

**BOARD OF COMMISSIONERS  
OF THE  
ANNISTON HOUSING AUTHORITY  
March 26, 2020**

<b>Members Present:</b>	Marcus Dunn, Chairman Cynthia Calix, Vice Chairwoman via phone Kenneth Winsley, Commissioner via phone Trudy Munford, Commissioner via phone John Wilson, Commissioner via phone
<b>Staff Present:</b>	Willie B. McMahand, Jr., Secretary-Treasurer Alan Brown, Finance Manager Shazmine Gullett, Administrative Assistant
<b>Others Present:</b>	Boice Turner, AHA Attorney via phone

**Call to Order**

The meeting was called to order by Chairman Dunn.

**Invocation**

Invocation was done by Chairman Dunn.

**Changes to the Agenda**

Mr. McMahand announced that the board will go into executive session. Mr. McMahand also thanked the board members for being on the call considering the circumstances of COVID-19.

**Approval of Minutes—January 23, 2020**

These minutes had to be brought back; they could not be approved at the February meeting. Commissioner Winsley made a motion to approve the minutes. Vice Chairwoman Calix seconded the motion. All voted unanimously.

**Approval of Minutes—February 25, 2020**

Commissioner Winsley motioned to approve the minutes. Commissioner Munford pointed out that the sentence, "Mr. Olsen reiterated that he looks forward to working with AHA and thanked AHA for choosing Gershman Mortgage" gives the impression that we did in fact choose them, when we did not. The minutes will now reflect that we have "selected Gershman Mortgage to put the packet together". Commissioner Munford seconded the minutes, with changes. All voted unanimously.

### **Board Resolution AHA-20-006 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 \$417.69 for Conventional Housing for the month of December 31, 2019. A motion was made by Commissioner Munford to approve the collection loss write offs. The motion was seconded by Commissioner Winsley. All voted unanimously.

### **Budget Discussion**

Mr. McMahan pointed out that the next few action items are to approve the budgets. The standard letter with highlights is listed. There is a change in Goal #1 on the RAD program. He suggested us going back and rethinking the RAD program. Mr. McMahan is also working on his employee development plan. There are no salary increases as of now in the budget. We will continue to monitor our expenditures and revenue. At the six- month period we will review the budget and if at that time if the numbers look good, we will plug an increase in. There is a new administrative position as well, in the COCC. Commissioner Munford voiced concerns about the duties of the new position. Chairman Dunn suggested that the new position be a standalone position for HR. Alan Brown, Finance Manager, mentioned that the authority is not big enough for the position to be standalone. It was also suggested that the position report directly to Mr. McMahan, instead of Mr. Brown. The job description has not been written yet, which will make the duties a lot clearer. Two things effected the numbers from the last set of numbers the board saw; the new position and the amount for the Section 3 Program. Proration may have to be adjusted as well. More funds may also be able to be brought over to the COCC to offset the deficit. Mr. Brown answered questions from the board; identifying and clarifying line items.

### **Executive Session**

Vice Chairwoman Calix motioned to go into Executive Session to discuss threatening or pending litigation. Commissioner Munford seconded. All voted unanimously. Commissioner Munford motioned to come out of Executive Session and Commissioner Winsley seconded. All voted unanimously. No action was taken.

### **Board Resolution AHA-20-007 Central Office Cost Center (COCC) 007; AHA-20-008 Public Housing Operations Budgets AMP 1, AMP 2, AMP 3; AHA-20-009 Housing Choice Voucher (HCV) Program Operating Budget**

Mr. McMahan reminded the board that he has spoken to all of them individually, to make sure that there were no questions or concerns. He also reminded them that we will take a look at the budget in a few months, in case anything needs to be revised. This is one of the better budgets that he's seen and he feels good about it, as the Director. Commissioner Munford questioned if there was any way to get an extension on approving the budget, in which Mr. McMahan reminded the board that the budget is due at the end of this month, but says if there are things that need to be discussed and questions that need to be

answered, he would like for those things to be put on the table so that the adjustments can be made now. Commissioner Winsley motioned to approve the budgets. There was no second. Vice Chairwoman Calix suggested that instead of waiting six months to revisit the budget, we only wait three months. Mr. McMahand informed the Board that they can revise the budget at any time, but we need an approved budget at the beginning of the fiscal year so that we can receive our operating subsidy and not having a budget can create a problem for the Authority. Commissioner Munford is okay with three or six months, she just wanted to be clear that changes can be made. Chairman Dunn requested for a motion to approve the budgets. Commissioner Winsley motioned again to approve the budgets. The motion was seconded by Vice Chairwoman Calix. All voted unanimously.

### **Board Resolution AHA-20-010 Inventory Removal Application for Building 15 in Norwood Homes**

Mr. McMahand informed the board that we have been working on this for some time. There was a fire in Norwood in 2018, which destroyed an entire building beyond repair. We have decided to demolish the building, which consists of four units. It is the same process you would go through if you were taking down an entire complex. Vice Chairwoman Calix motioned to approve the application and Commissioner Winsley seconded. All voted unanimously.

### **Executive Director's Comments**

Mr. McMahand reminded the board that he is working on his succession plan and needs to go over what he has documented to make sure it lines up with what the Board would like to see from the authority over the next two to three years. Chairman Dunn requested an update of what Mr. McMahand intends on doing in his time, when he plans to exit and what he plans to accomplish before he leaves.

SEMAP needs to be covered in April so that it can be voted on in May. Chairman Dunn suggested a conference call again for the month of April. Commissioner Munford prefers to come in for SEMAP. Right now, we will do April 23<sup>rd</sup> as a work session at 11:30am but due to the pandemic that we are in the middle of, we will play it by ear.

### **Adjournment**

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