

**BOARD OF COMMISSIONERS  
OF THE  
ANNISTON HOUSING AUTHORITY  
JANUARY 28, 2021**

**Members Present:** Marcus Dunn, Chairman  
Cynthia Calix, Vice Chairwoman  
Trudy Munford, Commissioner  
Kenneth Winsley, Commissioner  
John Wilson, Commissioner

**Staff Present:** Willie B. McMahand, Jr., Executive Director  
Alan Brown, Finance Director  
Terri Lloyd, Planning & Development Officer  
Shazmine Gullett, Executive Assistant  
Clarence Copeland, Resident Safety Manager  
Lisa Willingham, Property Manager  
Kristen McCowan, Office Administrator

**Call to Order**

The meeting was called to order by Clarence Copeland.

**Changes to Agenda**

Mr. McMahand explained that there was an action item mailed out yesterday regarding Barber Terrace's development. The Board has decided to table this item.

**Approval of Minutes—December 10, 2020**

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

**Board Resolution AHA-21-001—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 \$2,356.69 for Conventional Housing for the month of September 30, 2020. Mr. McMahand pointed out that most of the accounts are residents of Glen Addie that are moving to the HCV Program. We will be able to track and collect from them. A motion was made by Vice Chairwoman Calix to approve the collection loss write off. The motion was seconded by Commissioner Winsley. All voted unanimously.

**2021-2022 Operating Budget**

Mr. McMahand pointed out that it is time to start the budget process again. The HA's fiscal year starts April 1<sup>st</sup>, so we normally try to get the budget approved at the March meeting. He would like to start the discussion today and have a few work sessions in between if needed and be ready to approve in March. Mr. McMahand explained that no dollar figures have been put to the budget yet, but we do have a few highlights of what will be in there. We would like to receive feedback on what the board would like to see in the budget. Fortunately, the proration that we're getting from the government is 95%. The biggest impact to the budget this year is AMP 1's budget, due to the loss of units here in Glen Addie; we are starting to see a decrease in the funding for this property. There was also a small reduction in AMP 2, due to the loss of four units in Norwood, due to the fire a few years ago. Baber Terrace's conversion to RAD in AMP 3 will also affect its budget. The HCV Program will increase its number of participants over the year; it is expected to almost double. COVID funds are also still available and have been factored in. Conferences are starting to

open back up, so there will be some travel added back to the budget. We are trying to have these numbers together by the second week in February. These numbers can be reviewed either at the next Board Meeting or at a Special Called Meeting, if needed.

Alan Brown, Finance Director, elaborated on the reduction in subsidy for Glen Addie; explaining that it will reduce 50%. Our expenses are also reducing, which will offset this. We are hoping the net income for Glen Addie won't see that dramatic of a decrease. Barber Terrace is converting to a tax credit property. AHA will be receiving a management fee for the first 16 months. We are looking to add on a part-time receptionist position in the rent office, which will be charged to the AMPS. We are not sure what will happen with the CARES Act funds, due to the change in administration. Mr. McMahan answered various questions from the board. Mr. Brown also spoke about the accounting department being understaffed, and the need for more employees in the department. The rent office is also being renovated, allowing for more space to social distance and be more compatible to the way things are done in the office now. Vice Chairwoman Calix questioned the number for AMP 1's subsidy; Mr. Brown will get that number for her. She would like the estimated figure for the decrease. Mr. McMahan mentioned that there will be an increase in the HCV Program, where you see the decrease in public housing units. We are currently thinking of ways to market the program to get more units on the program.

### **Financial Report**

Mr. Brown reported on the November financials. He covered expenses for AMPS, COCC and the HCV Program. He explained that the deficit in the HCV Program was due to the change in staffing and trying to get the vouchers leased up. Chairwoman Calix wanted to know where AHA was with the CARES funds; Mr. McMahan replied that we have spent about 40% of the funds. We are taking a closer look at our IT needs and making sure we get exactly what we need.

### **Reports**

No other reports were discussed.

### **Other Business**

Mr. McMahan touched on the Barber Terrace information. We only received the information yesterday and it authorizes Mr. McMahan to sign off on all necessary closing documents for the deal. The drop dead date on the deal is in the first part of March. He suggested a special meeting to get this information approved and at this time, we will also have the budget numbers for the board to go over. It was decided the meeting will be Tuesday, February 9, at 11:30 a.m. Vice Chairwoman Calix requested the development service fee be sent out to the board again. Mr. McMahan also informed the board that we will be sending out more supplemental information.

### **Executive Directors Comments**

There were no comments from the Executive Director.

### **Executive Session**

There was no Executive Session.

### **Adjournment**

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