



THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Regular Meeting

March 15, 2023

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 the following Directors were present:

**Ed Burdeshaw
John Greenman
Linda Hadley
Jeannella Pendleton
John Sheftall
Tiffani Stacy**

In attendance from the Housing Authority staff was Lisa Walters, Chief Executive Officer, John Casteel, Chief Assisted Housing Officer, Sabrina Richards, Chief of Property Management, Sheila Crisp, Chief Financial Officer, Laura Johnson, Chief Real Estate Officer, Rickey C. Miles, Modernization Manager, Carla Godwin, MTW Coordinator and Resident Services Administrator, Jim Clark, Esquire, and Denise L. Thompson-Mosley, Executive Assistant.

INVOCATION:

Chairman Cardin offered the invocation.

ADOPTION OF AGENDA:

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

APPROVAL OF THE FEBRUARY 15, 2023 BOARD MEETING MINUTES:

Chairman Cardin called for a motion to approve the minutes of the February 15, 2023 Board meeting.

Motion for approval of the amended minutes was made by Commissioner Pendleton, seconded by Commissioner Greenman. The motion carried.

FINANCIAL REPORT:

Sheila Crisp, CFO, provided a report of agency finances month-to-date and year-to-date actual to budget results and the explanation of the top factors of the variances. In summary, we are tracking behind budget by about \$96K.

The top factors for both MTD and YTD variances for excess of revenue before Capitalized Expenditures and Transfers:

- The delay in construction at The Banks of Mill Village has resulted in a postponement of payment of Developer Fees to HACG of approximately \$600K. Costs related to development are usually reimbursable once the project begins and/or ends.
- A disbursement for \$449K was received from Columbus Affordable Housing Services (CAHS).
- Each program is tracking ahead of budget except for the Affordable Housing Program.

CHARGE-OFF OF FORMER RESIDENT ACCOUNT BALANCES FOR MONTH ENDING FEBRUARY 28, 2023:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3436

RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR THE AUTHORITY'S HOUSING DEVELOPMENTS FOR THE MONTH ENDING FEBRUARY 28, 2023

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

Ms. Richards also offered an update on the lease-up at The Banks at Mill Village. There are currently 38 units occupied and development is 63% preleased. Building 4 is almost completely leased and staff is working to fill buildings 1 and 2.

CONSTRUCTION CONTRACT TO REPAIR TERMITE DAMAGE AT ELIZABETH CANTY APARTMENTS:

The Housing Authority of Columbus, Georgia (HACG) received bids on March 7, 2023, for the Termite Repairs of Unit #201-F at Elizabeth F. Canty Unit. The Invitation for Bids (IFB) was placed on the HACG Website on February 15, 2023, and in the Ledger-Enquirer for three days on February 15, 16, & 17, 2023. A pre-bid conference was held on February 21, 2023, at 11 AM and one contractor attended.

Major work items include rebuilding termite damaged walls, new kitchen cabinets, electrical repairs, flooring, painting, wall repairs, and other maintenance items.

MMC Contracting of Columbus, GA delivered the apparent lowest bid for \$79,950.00.

Motion to approve this contract for the repair of termite damage at Elizabeth Canty Apartments in the amount of \$79,950.00 was made by Commissioner Greenman, seconded by Commissioner Pendleton. Motion carried.

CONSIDER A RESOLUTION RATIFYING A CHANGE TO THE ADMINISTRATIVE PLAN:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3437

RESOLUTION RATIFYING A CHANGE TO THE ADMINISTRATIVE PLAN

WHEREAS, the Housing Choice Voucher Administrative Plan, as required in Federal Register 24 CFR Part 982.54 of the Federal Register Rules and Regulations, states in a written policy the matters for which the Housing Authority has discretion to establish local policies in accordance with HUD requirements for the Housing Choice Voucher Program.

WHEREAS, the revision of the Housing Choice Voucher Administrative Plan for the Section 8 Program will be effective March 15, 2023 for all participants. The purpose of the revision to the Administrative Plan is to change the minimum average work hours for the applicants and residents at The Banks at Mill Village from 25 hours per week average to 15 hours per week average. By lowering the average hours per week of work, The Banks at Mill Village will be able to fill units with applicants who are in the 30% AMI range as required by the subsidy mix standards.

NOW, THEREFORE BE IT RESOLVED, that the revision to the Administrative Plan is hereby unanimously approved by the Housing Authority Board of Commissioners at a regularly scheduled meeting on Wednesday, March 15, 2023.

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

CONSIDER APPROVING CHANGE TO THE CEO EVALUATION PROCESS:

The change in the fiscal year-end from June 30th to December 31st require adjustments to the yearly CEO evaluation conducted by the Governance Committee and board. In 2023, the CEO will be evaluated June 30, 2023, based on the time period of July 1, 2022 – June 30, 2023. The CEO will be evaluated again in March 2024 for the time period of July 1, 2023 – December 31, 2023, and based on the unaudited financials. Thereafter, the yearly evaluation of the CEO will be conducted in March.

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

REPORT FROM THE GOVERNANCE COMMITTEE:

Commissioner Pendleton reported on the finalization of the changes to the CEO evaluation voted on in the meeting today. She also revealed the name of the person the committee has recommended to replace Commissioner Burdeshaw, Ryan Clements. Commissioner Burdeshaw's term ends April 30, 2023 and he will attend his last meeting in April. Mr. Clements was confirmed at the March 14, 2023 Columbus Consolidated Government Council Meeting. Mr. Clements' term begins May 1, 2023 and ends April 30, 2028. He will be invited to attend the April 19, 2023 board meeting as a guest to be introduced.

REPORT FROM THE AUDIT AND FINANCE COMMITTEE:

No report.

REPORT FROM THE REAL ESTATE COMMITTEE:

Commissioner Burdeshaw presented a summary of pending Real Estate Committee items. There are two pieces of property for sale by the Land Bank north of the Banks of Mill Village, in which HACG is interested. The committee authorized staff to purchase the property at a maximum of \$10K each. The first was bought for \$6.7K. The second has title issues being investigated by HACG attorneys.

The Mill District has another parcel of land for sale. The committee authorized purchase of this land as well, with a \$10K cap. HACG spent \$2.6K on a Phase I environmental study and has offered \$7.4K. HACG is waiting on approval of the sale by the Mill District board.

The Snyder/Lance building project Ken Henson has asked to collaborate on is 31.55 acres consisting of thirteen different parcels. This land requires two phases of Environmental Site Assessment (ESA) prior to acquisition. Phase I would cost about \$4K and the cost of phase II would range from \$50K-\$100K. The City has applied for a grant for the Liberty District, that if awarded, could cover the costs of the necessary

ESA phase I and II. HACG staff recommends waiting to see if the City is awarded the grant and if they will use the grant to conduct the studies.

PUBLIC SAFETY TASK FORCE:

Commissioner Stacy gave a report of concerns recounted from each property. Ms. Richards is aware of the stated issues and she and her staff have addressed. Commissioner Stacy also stated law enforcement has encouraged the residents to continue to report everything they see because it supports data collection. A larger data base of incidents helps law enforcement pinpoint where crimes are occurring to concentrate resources in the right areas.

Columbus Police Department will conduct a gang activity awareness training March 30, 2023 to help resident recognize gang activity and what to do when they see it.

MOVING TO WORK (MTW) CORRECTIVE ACTIVE PLAN UPDATE:

Lisa Walters gave an update on the MTW Corrective Action Plan. The lease up at Warren Williams is 98% and 90% for Cauty Homes for an average of 93%.

The Section 8 voucher utilization is 80%. There are currently 49 families with vouchers searching for housing. Three extensions were granted to give families more time to find housing. There are no orientations currently scheduled but will be scheduled again after the next mass voucher issuance. The Section 8 wait list opened on February 13, 2023 and HACG received 1500 applications.

EXECUTIVE DIRECTOR'S REPORT:

Lease up is 97% across all developments, including the remote housing authorities. At the RAD properties, Nicholson Terrace, Luther Wilson, EJ Knight, and EE Farley, lease up is 98%.

On February 21, 2023, we were notified the appeal was decided in our favor and DCA awarded us the 9% tax credits for BTW South Senior Development. On March 20, 2023, we were notified that we had been awarded 4% tax credits for the RAD conversion of Warren Williams/Rivers Homes. Laura Johnson, Chief Real Estate Officer, gave a report on next steps for these two new developments. Internally, strategies are being formulated for relocation of residents. Externally, plans are being finalized with the architects and consultants.

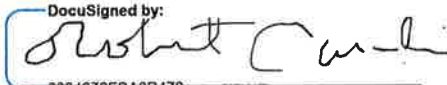
The Albany Housing Authority is coming to visit HACG March 16, 2023.

The Senior Staff Retreat will take place March 22, 2023 – March 24, 2023. Staff will formalize the new Strategic Plan discussed at the Board Retreat last November.

The ribbon-cutting for the Banks at Mill Village Apartments will be at 10:00 AM on Tuesday, April 18, 2023.

ADJOURN:

There being no further business, Chairman Cardin asked for a motion to adjourn the meeting. Motion for approval was made by Commissioner Greenman, seconded by Commissioner Pendleton. Meeting was adjourned.

DocuSigned by:

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Larry Cardin
Chairman


Lisa L. Walters, CPM
Secretary-Treasurer