

**BOARD OF COMMISSIONERS
OF THE
ANNISTON HOUSING AUTHORITY
March 26, 2019**

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

Staff Present: Willie B. McMahand, Jr., Executive Director
Shazmine Gullett, Administrative Assistant
Terri Lloyd, Planning & Development Officer
Clarence Copeland, Resident Safety Manager
Lisa Willingham, Property Manager
Pamela Young, Property Manager
Sharon Dunson, Resident Initiatives Coordinator
Stacy Parris, Senior Property Manager
Alan Brown, Finance Manager
Geraldine Allen, HCV Coordinator

Others Present: Boice Turner, AHA Attorney

Call to Order

The meeting was called to order by Chairman Dunn.

Invocation

Invocation was given by Chairman Dunn.

Changes to Agenda

There were no changes to the agenda.

Police Report

In the absence of an Anniston Police Department officer, Clarence Copeland, Resident Safety Manager, read off the foot patrol hours, and authority crimes. There were three violent crimes for the month of February; two from Barber Terrace and one from Constantine.

Assaults	5
Domestic Violence	10
Drug Arrests	1
Violent Crimes	3

Resident Safety Report

Mr. Copeland went on to say that there was one resident recommended for eviction in the month of February for selling drugs. He also informed the Board that the ID cards for the residents is about 70% complete. Only having one machine in the beginning had the process moving slowly, but now that each AMP has their own machine, the process is moving much faster. April 15, 2019 is the deadline to have all residents finished. This will not include new residents, but does include residents that are turning 13 years of age and are required to have one.

Financial Report

Mr. McMahan pointed out that this is February's financials that we are discussing. We have one month left in this fiscal year and our bottom-line numbers are good. We are showing a deficit for this month, but our year to date numbers are still good. End of year adjustments will take place in March. There is one significant adjustment, to our property insurance that will be pretty substantial. Alan Brown, Finance Manager, went into detail, stating that the insurance payments were a prepaid expense and now that have to write them off for the year. The write-off amount is about \$100K. We are trying to make our numbers as accurate as they can be before we close the year. Mr. Brown will be attending training in New Orleans, Louisiana that will help him understand how to close the books. Starting the new fiscal year, items like this will be written off monthly, instead of yearly.

Planning & Development Report

Terri Lloyd, Planning & Development Officer, reported that we are close to getting the everything together to get the mold project going. She also informed the Board that we are waiting on environmental for our RAD project in Barber Terrace and we have been cleared by Fair Housing.

Management Report

The management report was not discussed. There were no questions from the Board.

Housing Choice Voucher (Section 8) Report

Mr. McMahan reported that we do not have our SEMAP information back from HUD yet, but we do predict that they will keep us in the same troubled category. The new fiscal year certification will take place soon; Ms. Lloyd, who is familiar with the program will do the certification in mid-April. It will be brought to the Board in May for approval. Mr. McMahan suggested a work session may be needed so that the Board can understand more details of SEMAP.

Resident Services Report

Mr. McMahand spoke with the residents and has decided to have a separate meeting with Constantine residents to talk about the Boys and Girl's Club. He will be asking Johnny Byrd to come out and discuss the future of the club. He will also have this same meeting in April with the Norwood residents.

Approval of Minutes—March 4, 2019

After a brief moment to look over the minutes, a motion was made by Commissioner Winsley to approve the minutes. The motion was seconded by Commissioner Calix. All voted unanimously.

Work Session Minutes—Information Only

This set of minutes is for information only. No action required.

Board Resolution AHA-19-009—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 \$12,226.59 for Conventional Housing for the month of December 31, 2018. A motion was made by Vice Chairwoman Munford to approve the collection loss write off. The motion was seconded by Commissioner Calix. All voted unanimously.

Board Resolution AHA-19-010—Central Office Cost Center (COCC) Proposed Operating Budget for fiscal year 2019-2020

Mr. McMahand pointed out to the letter in the board packet to the Board pertaining to the budget, program funding, strategic planning and goals, major assumptions, and highlights of major items. There is also a staffing plan, which shows all positions at AHA. After a brief discussion on Section 3, it was decided that we will bring more information to the Board at our next meeting. Mr. McMahand also assured the Board that adjustments were made from the suggestions given at the budget work session. A motion was then made by Vice Chairwoman Munford to approve the COCC budget. The motion was seconded by Commissioner Calix. All voted unanimously.

Board Resolution AHA-19-011—Asset Management Projects (AMPS) Proposed Operating Budget for fiscal year 2019-2020

Commissioner Winsley made a motion to approve the AMPS budget for the fiscal year 2019-2020. Commissioner Calix seconded the motion. There were no questions from the Board. All voted unanimously.

Board Resolution AHA-19-012—Housing Choice Voucher Program (HCV) Proposed Operating Budget for fiscal year 2019-2020

Commissioner Calix made a motion to approve the Housing Choice Voucher Program's budget. The motion was seconded by Commissioner Winsley. There were no questions from the Board. All voted unanimously.

Board Resolution AHA-19-013—Housing Choice Voucher Program (HCV) Proposed revisions to HCV Administrative Plan

AHA also requested approval of the changes in the Administration Plan for our HCV Program. A motion was made by Commissioner Calix to approve the revisions. Commissioner Winsley seconded the motion. There were no questions from the Board. All voted unanimously.

Board Resolution AHA-19-014—Proposed revisions to Agency Board By-Laws

Mr. McMahan informed the Board that majority of the changes in the By-Laws were suggested by the state and HUD. Adjustments have been made and we believe this template meets all test and is sufficient. After approval, the necessary attachments will be added and the document will be given to the Board. Commissioner Winsley motioned for the By-Laws to be approved. The motion was seconded by Commissioner Calix. All voted unanimously.

Other Business

AHA's next Board Meeting

Mr. McMahan let the Board know that our next Board meeting will be Thursday, April 25, 2019 at 3:00pm.

We will have a Special Meeting for SEMAP Certification on Thursday, May 21, 2019 at 10am.

We will also have a work session for the By-Laws now that everything has been approved.

Executive Director's Comments

There were no comments from the Executive Director.

Adjournment

A motion was made by Commissioner Calix to adjourn the meeting. The motion was seconded by Vice Chairwoman Munford. All voted unanimously.