor

Others Present: Boice Turner, AHA Attorney
Steve Taylor, Taylor Designs

Call to Order

The meeting was called to order by Vice Chairwoman Calix.

Invocation

Invocation was given by Willie McMahand, Executive Director.

Changes to the Agenda

Mr. McMahand informed the Board that we had to adjust the agenda due to collection loss; there was one more on the agenda that should not have been on there. It has already been approved. We will also be pulling off resolution AHA-20-020; Steve Taylor, AHA's architect, will elaborate.

Mr. Taylor explained that before we awarded the contract for 1601 Moore, we wanted to make sure the City of Anniston was ready to issue a building permit. This morning, we were notified that they needed clarification for the site plan. They have a new zoning liaison that he will meet with here soon and we hope to get everything up to their satisfaction in a week or so. We are trying to get the unit up by the end of this year, if we can't, we will have to go back to the City and request more time. We will keep the Board updated on this matter. Commissioner Munford requested the drawings for 1601 Moore.

Approval of Minutes—June 25, 2020

These minutes were tabled due to the absence of the members needed to approve them.

Approval of Minutes Special Called Meeting—August 13, 2020

After a brief review, the motion was made by Commissioner Munford to approve the minutes. Commissioner Winsley seconded. All voted unanimously.

Board Resolution AHA-20-017 Collection Loss Write-Offs

The Anniston Housing Authority requires that vacated tenant account balances be written off monthly for public housing residents. It is recommended that the Board of Commissioners consider and approve the write off collection losses in the amount of \$10,224.58 for Conventional Housing for the month of March 31, 2020. A motion was made by Commissioner Winsley and seconded by Commissioner Munford. All voted unanimously. At this time, Vice Chairwoman Calix requested to have the rest of the resolutions voted on at the same time. This includes **AHA-20-018** and **AHA-20-019**. Commissioner Winsley motioned to approve the suggestion and Commissioner Munford seconded. All voted unanimously.

Operating Budget Revisions

Mr. McMahan pointed out the operating budget revision and recalled back in March when we approved the budget, the Board requested that we take a look at it in the upcoming months to see if revisions needed to be made. Additional funding from COVID has made us adjust our budget, as well as a few other things. Our HUD funding proration came in at 96%, instead of our projected 92%, which means an increase in funds for us. We have a significant amount of COVID money that we have to spend by December 31, 2020. We have also put a salary increase in the budget; we did not have this in the budget a few months back. Also, this year, the increase will be added to employees' base pay, rather given as a one-time incentive. A new position has been added to the HCV Program, and also funds will be transferred to Innovative Housing Solutions in the amount of \$50K from COCC. This money will be paid back to the COCC. There are also a few basic adjustments.

A question was posed by Vice Chairwoman Calix about our meeting schedule. Mr. McMahan replied that our meeting schedule has been turned upside down, as we were supposed to have a work session in September and no meeting in October. The November meeting is on the 12th and the December meeting will be on the 10th. Mr. McMahan suggested a work session/board meeting to approve the budget and talk about current updates on Washington and Parkwin. Updates on Barber and Cooper are likely as well during this time. Vice Chairwoman Calix proposed speaking with Chairman Dunn before any decisions are made.

Terry Brown, Finance Director, went further into detail with the budget, breaking down the budgets. The COVID revenue budget is \$524,620.00. Of that, \$72,038.38 was allocated to the COCC. The HCV Program was allocated two different times, totaling \$74,385.00. This makes the total revenue coming in from the CARES ACT \$599,005.00. We have budgeted

\$21,500 for supplies, \$12,700 for materials and \$35,216 for contracts. All categories were broken out by HUD guidelines. Commissioner Munford thinks that the contracts budget is low, considering all that has to be cleaned. Mr. Brown stated that we have wiggle room and we can move some things around if need be. We also have some in-house ideas on how we can clean and sanitize. Improvements total \$352,504.00, Admin wages total \$48,400 and Maintenance wages have \$24,200 budgeted. Lastly, Protective Services \$7,550, Tenant Services \$7,550 and Tenant Services (other) \$15,000. This totals \$524,620, and we plan to spend all funds so that nothing is recaptured by HUD. Mr. Brown also went into detail on the updated COCC budget and says the biggest impact on our budget is the HUD subsidies proration. Mostly all of our expenses in our new COCC budget are related to COVID. There were no questions from the Board. Mr. McMahan says our plan is to get this approved next month. Vice Chairwoman Calix says she is not sure that September is the right month to approve the budget, as ideas may come from the Board later on. Chairwoman Calix asked if all non-profits could be under the same insurance. Mr. McMahan says we will ask our attorney if this is possible.

COVID-19 Update

We mailed a letter out to our residents, letting them know when we will be reopening to the public, which will be Tuesday, September 8, 2020. We also told them that they will be receiving a special edition newsletter with COVID protocol and much more. We have an internal COVID screening method for employees and visitors, once we open back up. The HCV department will open up their waiting list, and applications will be mailed in, due to COVID.

REPORTS

Reports were not covered, and there were no questions from the Board.

Other Business

There was no other business.

Executive Director's Comments

There were no comments.

Executive Session

There was no executive session.

Adjournment

A motion was made by Commissioner Winsley to adjourn the meeting. Commissioner Munford seconded the motion. All voted unanimously.