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THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Regular Meeting

January 20, 2021

9:00 AM

Columbus, Georgia

**Meeting was Held by Both Telephone Conferencing and In-Person
Due to the COVID-19 Virus**

The Commissioners of the Housing Authority of Columbus, Georgia met in a regular session in Columbus, Georgia.

Chairman Larry Cardin called the meeting to order and on roll call the following Commissioners answered present:

**John Greenman
Ed Burdeshaw
Jeanella Pendleton
Tiffani Stacy
John Sheftall**

In attendance from the Housing Authority staff was Lisa Walters, Chief Executive Officer, Sabrina Richards, Chief of Property Management, John Casteel, Chief Assisted Housing Officer, Sheila Crisp, Chief Financial Officer, Laura Johnson, Chief Real Estate Officer, Rickey Miles, Modernization Manager, Carla Godwin, MTW Coordinator and Resident Services Administrator, Amy Bergman, Executive Assistant, and Attorney Chandler Riley.

ADOPTION OF AGENDA:

Chairman Cardin called for approval of the agenda.

Motion for approval was made by Commissioner Greenman, seconded by Commissioner Stacy. Motion carried.

APPROVAL OF THE DECEMBER 16, 2020 BOARD MEETING MINUTES:

Chairman Cardin called for a motion to approve the minutes of the December 16, 2020 Board meeting.

Motion for approval was made by Commissioner Greenman, seconded by Commissioner Burdeshaw. The motion carried.

CHARGE-OFF OF RESIDENT ACCOUNT BALANCES:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3374

A RESOLUTION AUTHORIZING THE CHARGE-OFF OF RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR THE AUTHORITY'S HOUSING DEVELOPMENTS FOR THE MONTH ENDING DECEMBER 31, 2020

Motion for approval was made by Commissioner Stacy, seconded by Commissioner Pendleton. Motion carried.

APPROVAL OF THE TSO/SECTION 8 OFFICE RENOVATION CONTRACT:

The Housing Authority issued an Invitation for Bids on December 4, 2020. It was advertised in the Columbus Ledger-Enquirer on December 4, 6, & 7, 2020. A pre-bid conference was held on Thursday, December 17, 2020. The deadline for submission of bids was January 6, 2021 at which time the bids were publicly opened and read aloud. Three bids were received:

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Carlisle Construction, LLC (Pine Mountain, Georgia)	\$1,463,888.00
Pound Construction Co. (Columbus, Georgia)	\$1,699,967.00
Ben B. Gordy Construction Co., Inc. (Columbus, Georgia)	\$1,784,900.00

A review and evaluation of all three bid packages was completed by Hecht Burdeshaw Architects following the bid opening.

Carlisle Construction subsequently withdrew their bid due to an error on their part.

HACG will remodel the Maintenance Shop Building located at 1146 Martin Luther King Jr. Blvd to house the Tenant Selection Office (TSO) utilizing the COVID-19 CARES Act funds and Local and /or MTW funds.

HACG recommends awarding the contract to Pound Construction Company of Columbus, Georgia in the amount of \$1,699,967.00 with a 180-day construction period. This company has not completed any recent work for the authority but has been well established for many years and has a wide range of commercial construction experience with projects of similar scope and complexity in the region based on the architect's recommendation. Remodeling this building will provide an additional 2,000 sq ft, file storage area, meeting space, a training room, a break room, larger waiting room and four additional offices.

HACG staff also recommends proceeding with the purchase of the building by Section 8 utilizing MTW funds.

Motion for approval was made by Commissioner Burdeshaw, seconded by Commissioner Pendleton. Motion carried.

APPROVAL OF THE HACG FY 2020 AUDIT REPORT:

The HACG FY 2020 audit report was approved by the Audit and Finance committee on January 11, 2021 and is being submitted by the committee for Board approval.

All approved. Motion carried.

APPROVAL OF THE HACG VALIC/AIG RETIREMENT PLAN:

The Variable Annuity Life Insurance Company (VALIC) rebranded to AIG Life & Retirement Group in March 2019, which is a subsidiary of American International Group, Inc (AIG) provides the current retirement plan for HACG. In 2010, the CEO and Board of Commissioners determined that HACG should perform an annual review of VALIC's financial condition.

HACG staff reviewed A.M. Best's Credit Report (5-year). In addition, the annual reports were reviewed for VALIC Company I and II as of May 31, 2020 and August 31, 2020 respectively. Also, independent financial ratings were obtained from three leading financial rating agencies.

With the global financial markets continuing to face numerous challenges and uncertainties due to the pandemic, AIGL&R risk statement is aligned with its ultimate parent AIG, Inc. and includes activities that increase value and sustainable profitability. AIGL&R continues to focus on sound investing practices with a well-diversified portfolio, invested across asset classes, investment styles and geographic borders.

Based on the financial information reviewed and ratings, HACG recommends that AIG Life & Retirement Group continue to provide the retirement plan.

Motion for approval was brought forth by the Audit and Finance Committee. All approved. Motion carried.

MINIMUM WAGE DISCUSSION:

If Congress passes the minimum wage increase bill, it is anticipated that the Federal Minimum wage will increase to \$15 per hour. In the possibility of the Federal Wage Increase, The Board requested that the HACG staff prepare an analysis of the impact of the increase to staff and residents.

HACG Staff Impact

The current minimum wage is \$7.25 in Georgia. If HACG increases the minimum wage to \$15/hr. by year 2025, the impact to HACG would be minimal. As of today, this would impact 8 employees. The overall impact would be \$10,877 for employees without benefits and \$13,051.87 for employees with benefits.

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Resident Impact

Rent would not change for an average single adult resident with two children, working full time. The resident would receive less SNAP but the increase in income would out way the loss. The overall impact would be an increase to the resident in the amount of \$10,317.

REPORT ON HCV VOUCHER UTILIZATION:

HACG's current utilization is at 84% according to VMS (November 2020). In 2020, HACG received an additional 403 vouchers (269 Ralston TPV's, 108 Chase TPV's, 6 Canty TPV's and 20 VASH). Ralston only had 135 residents to issue vouchers to and Chase had 19 vacant units which dropped HACG's utilization from 92% to 86%.

HACG has set a goal of 95% utilization for the HCV program. HACG currently has 3248 vouchers in use and would need to increase this by 437 vouchers.

To increase utilization, the HCV program would need the assistance of 2 temporary employees to help with the process of issuing an additional 40 vouchers per month and completing the HAP contracts. The staff currently assigned to the process will be responsible for training and ensuring productivity and quality control. The HCV program currently has an average of 35 families that are transferring to a new unit, a new participant, or transferring from PBV's to TBV's.

The HCV program plans to have the utilization up to 95% by December 31st, 2021. The process has been altered by COVID restrictions and may also be altered by the lack of available units to lease. HACG has increased the payment standard to 100% but are currently providing 30-day extensions because of low availability.

HACG could issue more vouchers but there would still be a lack of availability in affordable housing.

REPORT FROM THE GOVERNANCE COMMITTEE:

Mrs. Pendleton stated she provided the Board members with curated readings for their review on January 19, 2021.

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Mrs. Pendleton will follow up with legal counsel regarding the proposed code of ethics and the removal of a commissioner procedure she submitted for review.

REPORT FROM THE AUDIT AND FINANCE COMMITTEE:

Mr. Greenman commended Sheila Crisp and the finance team for providing a clean audit.

REPORT FROM THE REAL ESTATE COMMITTEE:

Commissioner Burdeshaw, Chair of the Real Estate Committee, provided highlights from the January 7, 2021 Real Estate Committee meeting.

Commissioner Burdeshaw said the decision has been made not to partner with Oracle Design Group for the renovation of Rosehill School.

Commissioner Burdeshaw mentioned that Mr. Len Williams is researching the financial aspects of pursuing a property available on Wynnton Road. He will discuss further when more information has been obtained.

REPORT ON THE SECURITY TASK FORCE:

Ms. Stacy said that the task force met on January 12, 2021 and that resident's comments were overall positive. They spoke highly of their property managers.

EXECUTIVE DIRECTOR'S REPORT

Mr. Rickey Miles stated that the demolition of Chase Homes will be completed next week. After everything has been removed an archeological survey will be performed. He also noted that contractor proposals have been received and will be reviewed.

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Mrs. Walters stated that we will not provide project-based vouchers to Rosehill. HACG does not give away vouchers unless there is a percentage of ownership.

Mrs. Walters reported that lease up was at 97.35% across all developments. She also mentioned that the moratorium on evictions may be extended until September.

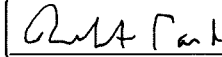
Mrs. Walters announced that HACG has had approximately 15% of its employees to test positive for Covid-19. She assured the Board that measures were in place to keep both employees and residents well.

Mrs. Walters informed the Board that she received a congratulatory letter from Senator Ed Harbison regarding the receipt of the affordable housing accreditation.

ADJOURN:

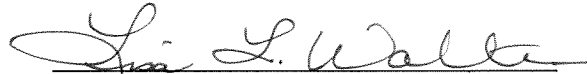
There being no further business, a motion to adjourn was made by Commissioner Greenman and seconded by Commissioner Stacy. The motion carried.

DocuSigned by:



R. Larry Cardin

Chairman



Lisa L. Walters, CPM

Secretary-Treasurer