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THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Regular Meeting

May 20, 2020

9:00 AM

Columbus, Georgia

**Meeting was held via Telephone Conferencing
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:

**Charles Alexander
Jeanella Pendleton
Ed Burdeshaw
John Greenman
Tiffani Stacy
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 and Resident Services Administrator, Amy Bergman, Executive Assistant and Attorney Jim Clark.

INVOCATION:

Chairman Cardin delivered the invocation.

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ADOPTION OF AGENDA:

Chairman Cardin called for approval of the agenda as presented.

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

APPROVAL OF THE APRIL 15, 2020 BOARD MEETING MINUTES:

Chairman Cardin called for a motion to approve the minutes of the April 15, 2020 Board meeting.

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

CHARGE-OFF OF RESIDENT ACCOUNT BALANCES:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3356

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

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

RIVERS HOMES SITE MODIFICATIONS

Mrs. Johnson presented the proposed site modifications to the Rivers Homes property.

The modifications include:

1. The construction of a gazebo with picnic tables, BBQ grills and mailboxes.
2. Improvements to the property sign at the entrance including a brick planter and lighting.
3. Seal coat and restripe the existing parking lot.
4. The construction of a park area with benches and landscaping.
5. Other drainage and landscaping improvements to the property.

The Invitation for Bids (IFB) was advertised in the Ledger Enquirer newspaper on April 16, 17 & 19, 2020 and listed on the HACG website. Bids were received on May 5, 2020.

Weber Construction Company of Buena Vista, GA submitted the lowest bid in the amount of \$104,535. This company has performed work for HACG in the past and is currently completing three apartment renovations in Buena Vista.

This project will be funded utilizing 2018 Capital Fund Program (CFP).

Motion for approval was made by Commissioner Burdeshaw and seconded by Commissioner Alexander. Motion carried.

**CONSIDER A RESOLUTION TO GRANT AN EASEMENT TO
GEORGIA POWER AT 2971 BUENA VISTA ROAD, COLUMBUS:**

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3357

RESOLUTION APPROVING THE GRANTING OF AN EASEMENT TO
GEORGIA POWER AT 2971 BUENA VISTA ROAD, COLUMBUS

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Mrs. Johnson presented the proposed resolution to grant Georgia Power an easement at 2971 Buena Vista Road in Columbus, Georgia for the relocation of utility poles, power lines, transformers, anchors, guy wires, etc.

Georgia Power has requested an easement onto The Housing Authority of Columbus, Georgia (Columbus Permanent Supportive Housing, Inc.) property located at Willow Glen Apartments, 2971 Buena Vista Road-Tax Parcel ID. NO. 049-007-001, as part of the Buena Vista Road Spiderweb Road project.

The Housing Authority staff has determined this permanent easement will not have a negative impact on this property and is in the best interest of HACG.

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

CONSIDER A RESOLUTION APPROVING THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN REVISION:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3358

A RESOLUTION APPROVING THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN REVISION

Mr. Casteel presented a Resolution to revise the Housing Choice Voucher Administrative Plan.

The purpose of the revision to the administrative plan is to establish preferences for the project-based voucher waiting lists for Arbor Pointe I, Arbor Pointe II, The Cottages and properties assisted under the Rental Assistance Demonstration Program.

This revision establishes a primary waitlist preference for families displaced by a federally declared natural disaster and a secondary preference for families displaced because of governmental action at RAD/PBV assisted properties followed by families receiving supportive services at Arbor Pointe I and II properties.

Motion for approval was made by Commissioner Burdeshaw and seconded by Commissioner Alexander. Motion carried.

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PROPOSED AMENDMENT TO THE HACG HUMAN RESOURCES POLICY MANUAL

Ms. McGuire discussed the Human Resources Policy Manual issued on November 17, 2010. It currently allows for an employee to remain on medical leave or worker's compensation leave for a period of twelve months.

This policy has been reviewed by HACG legal counsel to which they recommended that this policy change from twelve to six months. This recommendation is consistent with industry standards. This change will be effective on July 1, 2020.

Proposed amendment was presented to the Governance Committee on May 5, 2020. Commissioner Pendleton, Chair of the Governance Committee, motion for approval. Unanimously approved, motion carried.

PROPOSED 2021 AND 2022 EMPLOYEE INCENTIVE PLAN:

The proposed 2021 and 2022 employee incentive plan was presented to the Governance Committee on May 5, 2020. Commissioner Pendleton, Chair of the Governance Committee, motioned for approval. Unanimously approved, motion carried.

PROPOSED FISCAL YEAR END 2021 FINANCIAL BUDGETS:

The proposed FYE 2021 financial budgets were presented to the Audit and Finance Committee on May 5, 2020. Commission Greenman, Chair of the Audit and Finance Committee, stated that the narrative was updated from that of previous years to reflect the upcoming CEO change and projected economic conditions.

Commissioner Greenman motioned for approval. Unanimously approved, motion carried.

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REPORT FROM THE GOVERNANCE COMMITTEE:

Commissioner Pendleton, Chair of the Governance Committee, stated there was nothing else to report.

REPORT FROM THE AUDIT AND FINANCE COMMITTEE:

Commissioner Greenman, Chair of the Audit and Finance Committee, noted that the minutes of the Audit and Finance Committee meeting held on May 5, 2020 enclosed within the Board packet, contained the other topics that were discussed during that meeting.

REPORT FROM THE REAL ESTATE COMMITTEE:

Mr. Burdeshaw stated that the demolition application for Chase Homes was approved, and relocation efforts will now begin.

Mr. Burdeshaw also stated that the team is still awaiting the Warren Williams flood study and cameras were currently being installed at two HACG properties.

REPORT ON THE SECURITY TASK FORCE:

Ms. Stacy attended the Security Task Force meeting on May 12, 2020. She commended the residents who attended and represented their communities. She said that the meeting overall was positive. Any issues that were raised, HACG was ready to address.

Mr. Cardin mentioned that he has contacted the Mayor regarding the security issues at Canty and said a meeting will take place soon (as early as next week).

EXECUTIVE DIRECTOR'S REPORT:

Mr. Williams called on Mr. Casteel to give an update on the Ralston Towers property.

Mr. Casteel stated that there were 13 Ralston Towers tenants who have not responded to relocation efforts but that it was possible these units have been vacated.

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Two tenants are in the process of completing the required documentation and inspection has been completed for 108 units. He stated his team was on track to complete the relocation effort by the end of August and that 60% of the residents have already been relocated.

Mr. Williams stated that HACG occupancy rates are high and charge offs are currently low. Tenant accounts receivable have not been this low since 2015. This could change however with a downturn in economic conditions due to the pandemic.

Mr. Williams stated that HACG may retain some of the new operational procedures being utilized in response to the COVID-19 virus. Several of the new processes have worked well and no complaints have been received from our residents.

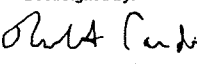
Ms. Walters informed the Board that HACG is currently an AMO organization. She has completed the educational requirements needed to be an Executive CPM. An Executive CPM is required for HACG to maintain the AMO designation.

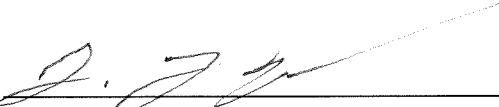
EXECUTIVE SESSION:

An Executive Session was held to discuss real estate matters as provided by O.C.G.A. section 50-14-3(4). Commissioner Alexander motioned to close the Board meeting so the Executive Session could be entered. Commissioner Burdeshaw seconded the motion. Executive session was then entered.

ADJOURN:

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

DocuSigned by:

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R. Larry Cardin
Chairman


J. Len Williams
Secretary-Treasurer