

**BOARD OF COMMISSIONERS  
OF THE  
ANNISTON HOUSING AUTHORITY  
October 29, 2019**

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

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

**Others Present:** Boice Turner, AHA Attorney  
Brian 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**

There were no changes to the agenda.

**Police Report**

Officer Brian Brockman recited AHA's statistics. Authority wide, we accounted for 19% of assaults in the city, 7% of domestic violence, 4% of the drug arrests and 8% of the violent crimes. Constantine Homes is our biggest problem when it comes to domestic violence; all other complexes are relatively quiet. Vice Chairwoman Calix asked if APD does anything about the domestic violence cases, being that they are so high. Officer Brockman replied that they do refer them to shelters like Second Chance, however, they cannot make them go. Clarence Copeland, Resident Safety Manager, elaborated, saying that the domestic violence cases are not always significant others, sometimes they are mother and child, or father and child.

Assaults	5
Domestic Violence	13
Drug Arrests	1
Violent Crimes	1

**Resident Safety Report**

Mr. Copeland reported that the violent crime happened in Glen Addie and there was a drug arrest as well, but it was not on our property. Both residents were recommended for eviction. There was a total of 4 residents recommended for eviction for the month of September; 2 in Glen Addie, 1 in Constantine and 1 in Tinsley Manor. Two people were also put on the trespass list. Chairman Dunn circled back to the domestic violence

situations and asked if it was a lease violation. Mr. Copeland responded, saying that we have a conference with the resident and their significant other if they will come. Mr. McMahannd replied that normally after information is gathered from APD, it goes to Mr. Copeland and the Property Manager. They will look at it and Mr. Copeland may do a reference check. Property Managers may make a referral to Sharon Dunson, Resident Services Coordinator, if they need supportive services. If it is a youth issue, it may be given to Phillip Keith, Youth Services Coordinator. If we can't make any progress and we keep having the same issues, we will take action to evict the resident. When it is a girlfriend/boyfriend situation we have a conference with the resident and if they cannot get control of their guests, they will be put on trespass. After that, if they continue to let the person on the property while on trespass, they will be in violation of their lease, which will result in a lease termination. We try to work with them as much as possible.

### **Financial Report**

Alan Brown, Finance Manager, cited how much money AHA has in the bank. For the month of September, the COCC, AMPS, and HCV all had losses in revenue and we had an increase in reserve for HAP. The total loss in AMPS is due primarily to funds in a previous period that was inadvertently put in as income. The problem has since been rectified and will not affect the budget revisions that we are presenting today. Better oversight will prevent this from happening again.

### **Planning & Development Report**

Terri Lloyd, Planning & Development Officer, reported that the Public Hearing for the Annual Plan is December 12, 2019 at 10:30a.m. Our annual Christmas luncheon will follow. Vice Chairwoman Calix does not know if she will be in attendance. It is currently out for public comment. The importance of this Annual Plan is that the demo application for the four fire units in Norwood is included. The Annual Plan and Flan Rents should be the only action items for our December meeting. The ADEM application has been submitted and they have 60 days to reply. This information is enclosed in the gray folders that were handed out to the Board Members today. Also included in the folder is the information requested by the Board at the Board Retreat; the Glen Addie environmental, the Section 3 information for Barber Terrace and Cooper Homes and our updated PHAS score as well.

### **Management Report**

Mr. McMahannd reported that this report is pretty straight forward and speaks for itself. There were no questions or comments from the Board.

### **Housing Choice Voucher (Section 8) Report**

Mr. McMahannd reported that we are getting ready to issue out 12 vouchers this Thursday. We will also do another pull from the waiting list soon. We are looking to pull 25 or 30 applications. We are currently serving 272 families but our goal is to get to 280 before the end of the year. All three individuals in the HCV department recently received their HCV certification, and we are waiting on the results of their HQS certifications.

### **Resident Services Report**

Mr. McMahannd reported that we now have Resident Leaders—dully elected officers—in every complex except Fairview Terrace. Vice Chairwoman Calix complimented Sharon Dunson, Resident Initiatives Coordinator, on her newsletter. Mr. McMahannd also pointed out that Ms. Dunson has broken down the Section 3 information; there is now more detail, based on the feedback from the Board.

### **Approval of Minutes—September 26, 2019**

After a brief review, Vice Chairwoman Calix suggested that we add notations to the body of the minutes. She would like to see more dialog in the information that was shared under other business, pertaining to the discussion of the budget revision. She would like for it to be more specific, but not word for word. While it is cited that some budgets increased, while others decreased, she would like for it to show which ones did what as

well as the comments and feedback from the Commissioners. Vice Chairwoman Calix then motioned to approve the minutes. Commissioner Winsley seconded the motion. All voted unanimously.

#### **Board Resolution AHA-19-028 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 \$8,387.43 for Conventional Housing for the month of July 31, 2019. Vice Mr. McMahand pointed out that this is one of the budgets that was in need of some corrections. This revision should clear us until it is time to do the budget again. A motion was made by Chairwoman Calix to approve the collection loss write off. The motion was seconded by Vice Commissioner Winsley. All voted unanimously.

#### **Board Resolution AHA-19-029 A, B, & C 2019-2020 Budget Revisions**

Mr. McMahand informed the Board that these budgets (COCC, HCV, & AMPS) have to be approved individually. Mr. Brown reported on the changes in the budgets. We reduced the COCC staffing and consulting services because we no longer use these services. We increased Board travel, and included money for an incentive for the maintenance team. We increased revenue on the AMPS due to the increase in HUD subsidies because of proration and we increased our Collection Loss budget. Resident Services budget was reduced and there was an increase in our protective services budget. HCV staff training budget increased as well as the HAP expense and income due to the expected increase in vouchers. Vice Chairwoman Calix motioned to approve the resolution. Commissioner Winsley seconded. All voted unanimously.

#### **Board Resolution AHA-19-030 Public Housing Utility Allowances**

Mr. McMahand explained that every year HUD requires housing authorities to look at their utility allowance that is provide for residents and see if anything increases by more than 10%. In our case the garbage fee increased by 20% so we had to revise our utility allowance schedule. HUD requires that we publish this information to be reviewed and approved. This is a benefit for the resident, as it results in a decrease in the amount of rent they will pay. A brief recess was taken so that staff could create the paper resolution. All present Board Members executed resolution.

#### **Board Resolution AHA-19-031 Housing Choice Voucher Program Payment Standards**

This is for the voucher program and is based on HUD's fair market rent that comes out annually. Mr. McMahand pointed out that the increase in Payment Standards goes by bedroom size. A brief recess was taken so that staff could create the paper resolution. All present Board Members executed resolution.

#### **Other Business**

##### **Board Retreat: Next Steps**

Mr. McMahand would like feedback in order to do follow ups from the retreat. We would like to have a Board Work Session on November 13<sup>th</sup> around lunch so we can go over the two environmentals. Vice Chairwoman is not available on this date, but says she can just read over the information if we would still like to meet. Other proposed dates were December 5<sup>th</sup> and December 9, 10, or 11<sup>th</sup>.

##### **PHAS Report**

Mr. McMahand told the Board that we dropped three points, down to an 87. We are now a high standard instead of high performer housing authority. We lost points on the management side, which is due to our vacancy rate; since we no longer lease in Glen Addie or Barber Terrace, our high vacancy rate in Constantine and the four fire units in Norwood. We only received 16 out of 25 possible points. Our physical score, did however increase. This report is received yearly and are making our best efforts to increase our score. We are projecting that the vacancies in Constantine will be filled by this time next

month. Constantine is currently the only complex that we are leasing units out of as we are saving our other units for the Glen Addie relocation. Our PHAS score will not interfere with any development projects currently have going on.

We have not received an updated image for Barber Terrace yet; there are things that they would like to preserve, like the steps, so it is taking a little longer to strategize. We will keep the Board updated as we receive information.

#### **Next Board Meeting: November 21, 2019**

The next Board Meeting is a week early, due to the 4<sup>th</sup> Thursday being on Thanksgiving Day.

#### **Boys & Girls Club Concerns**

Commissioner Winsley spoke about some concerns he is having with the Boys & Girls Club down in Constantine. They are currently putting up a 6-foot fence and he feels like they are trying to keep certain children out and away from the other kids. Now the children that do not attend the club have nowhere to go and play. Vice Chairwoman Calix added that she wouldn't have known about the fence, had Commissioner Winsley not said anything and suggested that we get something in writing about the work going on, since it is on our property. Mr. McMahan will invite Mr. Johnny Byrd to the community meeting that is taking place tomorrow in Constantine Homes.

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

There were no comments.

#### **Executive Session**

There was no Executive Session.

#### **Adjournment**

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