



*Growing Communities One Family At A Time
For More Than 70 Years*

Delmonize Smith, Ph.D.
Chairman

James Bolte
Vice Chairman

Leon D. Fountain
Commissioner

Delvin L. Sullivan
Commissioner

Shaquila Willie
Commissioner

Antonio McGinnis, Sr.
Executive Director/CEO

REGULAR
BOARD MEETING
of the
HUNTSVILLE HOUSING AUTHORITY
August 16, 2021
12:00 P.M.

REGULAR MEETING

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: June 21, 2021

OLD BUSINESS

NEW BUSINESS

Financial Services

1. CliftonLarsonAllen Presentation of Audit for the Period Ended 3/31/2021.
2. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract with 4A Services for Lawncare at Brookside.
3. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended June 30, 2021.

Executive Management

1. Act on a Resolution Adopting the Huntsville Housing Authority's Strategic Plan.

EXECUTIVE DIRECTOR/CEO COMMENTS

PUBLIC COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT





MINUTES

BOARD MEETING of the HUNTSVILLE HOUSING AUTHORITY

212 Seminole Drive

*Delmonize Smith, Ph.D.
Chairman*

*James Bolte
Vice Chairman*

*Leon D. Fountain
Commissioner*

*Delvin L. Sullivan
Commissioner*

*Shaquila Willie
Commissioner*

*Antonio McGinnis, Sr.
Executive Director/CEO*

July 19, 2021
12:00 P.M.

1. CALL TO ORDER

Chairman Smith called the meeting to order at 12:05pm.

2. ROLL CALL

Commissioner Smith took the roll of the Board of Commissioners and the following commissioners were present:

Delmonize Smith
James Bolte
Delvin L. Sullivan
Leon D. Fountain
Shaquila Willie

Also present were Executive Director/CEO Antonio McGinnis, Sr., Attorney Richard Raleigh, and several members of the HHA staff.

3. APPROVAL OF MINUTES OF THE JUNE 21, 2021 BOARD OF COMMISSIONERS MEETING

Chairman Smith stated that the minutes of the Board of Commissioners meeting for June 21, 2021 had been transcribed and circulated prior to the meeting. (A copy of which is attached hereto). He asked if there were any corrections, additions, changes, or deletions. There were none.

Commissioner Willie moved to approve the minutes of the June 21, 2021 Huntsville Housing Authority Board of Commissioners Meeting. The motion was seconded by Commissioner Fountain and the minutes were approved by unanimous voice vote.

4. OLD BUSINESS

There was no old business to be considered.

5. NEW BUSINESS

(Note: referenced resolutions attached hereto).

A. Financial Services. Presentation by Ms. Desiree Patterson, Lead Accountant, of Cares Act Funding for the Period Ended June 30, 2021.

B. Human Resources. Presentation by Ms. Carol Jones, Director of Human Resources regarding Resolution for Approval to Amend Huntsville Housing Authority's Personnel Policy Manual, Revising Policy No. C-07, Educational Assistance and Training.

Commissioner Willie moved to approve the resolution as circulated. The motion was seconded by Commissioner Sullivan and approved by unanimous voice vote.

6. EXECUTIVE DIRECTOR/CEO COMMENTS

A. Executive Director introduced new Deputy Executive Director, Ms. Turkessa Coleman-Lacey. Ms. Coleman Lacey makes brief comments thanking the board for the

opportunity, and briefly outlining her background and her goals for moving HHA forward with its strategic plan.

- B. Report from Development/Maintenance Manager, Mr. Mike Norment. Update on Lincoln Park issue related to grant with regards to lead based paint testing and abatement, including update on testing and plans for cleaning. HHA has five (5) locations for testing, and testing continues. Butler Terrance and Brookside testing has been completed and HHA is awaiting test reports. Lincoln Park testing is ongoing.
- C. Kenny Anderson presentation regarding Strategic Plan. Presents for consideration the draft 2021 HHA Strategic Plan (with proposed revisions and updates incorporated). Discussion by several board members, including Chairman Smith, Vice Chairman Bolte, and Mr. Sullivan; and questions and comments by Ms. Coleman Lacey and Mr. McGinnis.

7. PUBLIC COMMENTS

There were no public comments.

8. COMMISSIONER COMMENTS

Chairman Smith, Vice Chairman Bolte, Commissioner Willie and others welcome Ms. Coleman Lacey, and all commissioners join in welcoming Ms. Coleman Lacey with appropriate welcoming remarks.

9. ADJOURNMENT

Chairman Smith asked if there was any further business to come before the Board. There being no further business to come before the board, a motion was made and duly seconded to adjourn. The motion was approved by voice vote and the meeting was adjourned at 1:05 pm.

Huntsville Housing Authority

**RESOLUTION FOR APPROVAL TO AMEND HUNTSVILLE HOUSING
AUTHORITY'S PERSONNEL POLICY MANUAL,
REVISING POLICY NO. C-07, EDUCATIONAL ASSISTANCE AND TRAINING**

RESOLUTION NO. 2021-29

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

WHEREAS, it has been determined that Policy No. C-07, Educational Assistance and Training, needs to be amended to change the maximum contingent reimbursement for tuition and fees from \$2,500.00 per calendar year to \$5,000.00 per calendar year; and the employee must receive a passing grade as outlined in the policy in order to receive the maximum contingent reimbursement;


NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority meeting in regularly scheduled session this 19th day of July 2021, that this amendment to the Personnel Policy Manual be adopted.

ADOPTED THIS 19th DAY OF JULY 2021

SEAL

Attest:


Antonio L. McGinnis, Sr., Secretary


Dr. Delmonize Smith, Chairman

Delmonize Smith, Ph. D.
Chairman

ATTEST:

Antonio McGinnis, Sr.
Executive Director/CEO

HUNTSVILLE HOUSING AUTHORITY

**Board of Commissioners' Meeting
Agenda Item
Control Document**

Date: August 5, 2021

HHA Staff Representative: Teresa Wade-Chase, Director of Financial Services/CFO

Department: Financial Services

Board of Commissioners' Meeting (Date): August 16, 2021, at 12:00 p.m.

Board Agenda Item(s):

1. CliftonLarsonAllen Presentation of Audit for the Period Ended 3/31/2021.
2. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract with 4A Services for Lawn care at Brookside.
3. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended June 30, 2021.

Approved by:



Antonio McGinnis, Sr.
Executive Director/CEO/Contracting Officer

/



Date

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Dr. Delmonize Smith, Chairman

Date: 8/16/2021

HHA Board Committee Member: James Bolte, Vice Chairman

Date: 8/16/2021

HHA Staff Member:



Date:

08-16-2021

HUNTSVILLE HOUSING AUTHORITY REQUEST FOR BOARD ACTION

Resolution Approving the Executive Director/CEO/Contracting Officer to Enter into a Contract for Lawncare at Brookside

August 16, 2021

INTRODUCTION

The Huntsville Housing Authority (HHA) requested proposals from qualified, licensed, and insured entities to provide lawn care and landscaping maintenance services for Brookside.

PURPOSE/OBJECTIVE

The objective is to maintain the outward appearance of Brookside.

JUSTIFICATION/DESCRIPTION

695 potential vendors were contacted through e-Procurement, and another 73 vendors through HHA's internal vendor list. Advertisements were also placed in *The Huntsville Times*, *The Birmingham News*, *Speaking Out News* and with the North Alabama African American Chamber of Commerce.

Five vendors submitted proposals. The evaluation committee objectively rated both remaining respondents. **4A Services** was deemed to be the most responsive bidder to perform the services required in accordance with the RFP Scope of Services.

RFP NO. 2021-05 Brookside Lawn Care & Landscape Maintenance

AVERAGE SCORES					
Evaluation Criteria	Possible Points	TURPINS, LLC.	SBP LAWN CARE, LLC.	ONE STEP SERVICES, LLC.	4A SERVICES
Demonstrated Understanding of the Requirements	15	13	10	13	15
Technical Approach	20	14	12	13	19
Technical Capabilities	20	14	12	14	19
Demonstrated Experience	15	11	8	8	14
Compensation	30	30	18	18	25
TOTAL	100	82	60	66	92

ECONOMIC IMPACT

The cost of the landscaping maintenance services contract is \$34,200 annually. The contract is for a period of one year, with four one-year exercisable options, for a maximum contract term of five years.

ATTACHMENTS

None.

RECOMMENDATION

The Executive Director/CEO/Contracting Officer recommends entering into a contract with **4A Services** to provide lawn care and landscaping maintenance services for Brookside for a maximum term of five years.



Antonio McGinnis
Executive Director/CEO



Date



Teresa Wade-Chase
Director of Finance/CFO



Date

Huntsville Housing Authority

RESOLUTION APPROVING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A CONTRACT TO PROVIDE LAWN CARE SERVICES FOR BROOKSIDE

RESOLUTION NO. 2021-30

WHEREAS, Huntsville Housing Authority requested proposals from qualified firms and individuals to provide lawn care and landscape maintenance services for Brookside; and,

WHEREAS, the following responsive proposals were received:

RFP NO. 2021-05 Brookside Lawn Care & Landscape Maintenance

AVERAGE SCORES					
Evaluation Criteria	Possible Points	TURPINS, LLC.	SBP LAWN CARE, LLC.	ONESTEP SERVICES, LLC.	4A SERVICES
Demonstrated Understanding of the Requirement	15	13	10	13	15
Technical Approach	20	14	12	13	19
Technical Capabilities	20	14	12	14	19
Demonstrated Experience	15	11	8	8	14
Compensation	30	30	18	18	25
TOTAL	100	82	60	66	92

WHEREAS, **4A Services** was deemed to be the most responsive bidder in accordance with the contract specifications for Lawn Care and Landscape Maintenance Services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby authorizes the Executive Director/CEO/Contracting Officer to enter into contract with **4A Services** for Lawn Care and Landscape Maintenance Services at Brookside.

ADOPTED THIS 16th DAY OF AUGUST, 2021.

Dr. Delmonize Smith, Chairman

SEAL

Attest:

Antonio McGinnis, Sr., Secretary

Huntsville Housing Authority

200 Washington Street

Huntsville, AL 35801

(256) 539-0774

www.hsvha.org

BAF, COCC and PH Combined

Fiscal Year End: 3/31/2022 Report By: Quarter 1 Reporting Type: Income Statement

All Accounts

	ANNUAL	YEAR TO DATE AT QUARTER NUMBER 1			
		QUARTER NUMBER 1		VARIANCE	
	BUDGET	ACTUAL	BUDGET	Favorable (Unfavorable)	
Revenue:					
Tenant Rental Revenue	2,572,944.00	670,111.40	643,236.00	26,875.40	4%
Other Tenant Charges	35,497.00	13,325.00	8,874.33	4,450.67	50%
Operating Subsidy	7,363,086.00	1,931,892.00	1,840,771.65	91,120.35	5%
HUD PHA Operating Grant-CFP	756,392.00	0.00	189,098.13	(189,098.13)	(100%)
Interest Income	0.00	5,350.03	0.00	5,350.03	100%
Section 8 Rental Income	12,000.00	3,000.00	3,000.00	0.00	0%
Management Fees - Public Housing	868,324.00	222,324.30	217,081.02	5,243.28	2%
Bookkeeping Fees - PH & HCV	270,090.00	67,710.00	67,522.50	187.50	0%
Asset Management Fees - Public Housing	181,560.00	45,390.00	45,390.00	0.00	0%
Service Fee Revenue	299,177.00	71,258.05	74,794.26	(3,536.21)	(5%)
Management Fees - Capital Fund	427,360.00	0.00	106,840.02	(106,840.02)	(100%)
Management Fees - Section 8	242,208.00	60,780.00	60,552.00	228.00	0%
Management Fees - 360 Properties	52,666.00	12,837.24	13,166.52	(329.28)	(3%)
Other Income	203,887.00	717,493.06	50,971.83	666,521.23	1,308%
Gain On Disposition of Fixed Assets	0.00	0.00	0.00	0.00	0%
Inter-AMP Transfer In	0.00	0.00	0.00	0.00	0%
Total Revenue	13,285,191.00	3,821,471.08	3,321,298.26	500,172.82	15%(1)
Expenses:					
Administration:					
Administrative Salaries	2,168,875.00	474,685.51	542,218.89	67,533.38	12%
Compensated Absences	0.00	0.00	0.00	0.00	0%
Employee Benefits - Administrative	849,306.00	215,060.41	212,326.62	2,733.79	(1%)
Audit Fees	34,000.00	0.00	8,500.14	8,500.14	100%
Management Fees	868,323.00	222,324.30	217,080.87	(5,243.43)	(2%)
Bookkeeping Fees	118,710.00	29,722.50	29,677.50	(45.00)	0%
Advertising and Marketing	5,242.00	1,290.29	1,310.64	20.35	2%
Total Revenue	13,285,191.00	3,821,471.08	3,321,298.26	500,172.82	15%

Administrative Salaries	2,168,875.00	474,685.51	542,218.89	67,533.38	12%
Compensated Absences	0.00	0.00	0.00	0.00	0%
Employee Benefits - Administrative	849,306.00	215,060.41	212,326.62	2,733.79	(1%)
Audit Fees	34,000.00	0.00	8,500.14	8,500.14	100%
Management Fees	868,323.00	222,324.30	217,080.87	(5,243.43)	(2%)
Bookkeeping Fees	118,710.00	29,722.50	29,677.50	(45.00)	0%
Advertising and Marketing	5,242.00	1,290.29	1,310.64	20.35	2%

BAF, COCC and PH Combined

Fiscal Year End: 3/31/2022 Report By: Quarter 1 Reporting Type: Income Statement

All Accounts

	ANNUAL	QUARTER NUMBER 1			YEAR TO DATE AT QUARTER NUMBER 1			
		BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
Office Expense	417,923.00	151,084.90	104,481.75	(46,603.15) (45%)	151,084.90	104,481.75	(46,603.15) (45%)	
Legal	100,000.00	34,780.35	25,000.11	(9,780.24) (39%)	34,780.35	25,000.11	(9,780.24) (39%)	
Training and Travel	36,647.00	13,495.16	9,161.76	(4,333.40) (47%)	13,495.16	9,161.76	(4,333.40) (47%)	
Other Administrative Costs	154,123.00	29,289.94	38,531.37	9,241.43 24%	29,289.94	38,531.37	9,241.43 24%	
Total Administration	4,753,149.00	1,171,733.36	1,188,289.65	16,556.29 1%	1,171,733.36	1,188,289.65	16,556.29 1%	
Asset Management Fee	181,560.00	45,390.00	45,390.00	0.00 0%	45,390.00	45,390.00	0.00 0%	
Tenant Services:								
Salaries	109,027.00	14,684.45	27,256.83	12,572.38 46%	14,684.45	27,256.83	12,572.38 46%	
Relocation	0.00	1,300.00	0.00	(1,300.00) (100%)	1,300.00	0.00	(1,300.00) (100%)	
Employee Benefits - Tenant Services	75,428.00	12,508.54	18,857.10	6,348.56 34%	12,508.54	18,857.10	6,348.56 34%	
Other/Funding/Travel and Training	28,401.00	5,593.37	7,100.46	1,507.09 21%	5,593.37	7,100.46	1,507.09 21%	
Total Tenant Services	212,856.00	34,086.36	53,214.39	19,128.03 36%(2)	34,086.36	53,214.39	19,128.03 36%	
Utilities:								
Other Utilities	119,297.00	28,630.30	29,824.38	1,194.08 4%	28,630.30	29,824.38	1,194.08 4%	
Water	415,639.00	91,607.26	103,909.86	12,302.60 12%	91,607.26	103,909.86	12,302.60 12%	
Electric	379,291.00	84,219.98	94,822.86	10,602.88 11%	84,219.98	94,822.86	10,602.88 11%	
Gas	50,983.00	10,559.10	12,745.86	2,186.76 17%	10,559.10	12,745.86	2,186.76 17%	
Sewage	611,821.00	135,901.39	152,955.36	17,053.97 11%	135,901.39	152,955.36	17,053.97 11%	
Total Utilities	1,577,031.00	350,918.03	394,258.32	43,340.29 11%	350,918.03	394,258.32	43,340.29 11%	
Maintenance:								
Labor - Maintenance	1,620,615.00	337,243.53	405,153.87	67,910.34 17%	337,243.53	405,153.87	67,910.34 17%	
Employee Benefits - Maintenance	812,001.00	178,643.57	203,000.40	24,356.83 12%	178,643.57	203,000.40	24,356.83 12%	
Materials	1,118,967.00	192,905.93	279,742.02	86,836.09 31%	192,905.93	279,742.02	86,836.09 31%	
Contract Costs	1,005,969.00	231,802.51	251,492.61	19,690.10 8%	231,802.51	251,492.61	19,690.10 8%	
Total Maintenance	4,557,552.00	940,595.54	1,139,388.90	198,793.36 17%(3)	940,595.54	1,139,388.90	198,793.36 17%	
Protective Services:								
Protective Services Contract Costs	237,986.00	72,125.13	59,496.66	(12,628.47) (21%)	72,125.13	59,496.66	(12,628.47) (21%)	
Total Protective Services	237,986.00	72,125.13	59,496.66	(12,628.47) (21%)(4)	72,125.13	59,496.66	(12,628.47) (21%)	

BAF, COCC and PH Combined

Fiscal Year End: 3/31/2022 Report By: Quarter 1 Reporting Type: Income Statement

All Accounts

	ANNUAL	QUARTER NUMBER 1			YEAR TO DATE AT QUARTER NUMBER 1		
		ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
Other General Expenses	380,905.00	64,328.00	95,226.30	30,898.30	64,328.00	95,226.30	30,898.30
Payment In Lieu of Taxes	53,817.00	0.00	13,454.34	13,454.34	0.00	13,454.34	13,454.34
Total General Expenses	1,607,995.00	373,455.39	401,999.31	28,543.92	373,455.39	401,999.31	28,543.92
Other:							
Collection Loss (Bad Debt Expense)	100,000.00	(12,215.04)	25,000.11	37,215.15	(12,215.04)	25,000.11	37,215.15
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Extraordinary Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Casualty Loss	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Mort or Bonds Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amortization of Bond Issue Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COCC Transfer to Section 8	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inter AMP Transfer Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loss Disposition of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other	100,000.00	(12,215.04)	25,000.11	37,215.15	(12,215.04)	25,000.11	37,215.15
Total Expenses	13,228,129.00	2,976,088.77	3,307,037.34	330,948.57	2,976,088.77	3,307,037.34	330,948.57
Net Income/Loss	57,062.00	845,382.31	14,260.92	831,121.39	845,382.31	14,260.92	831,121.39
				5,828%			5,828%

End of Report

Explanations of Variances for June 30, 2021

- (1) Total Revenue- The favorable variance is due to the receipts of developer fees for Stone Ridge Villa in the amount of \$159,223. In addition, to the receipts of funds for the predevelopment loan for Stone Ride Villa in the amount of \$542,621.
- (2) Total Tenant Services – The allocation of resident services personnel to grant funded positions resulted in a favorable variance for this reporting period.
- (3) Total Maintenance – The favorable decrease is due to the fluctuation of maintenance materials that occurs through the year.
- (4) Total Protective Services – The unfavorable increase to Protective services is due to extending the Security contract at Central Office. The use of Security ended on 07/29/21. This item also includes the contract HHA holds with the City of Huntsville Police Dept.
- (5) Collection Loss – The favorable variance is due to the amount of monies we have collected that offsets the bad debt expense.

HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners' Meeting Agenda Item Control Document

Date: August 5, 2021

HHA Staff Representative: Antonio McGinnis, Executive Director/CEO

Department: Executive Management

Board of Commissioners' Meeting (Date): August 16, 2021, at 12:00 p.m.

Board Agenda Item(s):

1. Act on a Resolution Adopting the Huntsville Housing Authority's Strategic Plan.

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Chairman Delmonize Smith, Ph. D. Date: 08/16/2021

HHA Board Committee Member: Vice-Chairman James Bolt Date: 08/16/2021

HHA Executive Director:  Date: 08/16/2021

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

ACT ON A RESOLUTION TO ADOPT THE HUNTSVILLE HOUSING AUTHORITY'S STRATEGIC PLAN

August 16, 2021

INTRODUCTION

The Huntsville Housing Authority (HHA) seeks to examine its mission and align goals and objectives with that mission focusing on its residents and services provided to residents. In an effort to do so, the Huntsville Housing Authority (HHA) entered into a contract with Leadership Empowerment Enterprise (LEE), to upgrade the agency's 2014-2018 strategic plan.

PURPOSE/OBJECTIVE

Identify strategic goals that address the input provided through a series of engagement with stakeholders. The plan will also serve as a guide that will help the Agency navigate a course toward creating stronger, more consistent community alliances at large.

JUSTIFICATION/DESCRIPTION

The Strategic Plan is a way to ensure that the Housing Authority has a clear pathway to meet their goals and gain tools to lead clients to self-sufficiency.

ECONOMIC IMPACT

None.

ATTACHMENTS

None.

RECOMMENDATION

The Executive Director/CEO recommends that the 2021 Strategic Plan be adopted.



Antonio McGinnis
Executive Director/CEO



Date

Huntsville Housing Authority

**RESOLUTION TO ADOPT THE HUNTSVILLE HOUSING AUTHORITY'S
STRATEGIC PLAN**

RESOLUTION NO. 2021-31

WHEREAS, the Huntsville Housing Authority desires to adopt a Strategic Plan;
and

WHEREAS, the Huntsville Housing Authority desires to examine its mission and align goals and objectives with that mission focusing on its residents and services provided to residents;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huntsville Housing Authority, approves the adoption of the Strategic Plan as presented.

ADOPTED THIS 16th of AUGUST, 2021

Dr. Delmonize Smith, Chairman

Attest:

Antonio McGinnis, Sr., Executive Director