

**BOARD OF COMMISSIONERS
OF THE
ANNISTON HOUSING AUTHORITY
February 25, 2021**

Members Present: Marcus Dunn, Chairman
Kenneth Winsley, Commissioner
John Wilson, Commissioner by virtual zoom

Staff Present: Willie B. McMahand, Jr., Executive Director
Alan Brown, Finance Director
Terri Lloyd, Planning & Development Officer
Kristen McCowan, Office Administrator
Stacy Parris, HCV Coordinator

Others Present: Boice Turner, AHA Attorney

Call to Order

The meeting was called to order by Chairman Dunn.

Changes to Agenda

Mr. McMahand added an additional Board Resolution AHA21-007 for the COCC to allocate funding to support the HOME application.

Mr. McMahand explained that there was a legal issue that needed to be addressed and requested a brief Executive Session. Commissioner Winsley motioned to enter into Executive Session. Commissioner Wilson seconded that motion. They returned with no action taken.

Approval of Minutes - January 28, 2021

After a brief review, Commissioner Winsley motioned to approve the minutes as read. Commissioner Wilson seconded that motion. All voted unanimously.

Approval of Minutes – February 9, 2021

After a brief review, Commissioner Winsley motioned to approve the minutes as read. Commissioner Wilson seconded that motion. All voted unanimously.

Resolution AHA-21-004

The Anniston Housing Authority requires that vacated tenant account balances be written off monthly for previous public housing residents. It is recommended that the Board of

Commissioners consider and approve the write off collection losses in the amount of \$731.80 for the period ending December 31st, 2020. Commissioner Winsley motioned to approve the resolution. The motion was seconded by Commission Wilson to approve the resolution. All voted unanimously.

Board Resolution AHA-21-005 After a brief discussion, it is recommended that the Board of Commissioners considers and approves the submission of the Housing Authority of the City of Anniston Community Development Block Grant (CDBG) application for the Cooper Homes site. Commissioner Wilson motioned to approve the resolution. The motion was seconded by Commission Winsley to approve the resolution. All voted unanimously.

Board Resolution AHA-21-006 After a brief discussion, it is recommended that the Board of Commissioners considers and approves the submission of the Housing Authority of the City of Anniston Home Investments Partnerships Program (HOME) application for the Cooper Homes site. Commissioner Wilson motioned to approve the resolution. The motion was seconded by Commission Winsley to approve the resolution. All voted unanimously.

Board Resolution AHA-21-007 After a brief discussion, it is recommended that the Board of Commissioners considers and approves the allocation of \$100,000 from the Central Office Cost Center (COCC), if required, in support of the submission of the Home Investments Partnerships Program (HOME) application for the Cooper Homes site. Commissioner Winsley motioned to approve the resolution. The motion was seconded by Commission Wilson to approve the resolution. All voted unanimously.

Budget Work Session:

Mr. McMahand gave a brief outline on the Budget schedule:

March 17th, 2021

Review of final budget

March 25th, 2021

Final budget presented to the Board of Commissioners. This will be a lunch Board meeting at 11:30 am.

Mr. McMahand gave a brief summary of the budget changes from the February 9th Work Session regarding funding for Barber Terrace and Glen Addie, the maintenance budget was revised, and additional allocation for pest control contract services. The Protective Services budget remained the same but may need to be adjusted next year. The Housing Choice Voucher Program was adjusted.

Mr. Brown began the budget work session by introducing the future unit count reduction that will affect our current HUD subsidy:

	Current Count	Reduction	Count after reduction	Why
AMP 1 – Glen Addie, Parkwin & Washington Homes	264	164	100	Glen Addie demolition
AMP 2 – Norwood & Fairview	127	4	123	Demolition of 4 fire unit at Norwood
AMP 3 – Constantine, Barber Terrace & Tinsley	254	60	194	RAD conversion of Barber Terrace
Total	645	228	417	

Mr. Brown explained the following:

Central Office Cost Center (COCC) – surplus of \$162,460.60 for 2022 budget projections. Asset Management Projects (AMPS) – Maintenance expense have reduced with unit inventory decreasing with four maintenance positions that have not been filled. McMahan explained that the planning for staff reductions began in 2019 and through attrition we have not replaced an employee after they are no longer employed. Recommendations based on industry standards is one maintenance person per 75 units. With the AHA consisting of 417 units this would be 5.56 persons while the AHA currently has 9 maintenance employees. McMahan explained that no employees have been laid off. Staff can be adjusted if a need arises. Some maintenance is being contracted out such as major plumbing issues.

Commissioner Wilson still has concerns regarding the maintenance expenses that may increase since the residents have been home more due to the Covid Pandemic. McMahan explained that part of the decrease in material cost is Glen Addie only having 18 occupied units to maintain. The AHA has a Reserve Account that can be used if needed in addition to the Capital Fund Program.

Commissioner Wilson has concern with residents that are residing at Barber Terrace and the maintenance operations during construction. McMahan explained that the AHA will continue to allocate maintenance staff while we manage this property during construction. Commissioner Wilson would like further explanation on what is included in the Maintenance Materials & Contracts budget.

Chairman Dunn and Commissioner Wilson are requesting that any budget changes be in a separate document to show adjustments that are made and why.

Mr. Brown explained the HCV leasing schedule on 4/2021 with 292 vouchers and projecting 3/2022 with 425 vouchers. This could increase more with the addition of Glen Addie and Barber Terrace vouchers. Stacy Parris introduced the proposed marketing plan for the HCV program which includes billboards and creation of social media accounts. Commissioner Wilson requested information on sources that the City or County may have on units that are available as rentals. He would like to see a list by Ward.

Chairman Dunn requested an update on signage for the Cooper site. Mr. McMahan explained that we are working with the Environmentalist and our Developer on a Cooper Homes site regarding the LIHTC program. A letter is being prepared to introduce the

problem we are having to Dr. Boyd and Del Marsh to help advocate the Alabama Housing Finance Authority in issuing us a waiver for financing. The LIHTC program is worth \$4-\$6 million in funding.

Chairman Dunn request that the Board change the meeting schedule to every other month. Mr. McMahand made final comments that the NAHRO virtual training session beginning March 2nd will be held in the Resident Services Building.

Mr. McMahand informed the Commissioners that the March Board meeting will include the Final Budget, Cooper Development and Personnel Policy at lunch meeting on 3/25/21 at 11:30am.

Executive Session

Executive Session was moved to the top of the agenda.

Adjournment

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