

**REGULAR MEETING OF
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF CLAYTON COUNTY**

November 23, 2015

Pursuant to resolution and public notice, the regular meeting of the Housing Authority of Clayton County Board of Commissioners, (“HACC”) was held at the Housing Authority of Clayton County Conference Room, 732 Main Street, Forest Park, Georgia, Monday, November 23, 2015 at 6:00 p.m. The following were present:

Members Present:

Michael Bryant
James Fambrough
Karen Linnear
Curtis Green
Tonya Clarke

Others Present:

Wade Starr
Deborah Lyles
Robert Mack
Freshonda Boges
Vibha Singla

Chair. Clarke called the meeting to order. Comm. Fambrough made a motion to adopt the agenda. Comm. Bryant seconded the motion and it carried unanimously.

Comm. Bryant made a motion to approve the October 26, 2015 regular meeting minutes. Comm. Fambrough seconded the motion and it carried unanimously. Comm. Clarke and Comm. Green abstained.

Next item on the agenda was the monthly financials. Ms. Boges presented the financials and answered questions. Comm. Fambrough would like to see a copy of the \$25,000.00 check that was written to Ms. Valentine and the supporting document. Ms. Boges will get that information to Comm. Fambrough. Comm. Green made a motion to accept the monthly financials. Comm. Bryant seconded the motion and it carried unanimously.

Mr. Starr presented to the board HACC proposed budget for 2016 and answered questions. The board discussed a bonus and cost of living increase for HACC staff. Comm. Green made a motion that the budget be approved. Comm. Fambrough, Comm. Bryant and Comm. Linnear voted against the approval of the budget. (It died). Comm. Bryant made a motion to approve the budget with the following changes: \$1,000 bonus for HACC staff (\$1,000 for each employee) in January, 2016 and take out the 3.5% cost of living. Comm. Linnear seconded the motion and it carried unanimously. Ms. Singla stated that since the expense line was changed, there is a surplus of \$2,479.00. Mr. Starr recommended the \$2,479.00 be put in the miscellaneous professional fees and look at upgrading the website.

The board discussed some of the items that were discussed at the board retreat in November, 2015:

- Duties and responsibilities of the board members
- Checking of the bank statements against the financials (board decided to get the bank statements and the financials as part of the board package)
- Changing and signing of the checks (the Treasurer will assume the role of the initial signer and the Chair. will remain as secondary signer)

There were questions about the signing of the checks. It was unclear as to whether or not the Treasurer will just sign the checks or take over all of the responsibilities of the Treasurer (what the Executive Director responsibilities will be and what the Treasurer responsibilities will be). Comm. Linnear said we need to work on policies to put in place to address these issues; have a Standard Operating Procedure (SOP). Comm. Bryant suggested that the Treasurer and Accountant have a meeting and subsequently have a meeting with the Executive Director and create some ground rules or policies and at the next meeting they can communicate to the board what the end result will be. Comm. Linnear said she will meet with Ms. Singla.

Chair. Clarke reviewed items discussed at the board retreat in November, 2015:

- 1) Looking for and purchasing a multi-family complex
Investigating the current 11 acres that we have near Premier Gardens and the possibility of building there or using that land for something
- 2) Possibility of diverse housing in this multifamily complex and what we are specifically asking the ED out of that is to start investigating possibilities and to bring back anything that you have seen or have done looking for that property (3 mo. benchmark)
- 3) Look for single family housing; investigate the possibility of flipping single family housing to clean up some of the surplus in our community and also help to transition some of the families into housing

- 4) Increase community relations – Jonesboro Housing Authority, Clayton County School Board, Clayton County Water Authority, Habitat for Humanity, Community Development, etc. Invite some of these organizations; some of the members of their board to our meetings.
- 5) Recreate the brand of HACC
- 6) Find a celebrity spokesperson to help recreate the brand of the HACC
- 7) Solicit for a grant writer

The board will present specific action items and benchmarks into official action at the next board meeting, January 25, 2016.

Also, at the board retreat the board discussed if the ED is unavailable who would be in charge. Chair. Clarke stated according to the Foundation's Handbook—any approach that we have to the employees, outside the executive director, whether he is available or not available would be against federal policy.

Comm. Fambrough made a motion that we have our next meeting at Premier Gardens, January 25, 2016. Comm. Bryant seconded it and it carried unanimously.

Comm. Bryant made a motion to adjourn the meeting. Comm. Fambrough seconded the motion and it carried unanimously.