

MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING

HOUSING AUTHORITY OF HARTSVILLE

September 26, 2017

The Board of Commissioners of The Housing Authority of Hartsville met in a Regular Meeting on Tuesday, September 26, 2017 at 10:00 am in the office of the Authority at 1301 South Fifth Street, Hartsville, South Carolina.

Chairman Douglas called the meeting to order at 10:00 a.m. and upon roll call the following were present and absent:

PRESENT
Charles Douglas, Chairman
Francine Bachman, Commissioner
Lunella Williams, Commissioner
Sylvia McElveen, Executive Director

ABSENT
Ted Williams, Commissioner
Phylanda Thomas, Vice Chair

Guests:

Sherron Skipper, City Clerk
Councilmember Teresa Mack

Chairman Douglas stated that if a commissioner misses four or five consecutive meeting he/she would be ejected from the board. If a commissioner is sick or has a doctor's appointment he/she will be excused. This must be in the By-Laws before it can commence.

PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON SEPTEMBER 19, 2017 AND DULY POSTED AT HOUSING AUTHORITY OF HARTSVILLE LOCATED AT 1301 SOUTH FIFTH STREET.

Chairman Douglas presented to the board for their review and approval to waive reading of the minutes of the July 25, 2017 regular Board and Budget Workshop on September 05, 2017 as submitted. A motion was made by Commissioner Lunella Williams and seconded by Commissioner Bachman to waive the reading and approve the minutes as submitted. (See attached and made a part of these minutes). The "Ayes" and "Nays" were as follows:

Ayes
Charles Douglas, Chair
Francine Bachman, Commissioner
Lunella Williams, Commissioner

Nays
None

Chairman Douglas then declared said motion carried.

Bills and Communications: Director McElveen explained that the By-Laws for the Housing Authority of Hartsville lists this item In the Order of Business. Unsure of the information that needs to be presented. Will work with the Board of Commissioners and determine what information they would like to receive.

Report of the Executive Director: Director McElveen informed the Board that the Authority was still under budget in the General Fund Account and Section 8 has a Net Income of \$56,609. The Waiting List for Public Housing is twenty (20) and fifty (50) for Section 8. Council member Mack wanted to know the

reason for taking applications. Public Housing applications are taken when there is a need for a certain bedroom size. We very seldom take applications for one bedroom due to a low turnover rate. The most popular is the three and four bedrooms. The next report is the Management Operations Indicators which shows the occupancy rate for each month on each complex and last page shows both Southpark and Eastpark with an August occupancy rate at 96.2%. The report also shows the Tenant Accounts Receivable Ratio for each month. The HAP Analysis report breaks down the number of tenants, contract rent, tenant payment, UHAP payment and owner payment. The Issued Voucher Analysis shows the number of voucher issued each month.

New Business:

A. Resolution No. 1142: approval of the Operating Budget for Fiscal Year 10/01/2017 – 09/30/2018.

Motion was made by Commissioner Lunella Williams and seconded by Commissioner Bachman to approve the Operating Budget for Fiscal Year 10/01/2017 – 09/30/2018.

Ayes

Charles Douglas, Chairman
Francine Bachman, Commissioner
Lunella Williams, Commissioner

Nays

None

Chairman Douglas then declared said motion carried.

B. Resolution No. 1143: approval of the Tenant Charge Schedule for 10/01/2017 – 09/30/2018.

Motion was made by Commissioner Bachman and seconded by Commissioner Lunella Williams to approve the Tenant/Maintenance Charge Schedule for 10/01/2017 – 09/30/2018.

Ayes

Charles Douglas, Chairman
Francine Bachman, Commissioner
Lunella Williams, Commissioner

Nays

None

Chairman Douglas then declared said motion carried.

C. Resolution No. 1144: approval of the charge offs for Southpark and Eastpark. A motion was made by Commissioner Bachman and seconded by Commissioner Lunella Williams to approve the charge offs for Southpark and Eastpark.

Ayes

Charles Douglas, Chairman
Francine Bachman, Commissioner
Lunella Williams, Commissioner

Nays

None

Chairman Douglas then declared said motion carried.

D. Resolution No. 1145: approval of the Section 8 Payment Standard effective 01/01/2018. A motion was made by Commissioner Bachman and seconded by Commissioner Lunella Williams.

Ayes

Charles Douglas, Chairman
Francine Bachman, Commissioner
Lunella Williams, Commissioner

Nays

None

Chairman Douglas then declared said motion carried.

Chairman Douglas stated that the Housing Authority has improved tremendously. He also stated that he gives credit to everyone working here but the leader, Sylvia, leads it. She need to be commented for that. He stated that he joined the board in 1985 and enjoys serving the community. The Housing Authority has changed for the better.

- E. Resolution No. 1146: approval of the Smoke Free Policy effective 12/01/2017. This item was tabled until more information is made available.
- F. Resolution No. 1147: approval of Smoke Free Lease Addendum effective 12/01/2017. This item was tabled until the Smoke Free Policy is approved.
- G. Resolution No. 1148: approval of contract with Cyber Solutions for IT Services. A motion was made by Commissioner Lunella Williams and seconded by Commissioner Bachman to approve the contract with Cyber Solutions for IT Services

Ayes

Charles Douglas, Chairman
Francine Bachman, Commissioner
Lunella Williams, Commissioner

Nays
None

Chairman Douglas then declared said motion carried.

- H. Resolution No. 1149: approval of contract with Shred It for monthly shredding services. A motion was made by Commissioner Lunella Williams and seconded by Commissioner Bachman to approve the contract with Shred It for monthly shredding services.

Ayes

Charles Douglas, Chairman
Francine Bachman, Commissioner
Lunella Williams, Commissioner

Nays
None

Chairman Douglas then declared said motion carried.

There being no further business to enact, a motion was made by Commissioner Bachman and seconded by Commissioner Lunella Williams to adjourn the meeting. The Ayes and Nays were as follows:

Ayes

Charles Douglas, Chairman
Francine Bachman, Commissioner
Lunella Williams, Commissioner

Nays
None

Chairman Douglas declared the said motion carried and the meeting adjourned at 11:00

Charles Douglas, Chairman

Sylvia McElveen, Executive Director