

THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Regular Meeting

December 18, 2019

9:00 AM

Columbus, Georgia

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:

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

In attendance from the Housing Authority staff was Len Williams, Chief Executive Officer, Lisa Walters, Chief Operating Officer, Susan McGuire, Chief of Human Resources, 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, Rickey C. Miles, Modernization Manager and Attorney Jerry Watts.

INVOCATION:

Chairman Cardin delivered the invocation.

ADOPTION OF AGENDA:

Chairman Cardin called for a motion to approve the meeting agenda as presented.

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

Chairman Cardin called for approval of the minutes from the September 18, 2019 Board meeting.

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

Chairman Cardin called for approval of the minutes from the November 7, 2019 called meeting.

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

CHARGE-OFF OF RESIDENT ACCOUNT BALANCES:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3336

**A RESOLUTION AUTHORIZING THE CHARGE-OFF OF
RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S PUBLIC HOUSING PROJECTS
FOR THE MONTH ENDING SEPTEMBER 30, 2019**

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

CHARGE-OFF OF RESIDENT ACCOUNT BALANCES:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3337

**A RESOLUTION AUTHORIZING THE CHARGE-OFF OF
RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S PUBLIC HOUSING PROJECTS
FOR THE MONTH ENDING OCTOBER 31, 2019**

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

CHARGE-OFF OF RESIDENT ACCOUNT BALANCES:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3338

**A RESOLUTION AUTHORIZING THE CHARGE-OFF OF
RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S PUBLIC HOUSING PROJECTS
FOR THE MONTH ENDING NOVEMBER 30, 2019**

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

CONSIDER A RESOLUTION OF A REVISION TO THE HOUSING CHOICE VOUCHER ADMINISTRATION PLAN:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3339

A RESOLUTION AUTHORIZING REVISIONS TO THE HOUSING CHOICE VOUCHER ADMINISTRATION PLAN

Mr. Casteel presented the four revisions to the Plan. A revision establishing a secondary preference for homeless individuals or families (also known as the Rapid Re-housing Program for chronically homeless. A total of 150 vouchers are allocated for this initiative in the MTW Plan.

A second revision establishes the sponsor-based emergency voucher program using up to 24 vouchers for period of six months due to fire, flood or natural disasters.

A third revision allows the CEO to waive policy in the Administrative Plan with HACG Board member notification.

Another revision restricts an owner to only be allowed to request an increase in rent at the annual re-certification time instead of other times throughout the year.

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

CONSIDER A RESOLUTION TO THE HACG ADMISSIONS AND CONTINUED OCCUPANCY PLAN:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3340

A RESOLUTION AUTHORIZING REVISIONS TO THE HACG ADMISSIONS AND CONTINUED OCCUPANCY PLAN FOR THE PUBLIC HOUSING PROGRAM

Mr. Casteel stated that the Admissions and Continued Occupancy Plan (ACOP) is a written policy that states the way the Housing Authority of Columbus, Georgia will operate its public housing program. The purpose of this revision is to incorporate HACG policy updates, whereas, the policies may be amended by resolution of the Board of Commissioners and the CEO may allow a waiver of policy with notification to the HACG Board of Commissioners.

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

CONSIDER A RESOLUTION AUTHORIZING THE SUBMISSION OF A DISPOSITION AND DEMOLITION APPLICATION FOR LOUIS T. CHASE HOMES TO THE HUD SPECIAL APPLICATION CENTER (SAC):

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3341

A RESOLUTION AUTHORIZING THE SUBMISSION OF A DISPOSITION AND DEMOLITION APPLICATION FOR LOUIS T. CHASE HOMES TO THE HUD SPECIAL APPLICATION CENTER (SAC)

Ms. Johnson explained that the original application submitted to SAC included a portion of land that was suitable to build on. Therefore, an amended application showing the now selected site on the northern section of the existing site.

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

CONSIDER APPROVAL OF A CONTRACT FOR A DEVELOPER PARTNER:

Mr. Miles announced that a Request for Qualifications had been distributed for developers interested in partnering with HACG for future developments. The RFQ was advertised in the Columbus Ledger-Enquirer newspaper and a pre-proposal conference was held on October 3, 2019. Two proposals were received.

The HACG staff evaluation committee is recommending Columbia Residential as fee developer partner for a site to be determined.

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

CONSIDER A RESOLUTION TO ADOPT UPDATED MAINTENANCE CHARGES FOR THE RESIDENTS OF THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3342

A RESOLUTION TO ADOPT UPDATED MAINTENANCE CHARGES FOR THE RESIDENTS OF HACG

Ms. Richards presented the Board with an updated roster of charges for maintenance charges. These charges represent the fees charged to residents for work performed by HACG to repair or replace property damaged by the residents.

If approved, these charges will be effective January 1, 2020.

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

CONSIDER APPROVAL OF A CONTRACT FOR THE SPONSOR BASED EMERGENCY VOUCHERS:

Ms. Godwin stated that HACG disseminated a Request for Proposals for a sponsor-based partner for the Moving to Work Emergency Voucher Program to assist in housing families and individuals that are victims of natural disasters and fires. The RFP was advertised in the Columbus Ledger-Enquirer and the proposal was mailed to five possible sponsors.

The HACG staff evaluation committee is recommending the award be made to the Home For Good organization. The contract will be a one-year contract with three optional one-year terms.

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

CONSIDER A RESOLUTION TO PAY OFF THE MORTGAGE DEBT ON PATRIOT POINTE:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3343

A RESOLUTION TO PAY OFF THE MORTGAGE LOAN DEBT ON PATRIOT POINTE

Ms. Crisp stated that to reduce the Section 8 HUD Held Reserves, several strategies were explored, and the first recommendation was to pay off the mortgage loan for the BTW Chapman Phase I, LP – Patriot Pointe.

Ms. Crisp stated there are no prepayment penalties associated with the loan payoff to Synovus Bank.

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

CONSIDER A RESOLUTION TO PAY OFF THE MORTGAGE DEBT ON RAD I, LP:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3344

A RESOLUTION TO PAY OFF THE MORTGAGE LOAN DEBT ON RAD I., LP

Ms. Crisp stated that to reduce the Section 8 HUD Held Reserves, several strategies were explored, and the first recommendation was to pay off the mortgage loan for the RAD I, LP.

Ms. Crisp stated there are no prepayment penalties associated with the loan payoff to Synovus Bank.

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

CONSIDER APPROVAL OF THE HACG ENTITY PROPOSAL:

The proposal for the entity name is Columbus Affordable Housing Services (CAHS) and will be a non-profit corporation organized as a Section 509(a)(3) Type III supporting organization . CAHS will be organized exclusively for the support of The Housing Authority of Columbus, Georgia (HACG).

The mission of CAHS is to exclusively benefit HACG by providing financial support, performing functions of, or carrying out the purposes of HACG.

The founding Board members of CAHS are Mr. Larry Cardin, Chair, Mrs. Lisa Walters, Mr. Edgar Chancellor, Mr. Jack Key, III and Dr. Linda Hadley.

Commissioner Greenman, Chair of the HACG Governance Committee stated that the creation of CAHS was discussed at length at the Commissioner's Retreat in November. Discussion of the entity included the name of the entity and review the President's role after two years.

Motion for approval of CAHS comes from the Governance Committee. The motion was seconded by Commissioner Sheftall and was unanimously approved.

REPORT FROM THE GOVERNANCE COMMITTEE:

Commissioner Greenman announced that he was continuing to email newsletter materials to the Board and if anyone had any feedback to please let him know.

REPORT FROM THE AUDIT AND FINANCE COMMITTEE:

Commissioner Alexander stated there was no report.

REPORT FROM THE REAL ESTATE COMMITTEE:

Commissioner Burdeshaw stated there was no report.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Williams stated that the resident and landlord survey results would be presented at the January 15 board meeting.

Mr. Williams announced the employment of Ms. Laura Johnson as Chief Real Estate Officer. Ms. Johnson was previously employed with the City of Columbus.

Mr. Williams stated that a \$1 million dollar request to the City of Columbus, in CBDG funds for Chase would be proposed. This could relieve the City of funds owed for Patriot Pointe. There is a design meeting for Chase planned in January 2020.

Mr. Williams stated that the owners of the Ralston Tower residential community, P.F. Holdings, also holds a ground lease for this property. He foresees no arrangement with the current ownership of the Ralston until they are completely out of the Ralston property.

EXECUTIVE SESSION:

Chairman Cardin called for a motion to close the meeting and go into executive session. Motion was made by Commissioner Alexander, seconded by Commissioner Stacy. Motion carried.

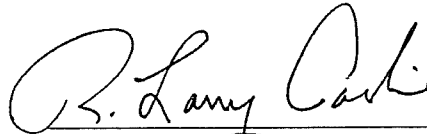
Chairman Cardin reconvened the regular session and stated personnel matters were discussed, and no formal action was taken during the executive session.

Chairman Cardin called upon Governance Committee Chair, John Greenman.

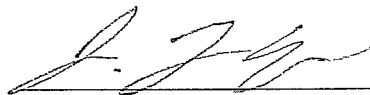
Mr. Greenman announced that he was proposing an employment contract for Ms. Lisa Walters. This motion is being made on behalf of the Governance Committee. The motion is seconded by Commissioner Burdeshaw and carries unanimously.

ADJOURN:

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



**R. Larry Cardin
Chairman**



**J. Len Williams
Secretary-Treasurer**