



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

REGULAR
BOARD MEETING
of the
HUNTSVILLE HOUSING AUTHORITY
July 19, 2021
12:00 P.M.

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 MEETING

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: June 21, 2021

OLD BUSINESS

NEW BUSINESS

Financial Services

1. Presentation of Cares Act Funding for the Period Ended June 30, 2021.

Human Resources

1. Act on a Resolution for Approval to Amend Huntsville Housing Authority's Personnel Policy Manual, Revising Policy No. C-07, Educational Assistance and Training.

EXECUTIVE DIRECTOR/CEO COMMENTS

PUBLIC COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT





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

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*

June 21, 2021
12:00 P.M.

1. CALL TO ORDER

In the absence of Chairman Smith and Vice Chairman Bolte, Commissioner Sullivan chaired the meeting by unanimous agreement. Commissioner Sullivan called the meeting to order at 12:05pm.

2. ROLL CALL

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

Delvin L. Sullivan
Leon D. Fountain
Shaquila Willie

The following commissioners were absent:

Delmonize Smith
James Bolte

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 MAY 17, 2021 BOARD OF COMMISSIONERS MEETING

Commissioner Sullivan stated that the minutes of the Board of Commissioners meeting for May 17, 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 Fountain moved to approve the minutes of the May 17, 2021 Huntsville Housing Authority Board of Commissioners Meeting. The motion was seconded by Commissioner Willie 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).

Financial Services.

A report was given by Teresa Wade, Director of Finance/CFO with respect to several matters related to financial services.

Ms. Wade presented information about the need to contract for plumbing services and the response to a request for quotations for small purchases. She recommended the Board authorize the Executive Director to enter into a Contract Agreement with Mr. Rooter for plumbing services.

Commissioner Fountain moved to pass Resolution No. 2021-22 to authorize the Executive Director to enter into a Contract

Agreement with Mr. Rooter for plumbing services. The motion was seconded by Commissioner Willie and the resolution was approved by unanimous voice vote.

Ms. Wade presented information about the need for unit repairs at Johnson Towers, Butler Terrace, and LR Patton. She recommended the Board authorize the Executive Director to enter into a Contract Agreement with Cowart Construction for the repairs.

Commissioner Fountain moved to pass Resolution No. 2021-23 to authorize the Executive Director to enter into a Contract Agreement with Cowart Construction for the repairs. The motion was seconded by Commissioner Willie and the resolution was approved by unanimous voice vote.

Ms. Wade presented information about the agreement with Wellstone, Inc. regarding the Sponsor Based Special Needs Assistance Program Grant. She recommended the Board authorize the Executive Director to amend the agreement regarding the sponsor.

Commissioner Willie moved to pass Resolution No. 2021-24 to authorize the Executive Director to amend the agreement as set forth therein. The motion was seconded by Commissioner Fountain and the resolution was approved by unanimous voice vote.

Ms. Wade presented information about quarterly charge offs for the period ending June 30, 2021. She recommended approval of quarterly charge offs as set forth in Resolution 2021-25.

Commissioner Fountain moved to pass Resolution No. 2021-25. The motion was seconded by Commissioner Willie and the resolution was approved by unanimous voice vote.

Ms. Wade presented information about the need for a Memorandum of Understanding with Huntsville Utilities for partnership and participation in the Uplift Pilot Program. She

recommended approval of Resolution 2021-26 to give the Executive Director authority to enter into the MOU described therein.

Commissioner Willie moved to pass Resolution No. 2021-26. The motion was seconded by Commissioner Fountain and the resolution was approved by unanimous voice vote.

Ms. Wade presented information about CARES Act Funding for the period ending May 31, 2021.

Assisted Housing.

A report was given by Paula Bingham, Director of Assisted Housing with respect to several matters related to assisted housing services.

Ms. Bingham presented information about the need to revise payment standards for the Housing Choice Voucher Program. She recommended the Board revise the payment standards in a manner set forth in Resolution 2021-27.

Commissioner Fountain moved to pass Resolution No. 2021-27 revising the payment standards for the Housing Choice Voucher Program. The motion was seconded by Commissioner Willie and the resolution was approved by unanimous voice vote.

Ms. Bingham presented information about the need to enter into a Memorandum of Understanding with the City of Huntsville Community Development (Continuum of Care). She recommended the Board authorize the Executive Director to enter into a MOU as set forth in Resolution 2021-28.

Commissioner Willie moved to pass Resolution No. 2021-28 authorizing the Executive Director to enter into an MOU with the City of Huntsville Community Development (Continuum of Care). The motion was seconded by Commissioner Fountain and the resolution was approved by unanimous voice vote.

6. EXECUTIVE DIRECTOR/CEO COMMENTS

Executive Director McGinnis gave a report on the status of various programs of the Huntsville Housing Authority. The Executive Director recognized several groups and employees for their hard work. The Executive Director recognized and thanked Felicia Beaulieu who is retiring and leaving her position with the Huntsville Housing Authority.

7. PUBLIC COMMENTS

There were no public comments.

8. COMMISSIONER COMMENTS

Each of the commissioners present added their thanks to Ms. Beaulieu for her help and support, and expressed their well wishes in her retirement.

9. ADJOURNMENT

Commissioner Sullivan 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.

Delmonize Smith, Ph. D.
Chairman

ATTEST:

Antonio McGinnis, Sr.
Executive Director/CEO

Huntsville Housing Authority

Resolution Authorizing the Executive Director to Enter into a Contract Agreement with Mr. Rooter for Plumbing Services Authority Wide

RESOLUTION NO. 2021-22

WHEREAS, Huntsville Housing Authority requested quotations for small purchases (QSP) from qualified, licensed, and bonded plumbing services; and,

WHEREAS, the following responsive proposal was received after Procurement issued two submission date deadlines:

Mr. Rooter:

	Plumber Hourly Rate	Journeyman Hourly Rate	Laborer Hourly Rate
Routine Service Rate	\$90.00	\$90.00	\$45.00
Weekend/Holiday Rate	\$90.00	\$90.00	\$45.00
Emergency Call Out Rate	\$90.00	\$90.00	\$45.00

Parts/Materials Cost Markup Percentage 15% (Less Tax)

Equipment Hourly Rates *If applicable


Backhoe/Mini-Excavator	\$90.00	Trencher	\$90.00
Dump Truck	\$150.00	Water Pump	N/A
Generator	N/A	Sewer Jet	\$225.00
TV Camera and Locator	\$161.50	Jack Hammer	\$65.00
Jumping Jack Tapper	\$45.00	Grinder/Shredder (Dump Truck)	\$225.00 + fees

WHEREAS, Mr. Rooter was deemed the only responsive bidder in accordance with the contract specifications for plumbing 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 **Mr. Rooter** for plumbing services in its various units, for a maximum term of 5 years.

Huntsville Housing Authority

ADOPTED THIS 21st DAY OF JUNE, 2021


for Dr. Delmonize Smith, Chairman

SEAL

Attest:


Antonio McGinnis, Secretary

Huntsville Housing Authority

**Resolution Authorizing the Executive Director to Enter into a Contract Agreement
with Cowart Construction, LLC for Unit Repairs at Johnson Towers,
Butler Terrace, and LR Patton**

RESOLUTION NO. 2021-23

WHEREAS, Huntsville Housing Authority requested quotations for small purchases (QSP) from qualified licensed, and bonded construction companies; and,

WHEREAS, the following responsive proposal was received after Procurement issued two submission date deadlines:

QUOTE SUBMITTED BY	TOTAL COST
Cowart Construction, LLC.	\$89,000.00

WHEREAS, **Cowart Construction, LLC** was deemed the only responsive bidder in accordance with the contract specifications for construction 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 **Cowart Construction, LLC** for the construction repairs needed.

ADOPTED THIS 21st DAY OF JUNE, 2021


for Dr. Delmonize Smith, Chairman

SEAL

Attest:


Antonio McGinnis, Secretary

Huntsville Housing Authority

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/
CONTRACTING OFFICER TO RE-ENTER INTO AN AGREEMENT WITH
WELLSTONE INC. (MENTAL HEALTH CENTER OF MADISON COUNTY) TO BE
THE SPONSOR FOR THE SPONSOR BASED SPECIAL NEEDS ASSISTANCE
PROGRAM GRANT**

RESOLUTION NO. 2021-24

WHEREAS, the Huntsville Housing Authority has been granted renewal of the Special Needs Assistance Program Grant Special Needs Assistance Program Grant effective August 1, 2021; and

WHEREAS, the Huntsville Housing Authority is required to enter into a contract with a sponsor to operate the Special Needs Assistance Program Grant;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huntsville Housing Authority, hereby authorizes the Executive Director/CEO/Contracting Officer to enter into an agreement with the Wellstone Inc. (Mental Health Center of Madison County).

ADOPTED THIS 21st of JUNE, 2021



for Dr. Delmonize Smith, Chairman

Attest:



Antonio McGinnis, Sr., Executive Director

HUNTSVILLE HOUSING AUTHORITY

RESOLUTION AUTHORIZING QUARTERLY CHARGE-OFFS FOR THE PERIOD ENDING JUNE 30, 2021

RESOLUTION NO. 2021-25

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 June 30, 2021, in the amount of \$11,308.00:


Rent	\$ 9,326.00
Maintenance Charges	\$ 1,172.00
Court Cost	\$ 314.00
Late Charges	\$ 450.00
Utility Charge	\$ 28.00
Bulk Cable	\$ 18.00

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 \$11,308.00.

ADOPTED THIS 21ST DAY OF JUNE 2021

SEAL


for Dr. Delmonize Smith, Chairman

Attest:


Antonio McGinnis, Sr., Executive Director/CEO

HUNTSVILLE HOUSING AUTHORITY

RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR/CEO/ CONTRACTING OFFICER TO ENTER INTO MEMORANDUM OF UNDERSTANDING WITH HUNTSVILLE UTILITIES FOR PARTNERSHIP AND PARTICIPATION IN THE UPLIFT PILOT PROGRAM

RESOLUTION NO. 2021-26

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 \$230,000 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.

ADOPTED THIS 21st DAY OF June, 2021


Dr. Delmonize Smith, Chairman

SEAL

Attest:


Antonio McGinnis, Sr., Secretary

HUNTSVILLE HOUSING AUTHORITY

**RESOLUTION APPROVING
REVISED PAYMENT STANDARDS FOR THE
HOUSING CHOICE VOUCHER PROGRAM**

RESOLUTION NO. 2021-27

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 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 Area 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 be effective August 1, 2021.

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.

ADOPTED THIS 21st DAY OF JUNE 2021


Delmonize Smith, Ph.D., Chairman

SEAL

Attest:


Antonio L. McGinnis Sr., Secretary

Huntsville Housing Authority

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF HUNTSVILLE COMMUNITY DEVELOPMENT (CONTINUUM OF CARE)

RESOLUTION NO. 2021-28

WHEREAS, HHA desires to partner with the City of Huntsville Community Development (Continuum of Care); and

WHEREAS, HHA has been selected by the U.S. Department of Housing and Urban Development to receive 110 Emergency Housing Vouchers; and


WHEREAS, PHAs are required to work with community partners to determine the best use and targeting for these vouchers; and

WHEREAS, a Memorandum of Understanding with the Continuum of Care is required for the administration of the EHV program;

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 Memorandum of Understanding the City of Huntsville Community Development (Continuum of Care) to be effective July 1, 2021.

ADOPTED THIS 21st DAY OF JUNE, 2021

SEAL


for Delmonize Smith, Ph.D., Chairman

Attest:


Antonio McGinnis, Sr., Secretary

HUNTSVILLE HOUSING AUTHORITY

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

Date, July 8, 2021

HHA Staff Representative: Teresa Wade-Chase, Interim Deputy Executive Director

Department: Financial Services

Board of Commissioners' Meeting (Date): July 19, 2021, at 12:00 p.m.

Board Agenda Item(s):

1. Presentation of Cares Act Funding for Period Ended June 30, 2021.

Approved by:  / 7/19/21
Antonio McGinnis, Sr. Date
Executive Director/CEO/Contracting Officer

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: 7/19/2021

HHA Board Committee Member: James Bolte, Vice Chairman Date: 7/19/2021

HHA Staff Member:  Date: 07-19-2021

**Huntsville Housing Authority
CARES ACT FUNDING
Revenue and Expense Statement
For the Period Ended June 30, 2021**

	YTD 06/30/2021	YTD05/31/2021	Variance
Actual	Actual		
Revenue:			
CARES ACT Operating Subsidy	1,203,911		
Total Revenue	1,203,911	Funds available in eLOCCS March 27, 2020	
Expenses:			
Administration:			
Administrative Salaries	220,406	309,878	(89,472) (1)
Administration Temporary Labor	22,347	22,347	-
Employee Benefits	88,478	96,796	(8,318) (1)
Office Expense	52,172	50,687	1,485 (2)
Other Administrative Costs	7,350	7,350	-
Total Administration	390,753	487,058	(96,305)
Tenant Services			
Salaries	306,177	204,912	101,265 (3)
Benefits	27,034	17,638	9,396 (3)
Other	51,490		51,490 (4)
Total Tenant Services	384,701	222,550	162,151
Utilities:			
Water	1,155	1,155	-
Total Utilities	1,155	1,155	-
Maintenance:			
Labor	212,789	212,789	-
Temporary Labor	14,861	14,861	-
Employee Benefits	133,507	133,507	-
Materials	-	51,490	(51,490) (4)
Total Maintenance	361,157	412,647	(51,490)
Protective Services:			
Protective Services Contract Costs	9,642	9,642	-
Total Protective Services	9,642	9,642	-
Subtotal Sites 47-002-47-052	1,147,408	1,133,052	14,356
Tax Credit Properties Cares Act			
Gateway Place	19,818	19,818	0
Legacy Hill	10,530	9,894	636
Chestnut Glen	5,106	5,000	106
StoneRidge Villas	920	920	0
Subtotal Tax Credit Cares ACT	36,374	35,632	742
Total Cares ACT Expenses	1,183,782	1,168,684	15,098
Balance of Cares Act Funds	20,129	Cares ACT Funding Available until December 31, 2021	

Huntsville Housing Authority CARES ACT Explanations as of June 30, 2021

- (1) Administrative Salaries and Benefits – Reclass of expenses completed for FYE 03/31/21.
- (2) Office Expense – Increase was due to additional supplies being purchased.
- (3) Tenant Services and Benefits – Increase is due to salaries and benefits incurred for April and May 2021.
- (4) Tenant Services Other and Maintenance Materials – Reclass entry of COVID supplies purchased at the property level that benefited the tenants.

HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners' Meeting Agenda Item Control Document

Date: July 6, 2021

HHA Staff Representative: Carol J. Jones, Director of Human Resources

Department: Human Resources

Board of Commissioners' Meeting (Date): July 19, 2021

Board Agenda Item(s):

1. Act on a Resolution for Approval to Amend Huntsville Housing Authority's Personnel Policy Manual, Revising Policy No. C-07, Educational Assistance and Training.

Approved by:



Antonio L. McGinnis, Sr.
Executive Director/CEO

7/19/21
Date

Department's Committee Certification:

We have reviewed the above-referenced Board of Commissioners' agenda item, 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 Commissioner Delvin L. Sullivan / 07/19/2021
Signature Date

HHA Board Committee Member Commissioner Shaquilla Willie / 07/19/2021
Signature Date

HHA Staff Member Carol J. Jones / 07/19/2021
Signature Date

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Act on a Resolution for Approval to Amend Huntsville Housing Authority's Personnel Policy Manual, Revising Policy No. C-07, Educational Assistance and Training

July 19, 2021

INTRODUCTION

HHA's Personnel 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. The employee must receive a passing grade as outlined in the policy in order to receive the maximum contingent reimbursement.

If the employee who receives the contingent reimbursement or the requested training (including travel expenses) does not maintain full-time employment with HHA for three years after receiving the reimbursement or requested training, the employee must repay HHA the monies the Agency expended.

PURPOSE/OBJECTIVE

The purpose of this request is to obtain Board approval to amend the Personnel Policy Manual, revising Policy No. C-07, Educational Assistance and Training.

JUSTIFICATION/DESCRIPTION

HHA considers its employees as an important investment to accomplish the Agency's goals and to maintain a viable workforce. The Authority further invests in its employees by providing the contingent reimbursement of tuition and fees and/or approving requested training in order to update their skills in relation to the job performed. The current maximum contingent reimbursement is currently \$2,500.00 per calendar year, which has been in effect since June 16, 2014. Since the Educational Assistance and Training policy's last effective date, June 16, 2014, tuition and fees have increased at various educational institutions; therefore, HHA is requesting that the proposed maximum contingent reimbursement for tuition and fees be changed to \$5,000.00 per calendar year.

ECONOMIC IMPACT

The contingent reimbursement for tuition and fees directly affects HHA's benefits line items. Payment for training and travel directly affects the budget line items.

ATTACHMENT


Personnel Policy No. C-07, Educational Assistance and Training.

RECOMMENDATION

The Executive Director/CEO recommends that the amendment to HHA's Personnel Policy Manual, Policy No. C-07, Educational Assistance and Training, be adopted.



Antonio L. McGinnis, Sr.
Executive Director/CEO



Carol J. Jones
Director of Human Resources

Date: 7/19/21

Date: 07/19/2021

ACTION TAKEN: _____

HUNTSVILLE HOUSING AUTHORITY Personnel Policy	DATE ISSUED	DATE EFFECTIVE	POLICY NO.	
	02/15/99	06/16/2014 07/19/2021	C-07	
	SUPERSEDES PRIOR HHA POLICY C-07	DATED 10/19/2012 06/16/2014	PAGE 1 OF 10	

TITLE

EDUCATIONAL ASSISTANCE AND TRAINING

I. This memorandum rescinds any previous publications covering the same material.

II. PURPOSE

- A. To define the policy of the Huntsville Housing Authority (HHA) for financially assisting employees who are approved by HHA to continue their education at an accredited college, university, or trade school; and to outline the training guidelines for the purpose of updating and upgrading skills in relation to the jobs performed by HHA employees.
- B. To establish budgeting guidelines for funding the Educational Assistance and Training programs.

III. POLICY

HHA accepts a responsibility to assist employees in maintaining and improving their present skill levels and increasing their skills in a dynamic, rapidly changing industry. HHA will contingently provide financial support, i.e., tuition, and registration, facility, technical, and lab fees, to eligible employees, based upon the availability of funds, when HHA determines that the courses of study and/or training are directly related to the employee's present job or will enhance the employee's potential for advancement to a position within HHA. Decisions on eligibility for the contingent reimbursement of tuition and fees, and payment for training, are at the sole discretion of the Authority. A contingent reimbursement is monies that are paid to the employee, or on behalf of the employee, before he/she completes the three-year, full-time employment obligation after receiving educational assistance or training. Graduation fees and book costs are not reimbursable.

Eligible employees must receive specific approval by HHA of the course(s) to be taken prior to taking any course for which the contingent reimbursement may be sought.

HUNTSVILLE HOUSING AUTHORITY Personnel Policy	DATE ISSUED 02/15/99	DATE EFFECTIVE 06/16/2014 07/19/2021	POLICY NO. C-07
	SUPERSEDES PRIOR HHA POLICY C-07	DATED 10/19/2012 06/16/2014	PAGE 2 OF 10

TITLE

EDUCATIONAL ASSISTANCE AND TRAINING

Employees who are interested in participating in the Educational Assistance Program, and those who want to enhance their skills through training, are encouraged to notify their Supervisor and/or Human Resources, in a timely manner, to allow for budget forecasting.

IV. TUITION ASSISTANCE

A. Eligibility

1. Employees who have completed six (6) months of continuous employment are eligible to participate in the program. Introductory, part-time, and temporary employees are not eligible.
2. Courses must meet one or more of the following criteria: be job-related, or required in a job-related curriculum, degree program, professional certificate or license, or other recognizable measure of achievement that will impact the mission of HHA.
3. Attendance at the course must not interfere with the employee's regular work schedule or job performance. In any situation when there is a conflict between job needs and school needs, the job needs shall take precedence.
4. The course of study to be pursued must be offered by an accredited college, university, or trade school.
5. Employees are required to maintain full-time employment with HHA for three years from the date of the contingent reimbursement of these expenses and fees, or those expenses, fees, and costs must be repaid to HHA. If the employee does not remain employed full time with HHA for three years, the employee must repay 100% of the contingent reimbursement paid on that employee's behalf during any part of the 36-month period preceding the employee ceasing to work full time for HHA. The employee must sign a promissory note in the

HUNTSVILLE HOUSING AUTHORITY Personnel Policy	DATE ISSUED 02/15/99	DATE EFFECTIVE 06/16/2014 07/19/2021	POLICY NO. C-07
	SUPERSEDES PRIOR HHA POLICY C-07	DATED 10/19/2012 06/16/2014	PAGE 3 OF 10
TITLE EDUCATIONAL ASSISTANCE AND TRAINING			
<p>amount of the contingent reimbursement, which becomes due and payable if the employee ceases to continue active, full-time employment for three years from the date HHA actually makes the contingent reimbursement to, or on behalf of the employee. The promissory note will recite that any amounts due to be reimbursed to HHA under the Educational Assistance Program may be deducted from the employee's final paycheck, subject to any applicable state and federal laws. Employees who complete the courses as required, and who continue to work for HHA full time for three years following the contingent reimbursement made by HHA, will not have to repay the amount(s) due under the promissory note, and the employee's obligation under the promissory note will be deemed satisfied.</p> <p>6. The employee must maintain a satisfactory work record while taking the course and must complete the course with a minimum grade of "C" for undergraduate and "B" for graduate courses. Pass/Fail courses must be passed.</p> <p>7. An employee who receives an "I" or "Incomplete" in a course, and does not complete the required work in the time frame designated by the institution, will not receive the contingent reimbursement.</p> <p>B. Application Process</p> <p>1. Application forms for educational assistance are available in Human Resources. Included with the application, the employee should provide his or her supervisor information about the course(s) for which he/she would like to receive a contingent reimbursement. The form should be completed and all appropriate signatures obtained prior to enrolling in the course(s).</p> <p>2. It shall be the employee's responsibility to ensure that an approved request has been received in Human Resources <u>prior</u> to beginning the course(s).</p> <p>3. Requests that are approved by the employee's Supervisor and Department Director will be forwarded to Human Resources for the Executive Director/CEO's</p>			

HUNTSVILLE HOUSING AUTHORITY Personnel Policy	DATE ISSUED 02/15/99	DATE EFFECTIVE 06/16/2014 07/19/2021	POLICY NO. C-07
	SUPERSEDES PRIOR HHA POLICY C-07	DATED 10/19/2012 06/16/2014	PAGE 4 OF 10
TITLE EDUCATIONAL ASSISTANCE AND TRAINING			
<p>final approval and processing. The original form will be maintained in the employee's file in Human Resources until the course has been completed.</p> <p>Upon successful completion of the course, receipts showing the cost of the tuition and fees and evidence of a passing grade or certification should be submitted to Human Resources. The Human Resources Department will then coordinate the contingent reimbursement with the Financial Services Finance Department.</p> <ol style="list-style-type: none"> 4. The employee is responsible for the purchase of course-required textbooks and graduation fees. 5. Within 45 calendar days after completion of an approved course, the employee must submit to Human Resources a copy of their course grade(s). 6. Requests which are denied by either the Department Director or Executive Director/CEO will be returned to the employee with an explanation. <p>C. Tuition and Fees</p> <ol style="list-style-type: none"> 1. Approved tuition and fees (registration, facility, technical, and lab fees), up to a maximum contingent reimbursement of \$2,500.00 \$5,000.00 per calendar year, may be given after Human Resources has received evidence of a passing grade or certification. 2. HHA will only pay tuition and fees not covered by other funding sources (Pell Grant, scholarships, Veteran's Educational Program, etc.). 3. If the employee takes a course at a private institution, the contingent reimbursement will be limited to the maximum per hour tuition amount the course would cost at a nonprivate, local institution. 4. Employees who are terminated during enrollment because of a reduction in force or job elimination will be reimbursed for the approved costs incurred if they meet the grade requirements of this policy. Employees who, prior to completing an 			

HUNTSVILLE HOUSING AUTHORITY Personnel Policy	DATE ISSUED 02/15/99	DATE EFFECTIVE 06/16/2014 07/19/2021	POLICY NO. C-07
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TITLE
EDUCATIONAL ASSISTANCE AND TRAINING

approved course, voluntarily leave HHA or are terminated for reasons other than those listed above, will not be paid for the expenses associated with the course.

5. If an individual has not satisfied the requirements of this policy, then there will not be any contingent reimbursement of tuition and fees.

6. Human Resources will verify all grades submitted. Any employee who submits altered grades or receipts will not be eligible for assistance for that period or any future period of schooling. Further disciplinary action may also take place as determined by the Executive Director/CEO or his/her designee.

7. It is the employee’s responsibility as a taxpayer to assess the tax consequences and comply with the current tax codes. Applicable taxes (if any) will be deducted by HHA and remitted to the appropriate governmental agency.

8. Workshops, seminars, conferences, and training are not part of the Educational Assistance Program.

V. DISTANCE LEARNING

Employees wishing to continue their education through distance learning will be eligible for contingent reimbursement for such programs as long as the requirements of this policy are met. Distance learning is defined as academic coursework completed outside of the traditional classroom environment and may take place via the Internet, email, mail, etc.

A. Eligibility

1. The program or course the employee is interested in taking through distance learning must meet the normal criteria established under the existing Educational Assistance and Training Policy.

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<ol style="list-style-type: none"> 2. The distance learning course or program must be on a college-level and yield academic credit, as opposed to a program intended for short-term professional development purposes only. 3. The course or program must be accredited by the appropriate college or university accreditation program and/or affiliated with a college or university whose accreditation covers the program being applied for. 4. Completion of the course or program must result in a grade or degree that is comparable to traditional college courses or programs and that otherwise meets the minimum standards established by the existing Educational Assistance and Training Policy. <p>B. Tuition and Fees</p> <ol style="list-style-type: none"> 1. The cost of the program must be within the guidelines established by the existing Educational Assistance and Training Policy. The contingent reimbursement will be limited to the maximum per hour tuition amount the course would cost at a nonprivate, local institution. 2. Any questions or issues related to the contingent reimbursement for distance learning programs not addressed in this policy or otherwise addressed by the existing Educational Assistance and Training Policy should be referred to the Human Resources Department for resolution. <p>VI. <u>TRAINING</u></p> <p>Huntsville Housing Authority recognizes that for development purposes, employees may need to attend training seminars or workshops conducted onsite/offsite that will enable employees to remain abreast of best practices in their respective fields and to raise the proficiency of employees.</p>			

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<p>Fair and equitable treatment will be applied in the selection and assignment of employees for training. The following factors will be considered when selecting any employee for training:</p> <ul style="list-style-type: none"> A. Assurance that there is no discrimination because of color, religion, sex, national origin, physical or mental disability, age, or other factors unrelated to the need for training. B. The relative degree of the employee's need for training. C. The relative extent to which the employee's knowledge, skills, attitudes, or performance is likely to be improved by training. D. Training opportunities previously afforded the employee by the Authority. E. The degree to which the training is related to duties the employee is currently performing. <p>VII. <u>PROCEDURE FOR REQUESTING TRAINING</u></p> <p>The employee proposing to attend training shall provide his/her Supervisor a written description of the course to be taken. For training that requires no travel outside of the Huntsville area, a "Training Authorization Request" form must be completed. If travel is required outside of the Madison County area, a "Travel Authorization Request" form must be completed. The request form must have the Employee's signature, the Supervisor's signature, and the Department Director's signature before submitting it to the Executive Director/CEO, or his designee, for signature.</p> <p>VIII. <u>RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> A. The Supervisor/Department Director <ul style="list-style-type: none"> 1. Specifically, the role of the Supervisor/Department Director is to ensure that the training and development needs of their staff are identified and appropriately addressed. The Supervisor/Department Director should encourage the employee's involvement in training and development activities and provide 			

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<p>guidance/feedback with regard to the skills and knowledge required for the employee's current job position, and should follow up on the effectiveness of training and its application.</p> <p>2. The Supervisor or Department Director may require that an employee participate in training to upgrade his/her skills.</p> <p>B. The Employee</p> <p>1. The employee will exercise initiative in personal development; discuss training needs with his/her Supervisor; apply to their job position knowledge gained through training; and fulfill all obligations incurred as a condition of receiving training.</p> <p>2. The employee must satisfactorily complete all training for which enrolled. If the Authority pays for training an employee and the employee drops out of the training without a justifiable reason, the employee will be responsible for repaying HHA the funds that were expended for his/her training, except salary. The Supervisor and Department Director will determine whether the reason for not completing the training is justifiable.</p> <p>3. If the employee fails to pass the first exam given at the training, he/she will be allowed to retake the exam at HHA's expense. If the employee has to take the exam a third time, any expenses incurred, e.g., travel costs, the cost of the exam, must be paid for by the employee.</p> <p>4. If the Supervisor/Director requires an employee to attend training, the employee will have no obligation to repay the funds expended for the training and/or travel.</p>			

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<p>5. Employees resigning from HHA, or terminated due to unsatisfactory job performance or infractions of HHA rules, shall reimburse HHA for all training funds expended for offsite training under this policy by HHA on their behalf within the three-year period immediately preceding such employee's resignation.</p> <p>All employees electing to use HHA training funds, shall agree, in writing, to reimburse HHA as provided above.</p> <p>6. Report to the Human Resources Department any degree or training received. A copy of all certificates received for training should be forwarded to the Human Resources Department. It is the employee's responsibility to help ensure that training received is properly noted in the employee's personnel file.</p> <p>C. Human Resources</p> <p>Human Resources has a facilitation role in relation to training and development. This includes:</p> <ol style="list-style-type: none"> 1. Providing the tools to support training and development, e.g., the performance review process and logs outlining training employees have taken. 2. In consultation with management, advising and encouraging employees about training and development matters. 3. Coordinating the delivery of certain training activities. 4. Providing training, either in-house or through outside agencies, to assist employees in upgrading their skills within their existing positions, to teach employees new skills for modifications to existing positions, or to increase employees' knowledge about employment law and practices. 			

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<p>D. If the training is onsite, the department responsible for setting up the training will notify Human Resources, contact employees scheduled to attend, and maintain sign-in sheets. After the training, the sign-in sheets should be sent to Human Resources.</p>			

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

Dr. Delmonize Smith, Chairman

Attest:

Antonio L. McGinnis, Sr., Secretary