

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

October 15, 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, October 15, 2018.

PRESENT

Chairman Delvin Sullivan  
Vice Chairman Leon D. Fountain  
Commissioner Lee Horton  
Commissioner Delmonize Smith

ABSENT

Commissioner Shaquila Willie

The Chairman declared a quorum present.

Also present were the following: Sandra Eddlemon, Executive Director/CEO; Terica Pope, Executive Assistant; John Wilmer, 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; Terry Boyd, Superintendent of Housing Operations; and Elizabeth Bingham, Accountant I.

Public Relations

1. Presentation of HHA Client Success Stories. (Ms. Contessa Neil – Public Housing FSS Participant)

APPROVAL OF MINUTES

A motion was made to accept the minutes from the September 24, 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.

OLD BUSINESS

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

**RESOLUTION NO. 2018-30**

WHEREAS, the Huntsville Housing Authority (“**HHA**”) desires to provide for the eventual demolition of Sparkman Homes; and

WHEREAS, the Huntsville Housing Authority and the City of Huntsville have memorialized an agreement outlining the expectations of each whereby HHA will transfer the Pelham Lot to the City of Huntsville to be used for a park, who will demolish Sparkman Homes once HUD approval is obtained and all residents have been relocated; and

WHEREAS, in the event HUD does not approve the demolition application for Sparkman Homes, the City of Huntsville will pay HHA the appraised value of the Pelham Lot (\$396,000).

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 the City of Huntsville the Memorandum of Understanding attached hereto.

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:**  
Chairman Delvin Sullivan  
Commissioner Lee Horton  
Commissioner Delmonize Smith

**NAYS:**  
Vice-Chairman Leon D. Fountain

**ABSTAIN:**

The Chairman thereupon declared said Resolution adopted this 15<sup>th</sup> day of October, 2018.

NEW BUSINESS

Real Estate Development

1. Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter Into an Agreement for Replacement of Water Lines at Butler Terrace.

**RESOLUTION NO. 2018-36**

WHEREAS, HHA requires that the development, design, construction, and long term operation of its residential buildings be environmentally sound through energy and resource efficient building principles while being respectful of the physical, historical, and cultural traditions of the surrounding neighborhoods; and

WHEREAS, Butler Terrace has been suffering from erosion, affecting the appearance and maintenance needs of the property; and

WHEREAS, the project scope was defined to complete water line repair at the site and an invitation for bids was issued; and

WHEREAS, one bid was received and Presto Enterprises, Inc. is the apparent low 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 Presto Enterprises, Inc. for the installation of water lines at Butler Terrace in an amount not to exceed \$57,000.00.

Commissioner Fountain 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:

<b>AYES:</b> Vice-Chairman Leon D. Fountain Commissioner Lee Horton Commissioner Delmonize Smith	<b>NAYS:</b>	<b>ABSTAIN:</b>
-----------------------------------------------------------------------------------------------------------	--------------	-----------------

The Chairman thereupon declared said Resolution adopted this 15<sup>th</sup> day of October, 2018.

Financial Services

1. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended August 31, 2018.

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

Housing Operations

1. Resolution Approving the Revision to the Utility Allowance, Flat Rent and Ceiling Rent Schedule for Public Housing.

**RESOLUTION NO. 2018-37**

WHEREAS, The United States Department of Housing and Urban Development's (HUD) federal regulations and the Admissions and Continued Occupancy Policy (ACOP) require HHA to conduct an annual review of the utility allowance schedule; and

WHEREAS, if the review of the utility allowance schedule determines that a change of 10% or more exists in any category since the last annual review, HHA will revise the utility allowance schedule accordingly; and

WHEREAS, current federal regulations require PHAs to establish flat rents at no less than 80 percent of the applicable Fair Market Rent (FMR); and

WHEREAS, in August 2018, HUD issued new FMRs and Small Area Fair Market Rents (SAFMRs); and

WHEREAS, in order to comply with federal regulations and the Admissions and Continued Occupancy Policy, HHA has revised the utility allowance, and the flat rent and ceiling rent schedules for public housing to implement the new schedules to be effective January 1, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Huntsville Housing Authority, that the Executive Director/CEO is authorized to revise the utility allowances, and the flat rent and the ceiling rent schedules for public housing, effective January 1, 2019 and further resolves that the Executive Director/CEO is hereby directed to operate in accordance with the revised schedules as approved.

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:  
Vice-Chairman Leon D. Fountain  
Commissioner Lee Horton  
Commissioner Delmonize Smith

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 15<sup>th</sup> day of October, 2018.

Assisted Housing

1. Act on Resolution Awarding 40 Project-Based Vouchers to Management Enterprise Development and Services, Inc., (MEDS)

**RESOLUTION NO. 2018-38**

WHEREAS, Huntsville Housing Authority (HHA) issued a solicitation (RFP 2017-26) for project-based vouchers (PBV) located within HHA’s jurisdiction; and

WHEREAS, Management Enterprise Development & Services (MEDS), Inc. submitted a proposal for The Lakes at Perimeter which was rated based on the evaluation criteria in the RFP and received a score of 86; and

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>MEDS, Inc.</b>
Property Rating	22	18
Development Rating	35	31
Unit Rating	28	26
Case Management Services	15	11
Section 3 Preference	15	0
<b>Total</b>	<b>115</b>	<b>86</b>

WHEREAS, project-based vouchers are a component of a public housing agency’s (PHA) Housing Choice Voucher (HCV) program; and

WHEREAS, HUD allows exceptions to the per project cap of 25 units or 25 percent of the number of dwelling units in the project if supportive services are available to all families receiving PBV assistance; and

WHEREAS, a PHA can use up to 20 percent of its vouchers for project-based vouchers; and prior to this resolution, HHA has only utilized 2 percent (35 units).

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority, hereby approves the award of 40 project-based vouchers to MEDS, Inc. for The Lakes at Perimeter and authorizes the Executive Director/CEO/Contracting Officer to execute an Agreement to enter into Housing Assistance Payments Contract (AHAP); and further resolves that upon timely completion of such development in accordance with the terms of the AHAP, the Board authorizes the Executive Director/CEO to enter into a Housing Assistance Payments (HAP) contract with MEDS, Inc. for the 40 PBV units.

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:**  
Vice-Chairman Leon D. Fountain  
Commissioner Lee Horton  
Commissioner Delmonize Smith

**NAYS:**

**ABSTAIN:**

The Chairman thereupon declared said Resolution adopted this 15<sup>th</sup> day of October, 2018.

2. Act on Resolution Approving a Revision to the Administrative Plan for the Housing Choice Voucher Program.

**RESOLUTION NO. 2018-39**

WHEREAS, Huntsville Housing Authority (HHA) has adopted an Administrative Plan for the Housing Choice Voucher (HCV) Program; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) has mandated that housing authorities must develop expanded, clear and orderly procedures to govern administration of the Housing Choice Voucher Program; and

WHEREAS, HUD periodically distributes directives for implementing changes to the Administrative Plan for the Housing Choice Voucher Program; and

WHEREAS, HHA has revised the Administrative Plan for the Housing Choice Voucher Program in order to comply with policies for the administration of the HCV Program that have been mandated by HUD and are in accordance with industry standards;

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

Commissioner Horton 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:
Vice-Chairman Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Delmonize Smith		

The Chairman thereupon declared said Resolution adopted this 15<sup>th</sup> day of October, 2018.

### Executive Director Comments

Ms. Eddlemon stated that our estimated PHAS Score is going to be High Performer again this year. We were nervous due to the physical assessments this year; however, with our other indicators we expect submission to be high performer.

### Public Comments

Ms. Jackie Reed – concerns about what’s going on with the Sparkman Homes demolition. She wanted to voice her opinion that she doesn’t see anything wrong with the property. She wants press conferences and open meetings. She feels if the residents want to move let them have vouchers to move without tearing the property down. She doesn’t want the community to think that we want all of the African American people out of downtown. Just clean up the property and let those who want to stay remain on the property. She feels it is in a good location with the store across the street and the park next door.

### Commissioner Comments

Chairman Sullivan opened up the floor for two more public comments.

- A concern was voiced about refurbishing Sparkman Homes if the demolition application is not approved. Ms. Eddlemon stated that we will continue to do the best we can to keep up the property until we find out if the property will be demolished or not.
- Another resident asked if the demolition was really going to happen and if we were going to do more to get rid of the pest and rodents. Ms. Eddlemon stated that we have increased our contract with Orkin to address the pest and rodent issues.
- At one time everyone was supposed to get a voucher, is that still so? Ms. Eddlemon responded by letting them know it will be their choice if they choose to stay in Public Housing or get a voucher. The ones that choose to get a voucher will still have to meet the Section 8 eligibility criteria.

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

---

Delvin L. Sullivan, Chairman

Attest:

---

Sandra Eddlemon, Secretary