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**THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA**

**Regular Meeting**

**October 21, 2020**

**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:**

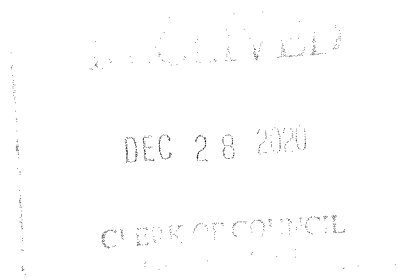
**John Greenman  
Ed Burdeshaw  
Jeanella Pendleton  
Tiffani Stacy**

**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, Carla Godwin, MTW Coordinator and Resident  
Services Administrator, Amy Bergman, Executive Assistant, Andrea Dzioba, Human  
Resources Specialist, and Attorney Jim Clark.**

**Dr. Cook and Mrs. Cook, Dr. Alexander, Ms. Maienza, Ms. McWilliams,  
Mr. Meehan, Mr. LePrevost, and Ms. Story were also in attendance.**

**INVOCATION:**

**Chairman Cardin delivered the invocation.**



**ADOPTION OF AGENDA:**

**Chairman Cardin called for approval of the agenda.**

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

**HONORING COMMISSIONER MR. CHARLES ALEXANDER:**

**Chairman Cardin paid tribute to the late Charles Alexander.**

**Retired Master Sergeant Charles Alexander transitioned home on September 17, 2020 at the age of 77 years. He was a United States Army Veteran who retired following 24 years of dedicated service to his country. He obtained his Bachelors, Masters and MBA from Troy State University.**

**In the early 1980's, Mr. Alexander served as a Manager for the Housing Authority of Columbus, Georgia and went on to serve as Executive Director of the Warner Robins and Houston County Housing Authorities. He retired after 17 years of service with Warner Robins Housing Authority.**

**Mr. Alexander was a past president of the Georgia Association of Housing and Redevelopment Authorities (GAHRA). After his retirement, he continued his service to the low-income affordable housing industry by serving on several committees of GAHRA. He served on The Housing Authority of Columbus, Georgia Board of Commissioners for over ten years until his passing.**

**Mr. Alexander was a dedicated, faithful servant of his community and was an asset to all the organizations he served and supported.**

**NOW, THEREFORE, WE, THE BOARD OF COMMISSIONERS, on behalf of The Housing Authority of Columbus, Georgia, by the authority of the By-Laws and by a unanimous vote, do hereby proclaim Wednesday, October 21, 2020, as Charles Alexander Day for his service and countless hours of civic work to improve and expand affordable housing in Columbus, Georgia.**

**APPROVAL OF THE SEPTEMBER 16, 2020 BOARD MEETING MINUTES:**

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

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

**CHARGE-OFF OF RESIDENT ACCOUNT BALANCES:**

The following Resolution was introduced and duly considered:

**RESOLUTION NO. 3370**

**A RESOLUTION AUTHORIZING THE CHARGE-OFF OF RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR THE AUTHORITY'S HOUSING DEVELOPMENTS FOR THE MONTH ENDING SEPTEMBER 30, 2020**

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

**APPROVAL TO ENTER INTO A CONTRACT FOR THE REMEDIATION AND DEMOLITION SERVICES OF LOUIS T. CHASE HOMES APARTMENTS:**

The Housing Authority of Columbus, Georgia (HACG) issued an Invitation for Bids (IFB) on September 1, 2020 for the remediation and demolition of Louis T. Chase Homes. The IFB was advertised in the Columbus Ledger-Enquirer on September 1, 2 & 3, 2020. It was also published on four different construction bidding websites to include the Construction Market Data, The Blue Book, Construction Journal, and the iSqFt on-line construction industry plans rooms. HACG and Long Engineering also emailed the notice to over thirty contractors.

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Long Engineering reviewed and evaluated the six bid submissions received and found the bid submitted by Complete Demolition Services to be in full compliance with the IFB requirements.

The HACG Staff recommends entering a contract with Complete Demolition Services of Carrollton, Georgia in the amount of \$441,000. The company previously completed the remediation and demolition of the northern portion of the Booker T. Washington (BTW) Apartments for HACG. HACG was satisfied with their performance of this contract.

Commissioner Pendleton motioned for approval to enter a contract with Complete Demolition Services. Commissioner Greenman seconded the motion. The motion carried.

#### **APPROVAL TO ENTER INTO A CONTRACT FOR WARREN WILLIAMS-CANTY COMMUNITY ROOMS MODIFICATONS:**

HACG issued an Invitation for Bids (IFB) on September 8, 2020 for modifications to the community rooms at Warren Williams and Elizabeth Canty Homes. The IFB was advertised in the Columbus Ledger-Enquirer on September 8, 9 & 10, 2020. It was also published on four different construction bidding websites to include the Construction Market Data, The Blue Book, Construction Journal and iSqFt on-line construction industry plans rooms. A pre-bid meeting was held on Wednesday, September 16, 2020 at both community rooms.

The HACG Real Estate Department staff reviewed and evaluated the two bid submissions and found the bid submitted by Presley, Inc. of Snellville, Georgia to be in full compliance with the IFB requirements.

The HACG Staff recommends entering a contract with Presley, Inc. in the amount of \$120,000. This company has not completed any work for HACG in the past, but references have been verified by other organizations and they were found to be satisfactory.

Commissioner Greenman motioned for approval to enter a contract with Presley, Inc. Commissioner Stacy seconded the motion. The motion carried.

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**CONSIDER A RESOLUTION GRANTING AN EASEMENT TO  
GEORGIA POWER ON PROPERTY ADJACENT TO ARBOR  
POINTE APARTMENTS:**

**The following Resolution was introduced and duly considered:**

**RESOLUTION NO. 3371**

**A RESOLUTION GRANTING AN EASEMENT TO GEORGIA POWER ON  
PROPERTY ADJACENT TO ARBOR POINTE APARTMENTS**

**Georgia Power is requesting an easement onto vacant Housing Authority of Columbus, Georgia (HACG) property located on Fort Benning Road adjacent to Arbor Pointe – Tax Parcel ID. No. 063-002-007 – former Baker Village Apartments, as part of the Fort Benning Road project.**

**The easement will grant and convey to Georgia Power, its successors and assigns, the right, privilege and easement to construct, operate and maintain anchors, guy wires and guy poles on the tract of land owned by the Housing Authority of Columbus.**

**The Housing Authority staff has determined this permanent easement will not have a negative impact or prevent any future development of this property and is in the best interest of the Authority.**

**Commissioner Greenman motioned for approval and Commissioner Burdeshaw seconded the motion. Motion carried.**

**APPROVE REVISIONS PROPOSED TO THE HACG HUMAN  
RESOURCES POLICY MANUAL:**

**The HACG Human Resources Policy manual was last updated in November 2010. Since then, there has been several changes within HACG and Employee law that has prompted HACG to revise the current Employee Handbook. On August 26, 2020, the CEO and Senior Staff met with Julie Johnson of Page, Scrantom, Sprouse, Tucker & Ford, P.C. to review and discuss the policy manual. All proposed**

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**changes are in compliance with current employment laws and will provide employees with more clarification on policies and expectations.**

**Commissioner Pendleton, on behalf of the Governance Committee, motioned to approve the policy manual changes. All commissioners unanimously approved. Motion carried.**

**REPORT FROM THE GOVERNANCE COMMITTEE:**

**Chair of the Governance Committee, Commissioner Pendleton, presented the Governance Committee Meeting minutes from the October 6<sup>th</sup> meeting for approval. The minutes were unanimously approved.**

**Commissioner Cardin announced that Commissioner Stacy will join the Governance Committee.**

**REPORT FROM THE AUDIT AND FINANCE COMMITTEE:**

**No report from the Audit and Finance Committee.**

**REPORT FROM THE REAL ESTATE COMMITTEE:**

**Commissioner Burdeshaw, Chair of the Real Estate Committee, brought forth items from the Real Estate Committee Meeting that was held on September 29<sup>th</sup>.**

**Mrs. Walters provided an update on the Rosehill School redevelopment. She stated that the school board has provided a reasonable price for the Rosehill School property and that she is currently awaiting several items from Oracle Design Group to proceed. Once these items have been received, she would like to send a letter of intent to obtain an option to purchase the property contingent on a tax credit award from DCA.**

**Commissioner Burdeshaw motion to approve sending the letter of intent contingent on receiving the requested items from Oracle Design Group. Commissioner Pendleton seconded the motion. Motion carried.**

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**Commissioner Burdeshaw requested approval of the minutes from the Real Estate Committee meeting held on September 29<sup>th</sup>. The minutes were unanimously approved.**

### **REPORT ON THE SECURITY TASK FORCE:**

**No report from the Security Task Force.**

### **EXECUTIVE DIRECTOR'S REPORT**

**Mrs. Walters will complete Mr. Alexander's term on the GAHRA Scholarship Committee.**

**Several of today's attendees were members from the Affordable Housing Accreditation Board (AHAB). Diana McWilliams from AHAB discussed the AHAB accreditation process and will talk to Commissioner Greenman and Commissioner Cardin in November as part of the accreditation process.**

**Mrs. Walters was pleased to announce that there were no audit findings for the FY 2020 audit fieldwork. She also noted that FYE 2020/2021 tenant collections are even better than that of the previous four years thanks to Mrs. Richards and her team diligently working on collecting payments.**

**Mrs. Walters stated HACG has withdrawn the application to the city for a portion of the Ralston Towers PBRA contract for Gentian Oaks. She stated the contract rent from HUD, the additional administration burden and added inspections for residents would not be beneficial for HACG to undertake.**

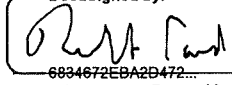
**Mrs. Walters and Mr. Williams will accept the Sarah Turner Butler award from the Historic Columbus Foundation on October 27<sup>th</sup>.**

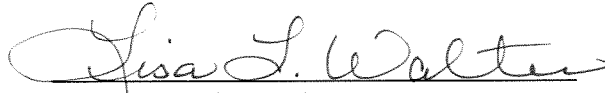
**Mrs. Walters introduced Andrea Dzioba, the new HACG Human Resources Specialist.**

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**ADJOURN:**

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

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**R. Larry Cardin**  
**Chairman**

  
**Lisa L. Walters, CPM**  
**Secretary-Treasurer**



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**THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA**

**Board Retreat Meeting**

**November 23, 2020**

**10:00 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:**

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

**In attendance from the Housing Authority staff was Lisa Walters, Chief  
Executive Officer, Amy Bergman, Executive Assistant, and Attorney Jim Clark.**

**INVOCATION:**

**Chairman Cardin delivered the invocation.**

**ADOPTION OF AGENDA:**

Chairman Cardin asked that the agenda be revised to include an update on the AHAB accreditation process.

Motion for approval of the revised agenda was made by Commissioner Pendleton, seconded by Commissioner Greenman. Motion carried.

The revised agenda was unanimously approved.

**BOARD RETREAT STRATEGIC PLANNING DISCUSSION:**

Lisa Walters open the floor for any questions from section one of the Board Retreat packet.

Mrs. Walters noted that even though the voucher admin fee proration is 79%, the Central Office Cost center will continue to receive 100% since HACG is a Moving to Work agency. She also stated that senate version of the 2021 THUD budget is still being finalized.

Mrs. Walters stated that 60-80 section 8 vouchers are being issued each month as occupancy should remain at least 90%.

The commissioners questioned the workorder backlog and the number of days it takes to turn around vacancies. These numbers were higher than normal due to insufficient staffing in the maintenance department. John Casteel has been assigned to manage the maintenance department. His experience and leadership should yield improvements in these areas as soon as December.

Mrs. Walters announced that the Macon Housing Authority was awarded a 9% tax credit therefore a joint venture on a 72-unit senior development on Warm Springs Road is now possible.

The 2021 QAP self-score looks good for the Moon Road property. Columbia Residential will now review the scoring. If the property scores well, HACG recommends submitting a tax credit application in 2021. This may mean we will need to push the Rosehill project to 2022. More discussion to come on these options.

Mrs. Walters stated that Chase demolition will start next week. Also, HACG is moving forward on the land swap with the city for the HACG property located at 375 Farr Road.

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**Mr. Greenman stated that he is interested in the fixed income and rate of return benchmarks being utilized by Columbus Affordable Housing Service (CAHS). He also inquired as to what investment advisors CAHS utilizes. Mr. Cardin and Mrs. Walters will get these answers and will provide to the Board.**

**Mr. Burdeshaw asked if Canty could be sold in the future instead of demolishing. Mrs. Walters responded that Elizabeth Canty apartments could be sold however the apartments could be purchased by someone who will not manage the property or invest money into it. More discussion regarding Elizabeth Canty apartments is needed to determine what should be done with this property.**

**Mr. Greenman stated he agreed with the staff's recommendation to delay rent increases for another year. Mrs. Stacy motioned to delay the rent increase and Mrs. Pendleton seconded this motion. Motion carried.**

**Mr. Greenman recommended that HACG perform a technology risk assessment. This audit should be performed by an outside vendor.**

**As part of HACG's strategic plan, succession planning should be formalized. HACG should begin identifying employees who can assume management roles and formalize a plan for new hires when there are no internal candidates who can assume these roles. Mrs. Walters stated that this will be discussed during the senior management staff retreat in February.**

**AHAB recommended that HACG have a formalized procedure for Board member termination. Mrs. Walters stated that she would provide the current HACG by-laws and examples of by-laws utilized by other housing authorities, to Mrs. Pendleton for review. The governance committee could then propose a revision to the current by-laws for Board member termination.**

**Mr. Cardin recommended doing a formal write up of the Chief Executive Officer each year to be included in her personnel file. This would be the CEO's annual review.**

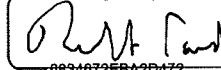
**Mrs. Walters announced she was appointed to the Phada finance committee.**

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**ADJOURN:**

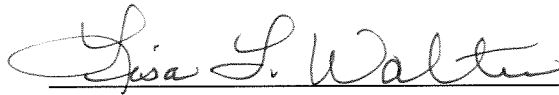
**There being no further business, a motion to adjourn was made by Commissioner Greenman and seconded by Commissioner Pendleton. The motion carried.**

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**R. Larry Cardin  
Chairman**



**Lisa L. Walters, CPM  
Secretary-Treasurer**