

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

February 25, 2019

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, February 25, 2019.

PRESENT

Chairman Delvin Sullivan  
Vice Chairman Leon D. Fountain  
Commissioner Lee Horton (arrived during Executive Session)  
Commissioner Shaquila Willie  
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; 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; Lindsay Pollard, Public Relations and Section 3 Coordinator; and Neil Andrew, IT Systems Administrator.

APPROVAL OF MINUTES

A motion was made to accept the minutes from the January 28, 2019, Regular Meeting Minutes as presented. Commissioner Smith made a motion to approve the minutes and Commissioner Fountain seconded the motion. Upon affirmative vote, the Chairman declared the said motion carried.

Chairman Sullivan acknowledged a motion made by Commissioner Smith to enter into Executive Session. Commissioner Fountain seconded the motion. Upon affirmative vote the Board of Commissioners, Executive Director, and legal counsel entered into Executive Session.

After deliberation, Chairman Sullivan called the Board meeting back to order.

OLD BUSINESS

HHA Board of Commissioners

1. Act on a Resolution Ratifying Resolution 2019-08 approved by the Huntsville Housing Authority (HHA) Board on January 28, 2019, Authorizing the Huntsville Housing Authority Board of Commissioners and the HHA Executive Director/Chief Executive Officer (CEO) to Initiate Search for a Deputy Executive Director of the HHA.

**RESOLUTION NO. 2019-09**

WHEREAS, the Alabama Open Meetings Act requires a 1-day notice for agenda items unless it is an emergency; and

WHEREAS, on January 28, 2019, Resolution 2019-08 was voted into action without a 1-day notice and the HHA Board of Commissioners and the Executive Director/CEO deems it necessary to correct the action; and

WHEREAS, the HHA Board of Commissioners wishes to promptly initiate a search for a Deputy Executive Director;

NOW, THEREFORE, BE IT RESOLVED Resolution 2019-08 is ratified by the Board of Commissioners of the Huntsville Housing Authority and the Executive Director/CEO/Contracting Officer is authorized to initiate a search for a Deputy Executive Director.

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

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 25<sup>th</sup> day of February, 2019.

NEW BUSINESS

Financial Services

1. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended November 30, 2018.

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

Real Estate Development

1. Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter Into an Agreement with National Facility Consultants, Incorporated For a Comprehensive Physical Needs Assessment.

**RESOLUTION NO. 2019-10**

WHEREAS, HHA is in need of a physical needs assessment of its properties to help shape its future capital planning and spending; and

WHEREAS, on December 20, 2018, the Authority solicited proposals from consultants to provide a comprehensive physical needs assessment for 1,513 of our units; and

WHEREAS, six responses were received by the January 17, 2019 deadline, from which the Authority selected National Facility Consultants, Inc., through evaluation committee review; and

WHEREAS, consulting services will be provided at a cost not to exceed \$38,780.00 and these funds will be paid from Capital Funds;

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 an agreement with National Facility Consultants, Inc., for the provision of a comprehensive physical needs assessment for 1,513 units.

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

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 25<sup>th</sup> day of February, 2019.

2. Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Execute a Quitclaim Deed and Agreement to Release Any Claim to And Remove Certain Covenants On The Mental Health Property Located in Downtown Huntsville.

**RESOLUTION NO. 2019-11**

WHEREAS, the Huntsville Housing Authority (HHA) on September 8, 1972, executed a deed transferring title to the Huntsville-Madison County Mental Health Board and retaining a right of reversion for the property that Mental Health Property located in downtown Huntsville; and

WHEREAS, the same property was also subject to protective covenants created by Urban Renewal Project Ala. R032 and the Neighborhood Development Program; and

WHEREAS, the City has current development initiatives it wishes to pursue with the property and the covenants and right of reversion are preventing it from moving forward.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO is authorized to execute a Quitclaim Deed and Agreement for the Mental Health Property located in downtown Huntsville.

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:

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

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 25<sup>th</sup> day of February, 2019.

Housing Operations

1. Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend a Contract with KeyTrak for the Purchase of a Key Management System.

**RESOLUTION NO. 2019-12**

WHEREAS, in January 2019 the Huntsville Housing Authority (HHA) Board of Commissioners approved the purchase of key management system from KeyTrak to help ensure the safety and security of HHA residents and property; and

WHEREAS, in February 2019, after reviewing the federal terms and conditions outlined in the purchase order and HUD-required documents, KeyTrak informed HHA staff that the system would need to be purchased from KeyTrak's federal reseller, Federal Key; and

WHEREAS, Federal Key has submitted a quote for the same equipment and services outlined by the original Key Trak proposal, and with the same pricing; and

WHEREAS, the original contract with KeyTrak must be amended to allow HHA to make the purchase for Federal Key so that all federal terms and conditions can be met;

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 KeyTrak to allow the purchase of a key management system from their federal reseller, Federal Key, who can abide by the federal terms and conditions outlined by the HUD-required documents, for an amount not to exceed \$175,000.00.

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

The Chairman thereupon declared said Resolution adopted this 25<sup>th</sup> day of February, 2019.

EXECUTIVE DIRECTOR/CEO COMMENTS

N/A

PUBLIC COMMENTS

N/A

COMMISSIONER COMMENTS

Chairman Sullivan voiced that he is excited about HHA's partnership with the Village of Promise as it pertains to the relocation of the residents in Sparkman Homes.

ADJOURNMENT

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