

**BOARD OF COMMISSIONERS
OF THE
ANNISTON HOUSING AUTHORITY
May 27, 2021**

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

Staff Present: Willie B. McMehand, Jr., Executive Director
Alan Brown, Finance Director
Terri Lloyd, Planning & Development Officer
Shazmine Gullett, Executive Assistant
Stacy Parris, HCV Coordinator
Lisa Willingham, Senior Property Manager
Pamela Young, Property Manager
Sharon Dunson, Resident Initiatives Coordinator
Kristen McCowan, Office Administrator

Others Present: Boice Turner, AHA Attorney

Call to Order

The meeting was called to order by Vice Chairwoman Calix.

Invocation

Invocation was done by Alan Brown.

Changes to the Agenda

There were no changes to the agenda.

Approval of Minutes—April 22, 2021

After a brief review; Commissioner Wilson motioned to approve the minutes. The motion was seconded by Commissioner Winsley.

Approval of Minutes—March 25, 2021

After a brief review; Commissioner Winsley motioned to approve the minutes. The motion was seconded by Commissioner Wilson.

Board Resolution AHA-21-015—Collection Loss Write-Offs for the period ending January 31, 2021

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 \$53.05 for Conventional Housing for the month. Commissioner Munford questioned why the amount was so low? Mr. McMahan explained that we still are not able to evict for nonpayment of rent until the first of July. A motion was made by Commissioner Munford to approve the collection loss write off. The motion was seconded by Commissioner Winsley. All voted unanimously.

Board Resolution AHA-21-016—Collection Loss Write-Offs for the period ending December 31, 2020

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 \$1,550.74 for Conventional Housing for the month. Commissioner Wilson questioned how we go about collecting funds from those that are evicted. Mr. McMahan explained that there are a number of options; at one time, we had a collection agency. Also, if they try to move into another housing authority, the balance will show up in a national database, and if they ever want to come back to AHA, the balance has to be paid in full before doing so. A motion was made by Commissioner Winsley to approve the collection loss write off. The motion was seconded by Commissioner Wilson. All voted unanimously.

Board Resolution AHA-21-017—Personnel Policy Revisions

Mr. McMahan pointed out the spreadsheet which show all changes to the Personnel Policy. The policy has been worked on for several months. Mr. McMahan introduced Kristen McCowan, Office Administrator, for the board members that have not met her. Several sections were cleaned up, including the dress code, social media policy. Commissioner Munford asked how does one manage employees that work from home. Mr. McMahan answered that the policy is in there, and it is now time to put a procedure to it. Ms. McCowan is also working towards getting the software to monitor and verify that employees are actually working while on the laptops. Mr. McMahan also confirmed that AHA's maintenance team do not use their personal cell phones for work order calls. Commissioner Winsley motioned to approve the revisions. Commissioner Wilson seconded. All voted unanimously.

Election of Officers

Mr. McMahan explained that it is time to elect this years' officers for AHA's Board of Commissioners and opened the floor up for nominations for the Chair seat. Commissioner Dunn nominated Commissioner Calix for the Chair. The nomination was seconded by Commissioner Wilson. All voted unanimously. The floor was then opened for the Vice Chair seat. Commissioner Calix nominated Commissioner Wilson for the Vice Chair seat.

Commissioner Dunn seconded. All voted unanimously. Commissioner Dunn spoke about how fun it has been the last two years as Chairman. He's hoping to be around for a minute; he's not going anywhere. Commissioner Calix is excited and feels good about the leadership we have and is looking forward to the wonderful things we can do for the community. Commissioner Calix also commended the staff for their work at May Day and commended Terri Lloyd on her consistency with showing up to events. Commissioner Wilson is pleased with the support of the staff and is looking forward to accomplishing what we have ahead of us. Commissioner Munford explained that this is almost the last go-round for her and once we see something going up on the Cooper site, she will feel like her work is completed. We have to do whatever it takes, and she will be an advocate for this until she is off the board.

Resident Opportunity Self-Sufficiency (ROSS) Grant and Occupational Skills and Training (OST) Program State Grant

Mr. McMahan introduced Sharon Dunson, Resident Initiatives Coordinator, and explained that the presentation that she is about two grants that are going to be very beneficial to AHA. It took a good team to get the grants submitted, and they got it done. With the OST grant, we are partnering with other agencies in Anniston and we should know something by the end of July. Ms. Dunson then spoke briefly about both grants and says she is excited for what is to come. She went into depth about what the Service Coordinator for the ROSS grant will be doing in a typical day. Both the ROSS grant and the OST grant will be tied into our Section 3 Program. We're about 85% sure that we are going to get the OST grant. The Employee Training Center is being renovated to be better equipped for the training.

Other Business

The deal has closed on Barber Terrace. They are about to mobilize to start the demolition in mid-June. Once the units are down, they will do the groundbreaking and start building units back up. They have a 16-month construction schedule.

Based on the money we have in our reserves; we could bring close to \$6M to the table for redevelopment of Cooper. We are trying to get Alabama Housing Finance Agency to accept our engineered solution. We are trying to get a meeting set up with our elected officials to see if they can assist us. The cost to clean the site up is about \$3M.

Financial Report

Our FDS has been submitted by Alan Brown. The April financials will be presented at our June board meeting. Our funding for the RAD program has been converted to Project Based Vouchers. The HCV program will increase by 35 vouchers and there will be 355 participants on the program. HUD has also notified us that we will be getting an additional 89 vouchers for Glen Addie. There are 8 families on the property. We have already assigned two residents from Glen Addie to the duplex that is being built on Moore Avenue. We also decided to bring on two additional maintenance workers. Commissioner Dunn suggested highlighting what the Commissioners may want to talk about in the financials in the board

packet. Chairwoman Calix suggested explaining variances as well. Commissioner Munford would like a summary of information in the financials of things that need to be paid special attention to.

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.