

**BOARD OF COMMISSIONERS
OF THE
ANNISTON HOUSING AUTHORITY
May 30, 2019**

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

Staff Present: Willie B. McMahand, Jr., Secretary-Treasurer
Alan Brown, Finance Manager
Terri Lloyd, Planning & Development Officer
Shazmine Gullett, Administrative Assistant
Doug Brooks, Technical Advisor
Geraldine Allen, Housing Choice Voucher Coordinator
Lisa Willingham, Property Manager
Stacy Parris, Senior Property Manager
Pam Young, Property Manager
Sharon Dunson, Resident Initiatives Coordinator
Clarence Copeland, Resident Safety Manager
Philip Keith, Youth Coordinator

Others Present: Boice Turner, AHA Attorney
Investigator Brockman, Anniston Police Department

Call to Order

The meeting was called to order by Chairman Dunn.

Invocation

Invocation was done by Doug Brooks, Technical Advisor.

Changes to the Agenda

Mr. McMahand announced that there is a change to the agenda; we will have a Public Hearing, regarding significant amendments to our Annual Plan. Mr. McMahand also requested that all present Board Members and staff sign in on the sign-in sheet.

Police Report

Investigator Brockman was present for APD. He informed the board and staff that APD logged a total of 79.41 hours of foot patrol for the month of May.

Assaults	7
Domestic Violence	7
Drug Arrests	7
Violent Crimes	3

Investigator Brockman also pointed out where which property each of the above crimes took place. Mr. Copeland elaborated on the violent crimes and mentioned how foot patrol has increased. He mentioned that the Safety and Security grant was sent off yesterday. Chairman Dunn asked Mr. Copeland the status of the ID cards, in which Mr. Copeland replied that the Property Managers are getting caught up on old residents as well as new residents that are being added to the list. A deadline was requested, however this will be a revolving process as children that become of age, and new residents are required to have ID cards.

Public Hearing

Mr. McMahan explained that HUD requires us to have a public hearing to hear any final comments from the public as it relates to the 5 year and annual plan. Chairman Dunn opened the floor for comments from the public. Commissioner Calix motioned to open the hearing. The motion was seconded by Vice Chairwoman Munford. No one from the public was present to make any suggestions or comments on the Annual Plan. Mr. McMahan did confirm with the Board that the public received notice of the Annual Plan. Vice Chairwoman Munford requested feedback from the staff on the public hearing. A motion was made by Vice Chairwoman Munford to close the public hearing. The motion was seconded by Commissioner Calix.

Financial Report

Mr. McMahan pointed out that these are fresh numbers, as they reflect the beginning of our fiscal year. Alan Brown, Finance Director, reported on the revenue, our expenses, and our deficits in the COCC, the AMPS and the HCV program. Mr. McMahan explained that it is good that we are right on point with our HAP money. After Vice Chairwoman Munford questioned if we would be able to cover the rest of our staff training, being that we've already spent 47% of the budget, Mr. Brown explained that the training was the one of the biggest and most expensive that the staff will attend. Mr. McMahan went further into detail, saying the training budget would be revised in October if more funding is needed. Have we been able to save any money in other categories was also asked, in which Mr. Brown replied that we are looking into office supplies and postage. Mr. Brown also explained how a percentage of capital grants can be used toward administration.

Planning & Development Report

AHA will be having a joint meeting with the City soon to talk about the Cooper and Barber sites, as well as other housing activity. The environmentalist and developer will be in attendance. This will allow us to circle back and fix the inaccurate comments that were made in the paper. We are still waiting on confirmation from the City Manager, but we are looking at June 10, 2019.

Mr. McMahan also reported that we got a call from our developer this morning, and he stated that we were able to get the tax credit award for Barber Terrace in the amount of \$9.7 million. The total project will be \$11 million. We want this information to get to our residents as soon as possible, so we will hold an emergency meeting tomorrow at 2pm to inform them. We will start working through the logistics as soon as next week. Mr. McMahan is expecting a lot of positive things after this deal. Also, Mr. McMahan recognized Mr. Brown for submitting the FDS on time.

Chairman Dunn suggested the board have a strategy meeting before the joint meeting with the City. The board decided on Thursday, June 6th at 11:30am in the Board Room. Lunch will be provided. Mr. McMahan also mentioned that we have received the insurance checks from the Norwood fire. We will move the money over to the COCC and decide what we would like to do with the funds. We will not rebuild those units; we will demolish them at a cost of between \$30K-\$40K. An approximate amount of money removed from the Capital fund grant that was redirected to demolition will be brought to the board at the next meeting. We identified 34 units that we were going to do mold remediation on, however, HUD recommended we do the demolition, which lead to the funds being redirected. Mr. McMahan also pointed out the document that speaks to upgrading old public housing units. We are about 70% complete with the demo application. Commissioner Calix also asked what documents do we have as it relates to Glen Addie Homes, from the EPA. We have not gotten to that point with them yet. If we decide to communicate with the EPA, we should be speaking with Pam Scully.

Management Report

Mr. McMahan reported that vacancy is high because we are holding units for relocation.

Housing Choice Voucher (Section 8) Report

Mr. McMahan reported that we did submit the correction action plan for SEMAP to HUD.

We also submitted our new SEMAP. Vice Chairwoman Munford requested the written policy for SEMAP and how we plan to alleviate the plan as well as the information that was given out last week for the SEMAP meeting.

Resident Services Report

Mr. McMahand reminded the board that on June 14, 2019 we will host our first Fatherhood Banquet at the City Meeting Center. Sharon Dunson, Resident Initiatives Coordinator reported that the department has been rather busy; we had the Health Fair and Job Fair that went very well. Also, May 15th and May 17th we had two different events, with the first one being the Older Americans Month celebration. The youth and high school graduation celebration was only for our residents and went very well.

Approval of Minutes—May 1, 2019

After a brief review, the Board requested that their concerns be well noted in the minutes going forward. The Board showed concern regarding the current circumstances of Glen Addie Homes, as well as AHA's SEMAP score. A motion was made by Vice Chairwoman Munford to approve the minutes with the changes as requested. The motion was seconded by Commissioner Calix. All voted unanimously.

Approval of Minutes—May 21, 2019

Mr. McMahand reminded the Board that this was the meeting to approve the SEMAP certification. Commissioner Winsley motioned for the minutes to be approved and Vice Chairwoman Munford seconded. All voted unanimously.

Board Resolution AHA-19-017 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 \$22,964.59 for Conventional Housing for the month of February 28, 2019. There were four accounts that consisted of retroactive rent. Attorney Turner informed the board and staff that this is a form of fraud or theft, to not report income. He recommended prosecuting former residents that do this. An action item was requested to put this into motion, so that it does not fall by the wayside. Mr. McMahand also mentioned that the Collection Loss budget will be amended.

A motion was made by Commissioner Winsley to approve the collection loss write off. The motion was seconded by Vice Chairwoman Munford. All voted unanimously.

Board Resolution AHA-19-018 Fixed Asset Write-Offs

Mr. McMahand reported that our fixed asset write offs is a standard procedure that AHA does. Most of the appliances are old and obsolete. A motion was made by Commissioner Calix to approve the fixed asset write offs. The motion was seconded by Commissioner Winsley. All voted unanimously.

Board Resolution AHA-19-019 Significant Amendment to Annual Plan

This is the action for the Public Hearing that we had earlier. Most of the Significant Amendment is related to the RAD program. We are required to amend our 5 year and Annual Plan, as well as our ACOP in our HCV Admin Plan to make sure these key items are listed in our policy. Mr. McMahand explained the financial plan and elaborated on what the energy performance contract consists of. We will have about 5 projects going on at the same time here at AHA. A motion was made by Commissioner Winsley to approve the resolution. Commissioner Calix seconded the motion. All voted unanimously.

Election of Officers

It is time to elect officers, as this is our Annual Meeting. Commissioner Calix nominated Marcus Dunn to continue to be Chairman of Anniston Housing Authority's Board of Commissioners. The motion was seconded by Commissioner Winsley. All voted unanimously. Vice Chairwoman Munford informed the Board that she will not be able to

serve as Vice Chairwoman anymore and nominated Commissioner Calix as Vice Chairwoman. Commissioner Winsley seconded the motion. All voted unanimously.

Attorney Turner informed the Board that they have no liability if anything happens pertaining to the HDC Board of Directors.

Adjournment

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