

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

May 21, 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 Monday, May 21, 2018.

PRESENT

Chairman Delvin Sullivan  
Vice Chairman Leon D. Fountain  
Commissioner Lee Horton  
Commissioner Shaquila Willie

ABSENT

Commissioner Delmonize Smith

The Chairman declared a quorum present.

Also present were the following: Sandra Eddlemon, Executive Director/CEO; Terica Pope, Executive Assistant; Ashley Jones, Attorney; Carol Jones, Director of Human Resources; Danielle Thomas, Director of Housing Operations; Paula Bingham, Director of Assisted Housing; Quisha Riche, Director of Real Estate Development; Teresa Wade-Chase, Director of Finance; Lindsay Pollard, Public Relations/Workforce Development Manager; Terry Boyd, Superintendent of Housing Operations; and Neil Andrew, IT Systems Administrator.

APPROVAL OF MINUTES

A motion was made to accept the minutes from the March 22, 2018, Regular Meeting Minutes as presented. Commissioner Horton made a motion to approve the minutes and Commissioner Fountain seconded the motion. Upon affirmative vote, the Chairman declared the said motion carried.

NEW BUSINESS

Financial Services

1. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended March 31, 2018.
2. Presentation of Housing Choice Voucher Finance Report for Period Ended March 31, 2018.

Mrs. Teresa Wade-Chase reviewed in detail both reports and they were accepted as presented.

Real Estate Development

1. Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter Into a Contract for Repair to Casualty Unit Located at 1005-B Webster Avenue.

**RESOLUTION NO. 2018-11**

WHEREAS, the Huntsville Housing Authority (HHA), received two quotes for specified repairs to a casualty unit located at 1005-B Webster Avenue and after extending the deadline no additional quotes were received; and

WHEREAS, Presto Enterprises, Inc. was the lowest bidder at a cost not to exceed \$41,898.00; and

WHEREAS, insurance proceeds will cover the cost of repairs less HHA's deductible of \$10,000.00;

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/Contracting Officer is authorized enter into a contract with Presto Enterprises, Inc. for repairs to 1005-B Webster Avenue.

Commissioner Fountain moved the foregoing Resolution be adopted as introduced. Commissioner Horton 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 Shaquila Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 21<sup>st</sup> day of May, 2018.

2. Act on Resolution Authorizing Annulment, Cancellation and Termination of Use and Development Restrictions for Urban Renewal plan, Parkview Urban Renewal Area, Project No. Ala. R-59.

## **RESOLUTION NO. 2018-12**

WHEREAS, the Urban Renewal Plan for the Parkview Urban Renewal Area, Project No. Ala. R-59, was approved and enacted by the City Council of the City of Huntsville, Alabama, on September 14, 1967, with subsequent revisions and amendments to said plan being thereafter approved, including on May 25, 1972 (collectively, “Project No. Ala. R-59”); and

WHEREAS, Project No. Ala. R-59 did impose certain “land uses and building requirements” on the land embraced within the said Project No. Ala. R-59, the property subject to such restrictions and requirements (the “Project Area”) being more particularly described by Subdivision Plat of Urban Renewal Project No. Ala. R-59, Parkview Urban Renewal Area, Huntsville, Alabama, recorded in Plat Book 10, Page 41, Probate Records of Madison County, Alabama (hereinafter the “Plat”); and

WHEREAS, the Board of Commissioners of the Huntsville Housing Authority finds and concludes that this Urban Renewal’s Plan’s objectives of modernization and replacement to improve portions of the Parkview Area Project No. Ala. R-59, were accomplished and finished many years ago, such that the continued imposition of the use and development restrictions imposed by Project No. Ala. R-59 is both unnecessary and unduly burdensome to the affected property owners; and

WHEREAS, the Board of Commissioners of the Huntsville Housing Authority deems it appropriate to approve the annulment, cancellation, and termination of all the use and development restrictions contained in Project No. Ala. R-59, retaining, however, those provisions relating to discrimination by reason of race, creed, color or national origin, as required by the terms of Project No. Ala. R-59.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Huntsville Housing Authority, hereby approves the annulment, cancellation and termination of the use and development restrictions contained in Project No. Ala. R-59 as hereinabove defined. It is further

RESOLVED, that this resolution shall not impact the following covenants which were imposed under the terms of the Project No. Ala. R-59, without limitation as to time as follows:

- a. No owner of property contained in the Urban Renewal Plan shall effect or execute any agreement, lease, conveyance or other instrument whereby the property, or any part thereof, is restricted upon the basis of race, creed, color or national origin in the sale, lease or occupancy thereof.

- b. Owners shall comply with all federal, state and local laws, in effect from time to time, prohibiting discrimination or segregation by reason of race, creed, color or national origin in the sale, lease or occupancy of the property.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be delivered to the City Clerk-Treasurer of the City of Huntsville, Alabama, to be recorded in the Office of the Judge of Probate of Madison County, Alabama, evidencing the Authority's approval of this annulment, cancellation and termination of the use and development restrictions as required by the terms of the Project No. Ala. R-59.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Willie 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 Shaquila Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 21<sup>st</sup> day of May, 2018.

3. Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter Into a Memorandum of Understanding with Huntsville Utilities for Participation in the Uplift Pilot Program.

### **RESOLUTION NO. 2018-13**

WHEREAS, the Huntsville Housing Authority (“**HHA**”) desires to partner with Huntsville Utilities in their participation in the Uplift Pilot Program administered by the Tennessee Valley Authority (“**TVA**”); and

WHEREAS, the parties have memorialized an agreement outlining the expectations of each; and

WHEREAS, HHA will commit \$889,200.00 of its Capital Fund as outlined in the Memorandum of Understanding; and

WHEREAS, pursuant to the MOU, Huntsville Utilities and TVA will match the monetary commitment from HHA with funding and in-kind labor costs.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/Contracting Officer shall be and hereby is authorized, empowered and directed to execute and deliver to Huntsville Utilities the Memorandum of Understanding attached hereto.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Willie 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 Shaquila Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 21<sup>st</sup> day of May, 2018.

Assisted Housing

1. Act on Resolution Authorizing the Certification and Submission of the March 31, 2018 SEMAP Indicator Scores.

**RESOLUTION NO. 2018-14**

WHEREAS, the Huntsville Housing Authority (HHA), administers the Housing Choice Voucher (HCV) program under the U.S. Department of Housing and Urban Development's (HUD) authority; and

WHEREAS, HUD measures the performance of public housing authorities to ensure that authorities operate the program as prescribed by statutes and regulations; and

WHEREAS, the SEMAP Performance Indicators measure performance in fourteen (14) specific areas and rates the authorities in accordance with a designated formula as High Performer, Standard or Troubled; and

WHEREAS, the HCV staff has calculated the score for each indicator and the Finance Department has audited the calculations; and

WHEREAS, the report anticipates an overall rating of 96% which is designated as High Performer,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority, hereby authorizes the Executive Director/CEO or her designee to certify the score of 96% to HUD.

Commissioner Fountain moved the foregoing Resolution be adopted as introduced. Commissioner Horton 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 Shaquila Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 21<sup>st</sup> day of May, 2018.

Human Resources

1. Act on Resolution Authorizing the Approval to Amend Huntsville Housing Authority's Personnel Policy Manual, Revising Policy NO. E-10, Conflict of Interest/Acceptance of Gifts.

**RESOLUTION NO. 2018-15**

WHEREAS, Huntsville Housing Authority desires to amend its Personnel Policy Manual, revising Policy No. E-10, Conflict of Interest/Acceptance of Gifts; and

WHEREAS, the revised policy reflects what constitutes a conflict of interest according to the Department of Housing and Urban Development (HUD) Annual Contributions Contract guidelines;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, meeting in regularly scheduled session this 21<sup>st</sup> day of May, 2018, that these revisions to the Personnel Policy Manual be adopted.

Commissioner Fountain moved the foregoing Resolution be adopted as introduced. Commissioner Willie 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 Shaquila Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 21<sup>st</sup> day of May, 2018.

### Executive Director Comments

Thank you to the Staff. I am very pleased about the SEMAP score. Also I would like to point out that we do not have replacement reserve for Public Housing. Public Housing is not required to have replacement reserves because we receive capital fund grants for this purpose. Mixed finance properties such as Gateway or 360 Properties, which are owned by other entities, are required to have replacement reserves. Section 8 units owned by the landlord may or may not have replacement reserves depending on the landlord's preference. We realize that all of our properties have needs and we are doing the best we can with limited resources.

### Public Comments

Chairman Sullivan made mention of Section 6 of the Huntsville Housing Authority bylaws before he yielded the floor to those wanting to make Public Comments. His comments were as follows:

- Requests to appear on the Board of Commissioners agenda and subject matter to be discussed must be received by the CEO 10 days prior to the regular monthly Board meeting;
- Requests to make public comments must be made before the monthly meeting and consistent with business conducted at the meeting;
- Public comments at the monthly meeting must be limited to three (3) minutes;
- Requests to make public comments at the monthly meeting must specify subject matter to be discussed;
- The Chairperson or a Commissioner will refer items brought before the Board to the CEO for resolution if deemed appropriate.

Dennis Eason – Who do we address our issues to? His other concerns were over the grass not being cut in a timely manner, how soon maintenance follows up on repair request, sewage on the grounds, roofs falling in, live wire exposed, and melting Utility Breakers.

Responses – Ms. Eddlemon suggested the Resident Council meeting who serves as liaisons between residents and staff.

Danielle Thomas advised that the Resident Council has meetings at each site monthly. Contact the resident leaders of your site and have them communicate issues to Patrice Boddie who is the Resident Services Supervisor and works hand and hand with the Council members.

Ms. Eddlemon also wanted to point out that your Property Manager should be your first point of contact.

Ms. Eddlemon pointed out that in the private sector you are responsible for your own grass. We have an 8 day cycle for grass to be cut and you have to take into consideration that the rain prohibits the contractors from staying on schedule.

Ms. Eddlemon wanted to know why Mr. Eason was the only one complaining. He replied that everyone else was scared. He also asked if a member of the HHA staff was being investigated for misappropriation of funds. Ms. Eddlemon replied no. She also pointed

out that nothing Mr. Eason brought before the Board was on the Agenda.

Mike Jennings – Mr. Jennings voiced that he would get with Dennis Eason concerning sewage on the property. His other concerns were over the sale of Sparkman Homes. He wanted to know was it being sold and if there was a relocation plan in place.

Ms. Eddlemon replied yes. She stated replacement housing is being built on Balch Road that will be designated as Senior Housing. Everyone that's there will have the opportunity to get a voucher or stay in Public Housing. Quisha Riche voiced that there will be a written relocation plan that will be part of the application to HUD and she will be the point of contact for that plan. Mr. Jennings wanted to know if those receiving vouchers can be prohibited from moving to the North side of town. Ms. Eddlemon let Mr. Jennings know that we have changed our payment standards to reflect zip codes which will make areas of town that were previously unaffordable, now affordable. She noted that we cannot force them to go to a specific area. HUD does not allow us to direct them. Although, based on staff and resident correspondences most do not want to live on the North side of town. He also questioned is there a possibility of putting single family housing on the property. Ms. Eddlemon replied no, and that there are environment and flood issues that prohibit rebuilding on most of the site. Mr. Jennings wanted to know why the sale of Sparkman Homes was not advertised. Ms. Eddlemon stated that due to the environmental and flood issues, we were surprised to receive an offer at all.

Commissioner Comments

Commissioner Horton congratulated the staff for all of their work with SEMAP. She noted that staff serves the Residents as well as handle day to day operations and if they do not do a good job we lose subsidy which helps us serve our Residents and that it should not be taken for granted.

Chairman Sullivan agreed with Commissioner Horton and thanked the staff for all that they do.

With there being no further comments, Chairman Sullivan declared the meeting adjourned.

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Delvin L. Sullivan, Chairman

Attest:

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Sandra Eddlemon, Secretary