

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF
HUNTSVILLE HOUSING AUTHORITY

February 20, 2018

The Board of Commissioners of the Huntsville Housing Authority (hereinafter referred to as “the Authority”) met in regular session at the Oscar Mason Community Center, 149 Mason Court, Huntsville, Alabama, on Tuesday, February 20, 2018.

PRESENT

Chairman Delvin Sullivan
Vice Chairman Leon D. Fountain (Did not arrive until after the first Resolution.)
Commissioner Lee Horton
Commissioner Tami Jordan
Commissioner Delmonize Smith

ABSENT

The Chairman declared a quorum present.

Also present were the following: Sandra Eddlemon, Executive Director/CEO; Terica Pope, Executive Assistant; John Wilmer, Attorney; Paula Bingham, Director of Assisted Housing; Quisha Riche, Director of Real Estate Development; Teresa Wade-Chase, Director of Finance; Terry Boyd, Superintendent of Housing Operations; and Neil Andrews, IT Systems Administrator.

APPROVAL OF MINUTES

A motion was made to accept the minutes from the January 10, 2018, Regular Meeting Minutes and the Special Board Meeting Minutes for February 6, 2018, as presented. Commissioner Smith made a motion to approve the minutes and Commissioner Jordan seconded the motion. Upon affirmative vote, the Chairman declared the said motion carried.

NEW BUSINESS

Financial Services

1. Approval of Project Based Low-Rent Public Housing Operating Budget Revision #1, for Fiscal Year March 31, 2018.

This Resolution is a HUD document and is attached.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Jordan seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:
Commissioner Leon D. Fountain
Commissioner Lee Horton
Commissioner Tami Jordan
Commissioner Delmonize Smith

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 20th day of February, 2018.

2. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended December 31, 2017.

Mrs. Teresa Wade-Chase reviewed in detail the Low-Income Housing Finance Report and it was accepted as presented.

3. Presentation of HCV Quarterly Financial Report.

Mrs. Teresa Wade-Chase reviewed in detail the HCV Quarterly Financial Report and it was accepted as presented.

Real Estate Development

1. Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to enter into an agreement with Locktec for the Purchase and installation of Deadbolt Security Locks at Sparkman Homes.

RESOLUTION NO. 2018-06

WHEREAS, Huntsville Housing Authority has issued an invitation for bids for the purchase and installation of security deadbolt locks at Sparkman Homes; and

WHEREAS, said security locks are necessary to improve the overall safety and security of the units at Sparkman Homes; and

WHEREAS, the project scope was defined and an invitation for bids was issued; and

WHEREAS, one bid was received and the deadline was extended and no additional bids were received and Locktec is the apparent low and responsive bidder;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO/Contracting Officer is

authorized to enter into a contract with Locketec for the purchase and installation of deadbolt security locks at Sparkman Homes in an amount not to exceed \$47,516.00.

Commissioner Smith moved the foregoing Resolution be adopted as introduced. Commissioner Fountain seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Commissioner Leon D. Fountain Commissioner Lee Horton Commissioner Tami Jordan Commissioner Delmonize Smith		

The Chairman thereupon declared said Resolution adopted this 20th day of February, 2018.

Assisted Housing

Act on Resolution Approving a New Utility Allowance Schedule for the Housing Choice Voucher Program.

RESOLUTION NO. 2018-07

WHEREAS, Huntsville Housing Authority (HHA), has an established utility allowance schedule for all tenant furnished utilities (except telephone); and

WHEREAS, the Code of Federal Regulations (CFR) and the Administrative Plan for the Housing Choice Voucher (HCV) Program require HHA to conduct an annual review of the utility allowance schedules outlined in the HUD HCV Guidebook (7420.10g), 18.6 Reviewing and Revising Utility Allowances, and 24 CFR 982.517(c)(1), which states that a PHA must review its schedule of utility allowances each year, and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised; and

WHEREAS, since the change was greater than 10% since the last utility allowance schedule, HHA will revise the utility allowance schedule accordingly; and

WHEREAS, in order to comply with federal regulations and the Administrative Plan for the HCV Program, HHA has revised the utility allowance schedule to be effective April 1, 2018;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby approves the new utility allowance schedule for the Housing Choice Voucher (Section 8) Program; and further resolves that the Executive Director/CEO/Contracting Officer is hereby directed to operate in accordance with the re vised schedule as approved.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Smith seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:
Commissioner Leon D. Fountain
Commissioner Lee Horton
Commissioner Tami Jordan
Commissioner Delmonize Smith

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 20th day of February, 2018.

Executive Director Comments

Ms. Eddlemon expressed her gratitude to Commissioner Jordan for her time and service on the Board of Commissioners. She pointed out that Commissioner Jordan is a success story for HHA and that she is successfully moving up and out of Public Housing through the Family Self-Sufficiency program.

Public Comments

N/A

Commissioner Comments

Commissioner Fountain voiced that he really enjoyed Commissioner Jordan while she served on the Board and her outstanding service in the community and with the Residents.

Commissioner Horton echoed Commissioner Fountain while also pointing out that Commissioner Jordan had great success with rallying the voice of our residents and that it has not gone unnoticed. She wished her great success in the future.

Commissioner Jordan wanted to wish thank everyone and stated it has been a joy working on the Board and for all the help and support she has received over the years.

Chairman Sullivan wished Commissioner Jordan future success and thanked her for setting the bar for whoever will fill her shoes.

Delvin L. Sullivan, Chairman

Attest:

Sandra Eddlemon, Secretary