

**MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING**

**HOUSING AUTHORITY OF HARTSVILLE**

**March 29, 2017**

The Board of Commissioners of The Housing Authority of Hartsville met in a Regular Meeting on Tuesday, January 29, 2017 at 10:00 am in the office of the Authority at 1301 South Fifth Street, Hartsville, South Carolina. (Meeting rescheduled from January 28, 2017)

Chairman Douglas called the meeting to order at 10:07 a.m. and upon roll call the following were present and absent:

PRESENT	ABSENT
Charles Douglas, Chairman	Phylanda Thomas, Vice Chair
Francine Bachman, Commissioner	
Lunella Williams, Commissioner	
Ted Williams, Commissioner	
Sylvia McElveen, Executive Director	

**PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON MARCH 07, 2017 AND DULY POSTED AT HOUSING AUTHORITY OF HARTSVILLE LOCATED AT 1301 SOUTH FIFTH STREET.**

Invocation

Chairman Douglas presented to the board for their review and approval the agenda for the March 29, 2017 regular board meeting to be approved as submitted. A motion was made by Commissioner Ted Williams and seconded by Commissioner Bachman to approve the agenda for the March 29, 2017 regular board meeting. The "Ayes" and "Nays" were as follows:

Ayes	Nays
Charles Douglas, Chairman	None
Lunella Williams, Commissioner	
Francine Bachman, Commissioner	
Ted Williams, Commissioner	

Chairman Douglas then declared said motion carried.

Chairman Douglas presented to the board for their review and approval to waive reading of the minutes of the January 31, 2017 regular Board meeting and the Teleconference meeting on February 27, 2017 as submitted. A motion was made by Commissioner Bachman and seconded by Commissioner Ted Williams 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	Nays
Charles Douglas, Chairman	None
Francine Bachman, Commissioner	
Lunella Williams, Commissioner	
Ted Williams, Commissioner	

Chairman Douglas then declared said motion carried.

**Updates – Received as information only:** Executive Director McElveen presented to the Board the February financials for General Fund and Section 8.

Public Housing Updates: As of February 28, 2017. The Delinquency Report Rating was at 97.96%. The Public Housing Waiting List stands at 14 applicants. Move-outs: 1. Move-ins: 2. Occupancy Rate: 97% Tomika Berry is working on a No Smoking Policy which is mandatory by HUD as of July 2018.

Section 8 Updates: As of February 28, 2017. The Delinquency Report Rating was 98.11%. The Waiting List stands at 76 applicants. Move-outs: 2. New admissions: 0. Occupancy rate: 158.

Administration: The audit for fiscal year end 09/30/2016 is scheduled for the week of April 17, 2017.

**New Business:**

1. Discussion of a web site designer for the Housing Authority of Hartsville. Director McElveen presented the information from Scott Accounting & Computer Service (SACS) and Brooks-Jeffrey. Brooks-Jeffrey has been very instrumental in designing web sites for housing authorities. The Darlington Housing Authority's web site was designed by Brooks-Jeffrey. Director McElveen demonstrated the different aspects of the web site. SACS sent a quote upon request but did not follow up with the Housing Authority. They did not show interest like Brooks-Jeffrey did.
2. Discussion of a bank for Section 8 program Checking and Money Market Accounts. Director McElveen explained that the Housing Authority of Hartsville (HAH) has three accounts, General Fund (A/P & Payroll), Section 8 checking (pay landlords/property owners) and a Section 8 money market at Wells Fargo. Director McElveen inquired regarding direct deposit for landlords/property owners the individual at Wells Fargo was not at all helpful. Was told to go online and look at the options. Director McElveen went to Heritage Bank and inquired about opening a business checking account. The individual gave a one page breakdown of the different account options. Did not spend no more than five minutes at Heritage. Stopped at First Citizens Bank. The individual was very friendly and asked numerous questions. Spent about 30 minutes at this bank. The bank submitted a very professional proposal. The last bank was South State Bank. Talked with an individual. An employee with the business sector contacted the Director by phone and submitted a two page proposal by email. The commissioners agreed that First Citizens was the most professional of all the banks. Commissioner Bachman recommended we give Heritage Bank a second chance due to the fact that they are the only "hometown bank" out of the group. Commissioner Lunella Williams and Commissioner Ted Williams agreed and asked Commissioner Bachman and Director McElveen to meet with Heritage Bank and get a better proposal. The board will meet again and decide between Heritage Bank and First Citizens Bank.
3. Discussion of a bank for General Funds (A/P and Payroll) was rolled into Discussion 2.
4. Discussion of setting up direct deposit to pay Section 8 landlords/owners will depend on the outcome of Discussion 2.

Res.1129-to approve a web site designer for the Housing Authority of Hartsville. Brooks-Jeffrey was chosen as the web site designer. After a brief discussion a motion was made by Commissioner Ted Williams and seconded by Commissioner Lunella Williams to approve Res 1129 the approval of Brooks-Jeffrey as the web site designer for the Housing Authority of Hartsville.

The Ayes and Nays were as follows:

Ayes

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

Nays

Chairman Douglas then declared said motion carried.

Res. 1130 to approve a bank for Section 8 program Checking and Money Market, Res. 1131 to approve a bank for General Funds (A/P and Payroll), and Res. 1132 to approve setting up direct deposit to pay Section 8 landlords/owners was tabled until the outcome of Discussion 2 was decided. A motion was made by Commissioner Ted Williams and seconded by Commissioner Lunella Williams to table Res. 1130, Res. 1131, and Res. 1132 until the outcome of Discussion 2 was approved. The Ayes and Nays were as follows:

Ayes	Nays
Charles Douglas, Chairman	None
Francine Bachman, Commissioner	
Lunella Williams, Commissioner	
Ted Williams, Commissioner	

Chairman Douglas then declared said motion carried.

**Other Business: - None**

Executive Session – not required

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

Ayes	Nays
Charles Douglas, Chairman	None
Lunella Williams, Commissioner	
Francine Bachman, Commissioner	
Ted Williams, Commissioner	

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

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Charles Douglas, Chairman

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Sylvia McElveen, Executive Director

STATE OF SOUTH CAROLINA  
COUNTY OF DARLINGTON  
March 29, 2017