

**BOARD OF COMMISSIONERS  
OF THE  
ANNISTON HOUSING AUTHORITY  
May 18, 2023**

**Members Present:** Cynthia Calix, Chairwoman  
John Wilson, Vice Chairman  
Jim Williams, Commissioner  
Kenneth Winsley, Commissioner (via Zoom)

**Staff Present:** Gregg Fortner, Executive Director  
Alan Brown, Finance Director  
Shazmine Gullett, Executive Assistant  
Lisa Willingham, Director of Operations  
Terri Lloyd, Planning & Development Officer  
Sharon Dunson, Resident Initiatives Coordinator  
Antionette Tatum, HCV Coordinator  
Doug Brooks, Technical Advisor

**Call to Order**

The meeting was called to order by Chairman Wilson.

**Invocation**

Invocation was given by Alan Brown, Finance Director.

**Changes to Agenda**

Chairwoman Calix welcomed Vice Chairman Wilson back after being out for an extended period of time.

Gregg Fortner, Executive Director, informed the board that we would remove Board Resolution AHA-23-008 Collection Loss Write Off. Vice Chairman Wilson motioned to accept the new agenda and Commissioner Winsley seconded. All voted unanimously.

**Approval of Work Session Minutes—March 9, 2023**

A motion was made by Commissioner Williams to approve the minutes. Vice Chairman Wilson seconded. All voted unanimously.

**Approval of Minutes—March 30, 2023**

Commissioner Winsley motioned to approve the minutes. Commissioner Williams seconded. All voted unanimously.

### **Board Resolutions AHA-23-007 Collection Loss write offs for the period ending October 31, 2022**

There were no questions or comments regarding collection loss. Commissioner Winsley motioned to approve the resolution. Vice Chairman Wilson seconded. All voted unanimously.

### **Board Resolution AHA-23-009 HCV Section Eight Management Assessment Program (SEMAP) Certification**

Mr. Fortner explained that this resolution is for the yearly submission of the SEMAP Certification. We did have a concern that has since been corrected, which was not receiving any points for the indicator pertaining to local preferences. We anticipate receiving these points next year. A motion was made by Vice Chairman Wilson to approve the resolution. Commissioner Williams seconded. All voted unanimously.

### **Board Resolution AHA-23-010 Corrective Action Plan**

Mr. Fortner explained that as previously discussed, there was a coding area in our vacancy rates for the fiscal year ending March 31, 2022. We have corrected this error, however, HUD had to use the information regardless. We will not have this problem next year, as it has already been taken care of. Commissioner Williams motioned to approve the resolution. Vice Chairman Wilson seconded. All voted unanimously.

### **Police Report & Resident Safety Report**

There is nothing in the report that stands out or needs discussion.

### **Financial Report**

Mr. Brown informed the board that the reports are still in draft form, and he is in the process of finalizing the year-end financials. He will have an actual fiscal year end report for the board soon. Cash was down at the end of March but there was a surplus in COCC for the month due to the drawdown from HUD. We had a surplus in the AMPS and Barber Terrace has a year-to-date profit of \$310K. We are looking to close that account in June. The funds will be transferred to either COCC or HDC. COCC had a deficit for April due to travel expenses. There is also a deficit in the HCV Admin fees but a surplus in our HAP program of \$9K. Overall, AHA is in good financial health.

### **Planning & Development Report**

Barber Terrace should be 100% leased up by the end of June. We are still waiting for the final approval for HUD to begin construction of 0 South Allen.

Chairwoman Calix congratulated the staff on the ribbon cutting for Barber Terrace.

### **Management Report**

Lisa Willingham, Director of Operations, reported that the month ended with a 94.72% occupancy rate. She explained that we tend to have more vacancies when school starts to let out, but the staff is doing their best to fill vacant units as soon as possible.

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

Antionette Tatum, HCV Coordinator, reported 415 participants on program at the end of March and 427 at the end of April. Barber Terrace had 23 for the end of March and 31 for April. This time last year, the program had about 359 participants.

### **Resident Services Report**

Sharon Dunson, Resident Initiatives Coordinator, reported that AHA mailed in 3 applications for AAHRA scholarships and one was awarded to an HCV participant. She will attend the banquet on Monday. Mr. Fortner also extended the invitation to the Board if they would like to attend as well. There are 16 graduates this year. The banquet is May 22 at 6pm.

### **Other Business**

#### **AAHRA Conference**

Mr. Fortner announced that the AAHRA Conference will take place Monday, August 21—Wednesday, August 23, 2023. Updates will be given to the Board as information becomes available.

#### **Mass Communications Status Update**

Mr. Fortner explained that this process started in June 2022, where we were communicating with our software providers about accessibility and compatibility. We have completed the initial setup in December, however, there has been a delay in implementation. We are ready to start the testing phase and establishing which residents and participants would like to receive notifications. Everyone who participates will be able to receive information on office closings, recertification reminders and much more.

Chairwoman Calix asked if AHA sends any condolences out when a resident passes away. Currently, AHA does not. However, we have offered our EnVision Center to be used for the repast after a service.

### **Public Comment**

No one from the public was present. No comments were made.

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

Mr. Fortner reminded the Board of the Active Shooter Awareness Training that we will have tomorrow at the EnVision Center.

The bid opening for the Glen Addie demolition is today at 2pm. We will need to have a special called board meeting next week to approve the contract.

### **Adjournment**

A motion was made by Commissioner Williams to adjourn the meeting. The motion was seconded by Vice Chairman Wilson. All voted unanimously.