

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

September 24, 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, September 24, 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; John Wilmer, Attorney; 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 August 27, 2018, Regular Meeting Minutes as presented. Commissioner Horton made a motion to approve the minutes and Commissioner Willie seconded the motion. Upon affirmative vote, the Chairman declared the said motion carried.

OLD BUSINESS

N/A

NEW BUSINESS

Financial Services

1. Act on Resolution Approving First Quarter Charge-Offs.

RESOLUTION NO. 2018-28

WHEREAS, Huntsville Housing Authority (HHA) has on its books certain balances owed by former residents in the various low-income developments owned and operated by HHA for the period ending, in the amount of \$51,817.59:

Rent	\$ 22,403.60
Maintenance Charges	\$ 8,466.29
Court Costs	\$ 8,851.00
Late Charges	\$ 3,474.80
Retroactive Rent	\$ 8,033.00
Utility Charges	\$ 270.90
Bulk Cable	\$ 318.00

AND, WHEREAS, HHA has made and is making reasonable effort to collect said balances.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the aforesaid accounts in the amount of \$51,817.59.

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 24th day of September, 2018.

2. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended September 30, 2018.

Mrs. Teresa Wade-Chase reviewed in the report in detail and it was accepted as presented.

Housing Operations

1. Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend the Agreement with Orkin.

RESOLUTION NO. 2018-29

WHEREAS, in 2017 Huntsville Housing Authority (HHA) identified a need for pest control services at various public housing sites; and

WHEREAS, in April 2017 the HHA Board of Commissioners authorized the Executive Director/CEO/Contracting Officer to enter into a contract with Orkin Pest Control for the provision of pest control services to various public housing sites for an amount not to exceed \$80,000; and

WHEREAS, HHA and Orkin Pest Control have determined that a more proactive pest control service protocol is needed to enhance the quality of life for HHA residents; and

WHEREAS, the annual costs for more proactive pest control services exceed the previously authorized amount of \$80,000; and

WHEREAS, the original contract must be amended to allow Orkin to provide more proactive pest control services;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Huntsville Housing Authority that the Executive Director/CEO/Contracting Officer is authorized to amend the contract with Orkin Pest Control for the provision of pest control services to various public housing sites for an amount not to exceed \$240,000.00.

Commissioner Willie 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 24th day of September, 2018.

Real Estate Development

1. Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter Into a Memorandum of Agreement with the City of Huntsville.

After a short deliberation between the Commissioners, Ms. Riche, and Ms. Eddlemon, The Chair decided that the item would need to be tabled to allow for a better understanding of the agreement. Commissioner Willie moved the foregoing Resolution be tabled. Commissioner Horton 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 Shaquila Willie		

The Chairman thereupon declared said Resolution tabled this 24th day of September, 2018.

2. Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter Into an Agreement with Joe Fleming for Repairs to Casualty Unit Located at 502-B Abingdon Avenue.

RESOLUTION NO. 2018-31

WHEREAS, the Huntsville Housing Authority (HHA), received three quotes for specified repairs to a casualty unit located at 502-B Abingdon Avenue; and

WHEREAS, Joe Fleming Construction was the lowest bidder for repairs to the fire damaged casualty unit at a cost not to exceed \$26,200.00; 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 to enter into a contract with Joe Fleming Construction for repairs to 502-B Abingdon Avenue.

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 24th day of September, 2018.

Assisted Housing

1. Act on Resolution Approving the Adoption of Revised Payment Standards for the Housing Choice Voucher Program.

RESOLUTION NO. 2018-32

WHEREAS, The Department of Housing and Urban Development (HUD) requires all housing authorities to adopt a payment standard schedule that establishes the voucher payment standard amounts for the PHA jurisdiction; and

WHEREAS, the Huntsville Housing Authority (HHA) uses the payment standard as the maximum subsidy HHA can provide toward the gross rent (rent plus an utility allowance); and

WHEREAS, HUD allows the housing authority to set payment standards between 90% - 110% of the Fair Market Rent (FMR) and may also establish exception payment standards for a zip code area above the basic range for the metropolitan FMR based on the HUD published Small Areas FMRs; and

WHEREAS, in order to continue serving families outside high poverty areas and so families can afford to lease units within the payment standard, it is deemed necessary to revise the current payment standards to 100% of the 2019 FMRs and to be effective January 1, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Huntsville Housing Authority, hereby to adopt revised payment standards for the Housing Choice Voucher Program and further resolves that the Executive Director/CEO is hereby directed to operate in accordance with the revised payment standards as adopted.

Commissioner Willie 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 24th day of September, 2018.

2. Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend the contract for HQS Inspection Services.

RESOLUTION NO. 2018-33

WHEREAS, in January 2017 the Huntsville Housing Authority's (HHA) Board of Commissioners authorized the Executive Director/CEO/Contracting Officer to enter into a contract with Ozark Housing Development, Inc. (OHDI) to provide Housing Quality Standards (HQS) inspections for HHA's Housing Choice Voucher (HCV) program; and

WHEREAS, HHA has been awarded additional Housing Choice Vouchers which will require an increase in the number of HQS inspections for HHA's HCV program; and

WHEREAS, HHA will possibly receive additional Housing Choice Vouchers for the Sparkman Homes relocation which will require an increase in the number of HQS inspections; and

WHEREAS, the original contract with OHDA must be amended to allow for additional HQS inspections.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Commissioners of Huntsville Housing Authority authorizes the Executive Director/CEO/Contracting Officer to amend the contract with the Ozark Housing Development, Inc. for HQS inspection services to an amount not to exceed \$76,000 annually.

Commissioner Willie 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 24th day of September, 2018.

Human Resources

1. Act on Resolution to Amend Huntsville Housing Authority's Personnel Policy Manual, Revising Policy No. E-09, Infraction of Huntsville Housing Authority Rules.

RESOLUTION NO. 2018-34

WHEREAS, Huntsville Housing Authority desires to amend its Personnel Policy Manual, revising Policy No. E-09, Infraction of Huntsville Housing Authority Rules; and

WHEREAS, the revised policy reflects that employees of HHA may not carry any firearm while on HHA properties or while otherwise engaged in HHA duties, the current Code of Alabama for firearms, § 13A-11-90, does not prohibit employees from transporting or storing a lawfully possessed firearm or ammunition in the employee's privately owned motor vehicle while parked or operated in a public or private parking area; and

WHEREAS, the revised policy addresses the Protection of "High Security Property," and gives guidelines to employees that the protection of HHA property is a responsibility that accompanies nearly every position at HHA to some degree, regardless of how large or small the equipment; and if HHA property is lost, stolen, or discovered missing, the responsibility of the employee is outlined for addressing the lost, stolen, or missing equipment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, meeting in regularly scheduled session this 24th day of September, 2018, that these revisions to the Personnel Policy Manual be adopted.

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 24th day of September, 2018.

2. Act on Resolution to Amend Huntsville Housing Authority's Personnel Policy Manual, Revising Policy No. E-11, Workplace Violence Prevention.

RESOLUTION NO. 2018-35

WHEREAS, Huntsville Housing Authority desires to amend its Personnel Policy Manual; and

WHEREAS, the revised policy reflects that HHA employees may not carry any firearm while on HHA properties or while otherwise engaged in HHA duties, but the current Code of Alabama for firearms, § 13A-11-90, does not prohibit employees from transporting or storing a lawfully possessed firearm or ammunition in the employee's privately owned motor vehicle while parked or operated in a public or private parking area; and concurs with HHA Personnel Policy No. E-09, Infraction of Huntsville Housing Authority Rules;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority meeting in regularly scheduled session this 24th day of September, 2018, that the revisions to the Personnel Policy Manual be adopted.

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 24th day of September, 2018.

Public Relations

1. Presentation of HHA Client Success Stories. (Ms. Gheyarne Woodson – Housing Choice Voucher Homeowner)

Chairman Sullivan expressed his gratitude to Ms. Woodson for coming to share her story. He is proud of her and she made him smile. He encouraged her to strive to keep bettering herself and to never settle for where she is. He told her to remember that she didn't come this far just to come this far.

Executive Director Comments

Ms. Eddlemon thanked the Housing Choice Voucher Department for the success story presentation.

Public Comments

N/A

Commissioner Comments

Commissioner Willie expressed that she enjoyed the success story as well and that it brightened her day.

Commissioner Fountain said, "Congratulations!"

Commissioner Horton said that she likes including the success stories and that they keep her encouraged.

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

Delvin L. Sullivan, Chairman

Attest:

Sandra Eddlemon, Secretary