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Housing Authority of the City of East Point, Georgia

Regular Meeting

November 19, 2019

The Board of Commissioners (Board) of the Housing Authority of the City of East Point, GA (Authority) met on Tuesday, November 19, 2019 at 5:30 PM at 3056 Norman Berry Drive, East Point, GA, for its regular meeting. All Commissioners waived notice of the meeting. The regular November meeting was moved from November 26 to November 19, and notice was published and posted as required.

Ms. Allen called the meeting to order at 5:30 PM.

Those answering the roll call were:

Ms. Allen, Ms. Adams, Dr. Lovett, and Ms. Aziz.

Others Present: Michael Spann, Executive Director, Garlan Furin, General Counsel, and Housing Authority employees: Tara Mobley, Luvell Porter, Rejeana Prothro, Veloria Stewart, Vanessa Fleming, and Kendrick Woods. EPCEDC employee Ariana Wilkins.

Ms. Allen opened the meeting with a moment of silence.

Upon motion of Ms. Adams, seconded by Ms. Aziz, the Board voted unanimously to adopt the Agenda.

On motion of Ms. Aziz, seconded by Ms. Adams, the Board voted unanimously to approve the minutes of the regular meeting held October 29, 2019.

Mr. Spann updated the Board on the Hillcrest property: The General Contractor continues to make rapid progress; they are 3-4 weeks ahead of schedule, with an estimated May 2020 completion date. HUD completed its second review of the subsidy layering. The Housing Authority has committed 65 total project based vouchers, which will be issued in 25% increments as the lease up process takes place. The Housing Authority has absorbed 20 vouchers from other agencies to use for this purpose. The Wait List will target current Martel and Hurd residents who are in the age group (62+) and want to move to Hillcrest.

Mr. Spann updated the Board on the Nelms property: The RFQ for Development Partners for the Nelms property closes on November 21, and he estimates we will have 8-10 responders. He is revising the score sheet currently. Mr. Spann invited the Board members to participate in the bid review process as available.

Mr. Spann updated the Board on the Martel property: The Portfolio CHAP application has been postponed until December, to review different financing options. RAD rent amounts increased for the Atlanta market effective September 1, 2019, so there is a better cash flow. Staff is currently filling the 25 vacant units they had set aside for RAD relocation by pulling families off the Wait List and transferring families who are over-housed. Ms. Adams asked Mr. Spann how many families are on each wait list, and he responded there are approximately 800 on the HCV Wait List and 1902 on the Public Housing Wait List. Mr. Spann explained that it is more efficient to absorb another agency's voucher if they have a lower area median rent standard, rather than

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administer it. Dr. Lovett asked if we were putting local residents at a disadvantage, and Mr. Spann, Ms. Furin, and Vanessa Fleming responded that we were not, and explained the difference in the HCV vouchers vs. traditional public housing. Dr. Lovett and Ms. Adams requested further education on how the different systems function, and Mr. Spann mentioned that HUD will make a presentation, the Housing Authority offers quarterly landlord and tenant briefing sessions, and Ms. Furin mentioned the summary from the Administrative Plan. The Board and staff generally discussed specific programs to increase the number of HCV vouchers for targeted groups, for example people living with HIV and children aging out of foster care/family reunification. Ms. Adams mentioned the high percentage of people living with HIV in East Point. Mr. Spann mentioned the City of South Fulton as a possible source for vouchers for Fairburn HA, and stated that staff are always alert for grant possibilities. Dr. Lovett mentioned the importance of residents participating in the 2020 census for allocation of federal funds. Ms. Adams mentioned that the Social Work intern can assist with informing residents, and Mr. Spann mentioned that is one of the focuses of the NAACP. Dr. Lovett also mentioned the Mayor's Complete Count committee.

Mr. Spann discussed the EPCEDC (East Point Community and Economic Development Corporation): The Board plans to meet the second week in December to seat the new Board members.

Mr. Spann discussed the Fairburn Housing Authority: He met with the Mayor of Fairburn to discuss land purchases in the area, including Landmark Christian Academy. He also met with Gray Byrnes, the HUD representative for RAD. Prestwick has an existing senior development in Fairburn and is looking for a second location. Ms. Prothro stated that the Fairburn HA will open their Public Housing Wait List in December, because it is under 100 now.

Mr. Spann had previously provided an update on the Rental Assistance Demonstration (RAD) program, earlier in the meeting.

Public Comment: There was no public comment.

The Monthly Agency Reports were previously distributed to the Board via the documents on the website/email. Mr. Spann briefly discussed the financial reports, and the voucher report. The Authority is approximately \$70,000 to the positive in the annual budget. Mr. Woods recommended bringing the turnkey services in house. Ms. Wilkins dispersed approximately \$25,000 from escrow accounts to FSS graduates, so now a new cycle begins with FSS participants to build up their escrow accounts.

Mr. Spann discussed the 2019 SEMAP (Section Eight Management Assessment Program) report, and reviewed the criteria that resulted in our overall High Performance rating last year. This should be another High Performance rating year. Dr. Lovett asked how the numbers in the report were calculated and reviewed, and Mr. Spann explained the four tier review system of employees and auditors. On motion of Dr. Lovett, seconded by Ms. Aziz, the Board voted unanimously to approve Resolution 19-11-01, to direct Mr. Spann to submit the 2019 SEMAP reports to HUD.

Mr. Spann discussed the revised Utility Allowance Schedules for the Public Housing and Housing Choice Voucher programs, which will go into effect January 1, 2020. The annual utility allowance survey was conducted, and there was no evidence of a 10% cost increase in the greater Atlanta area among all providers for all types of utilities. On motion of Dr. Lovett, seconded by Ms. Adams, the Board voted unanimously to approve Resolution 19-11-02, to adopt the revised Utility Allowance Schedule for both programs, effective January 1, 2020.

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Mr. Spann discussed the annual “write-off” of appliances that are excess and obsolete, with no value except scrap value. Ms. Aziz asked the total value, and Mr. Spann responded that the total value was \$10,387.00, representing 41 appliances. Dr. Lovett asked if the new maintenance inventory will keep this inventory, and Mr. Spann responded that they would keep this inventory and tag all assets. Ms. Prothro confirmed that the Housing Authority does not offer washing machines or dryers any longer, and the older Martel units do not have a dryer hook up. On motion of Dr. Lovett, seconded by Ms. Adams, the Board voted unanimously to approve Resolution 19-11-03, to allow the Housing Authority to dispose of the obsolete appliances and write their value off.

Mr. Spann made a presentation regarding the FY 2019 staff and agency achievements, including the following areas:

Housing Choice Voucher Program: SEMAP score for 2018 is a High Performer for the 8th consecutive year, and met HUD requirements for increasing Landlord outreach, zero audit findings. The Board generally discussed how the program runs with the staff, including the qualifications of landlords, their decisions to accept HCV rent vs. market rate rent, how HCV rent standards are determined, Housing Quality inspections, and how vouchers transfer and work in different rental markets.

Public Housing Program: Increased the average rent collected by 15%, the tenant education for RAD conversion was successful, the bed bug treatment plan cut reported cases by 65%, 14 units were rehabbed at Martel and Hurd, emergency work orders have faster and better responses, the playground equipment at Martel was upgraded. The Board and staff generally discussed that the better economy has increased the employment rate, and the FSS program encourages residents to work also. The Board and staff also generally discussed the bed bug issue and how infestations are monitored by maintenance employees and the methods of correction. Mr. Spann discussed that even with two additional Town Hall meetings with residents, and additional training for Resident Council, it is still sometimes difficult to encourage participation.

Special Programs: Ms. Aziz asked about the partnership with Impact Church, and Mr. Spann responded that the church has provided a summer meal program for children, which will continue. Mr. Spann discussed the Georgia State Social Work Intern program, facilitated by Ms. Adams. Ms. Adams asked about the partnership with United Way, and Mr. Spann explained that sometimes people are referred there because they serve as a clearinghouse for assistance of many types.

Family Self Sufficiency Program: Seven participants graduated in 2019, PH participation was increased by 40%, and ten veteran participants joined the program. Two participants purchased homes. Ms. Wilkins stated that although some housing authorities are eliminating these programs, the HACEPG has two more in the works.

Information Technology: Migrated to Microsoft 365 and Windows 10, secured domain names for all new entities.

Administration: Training for staff through multiple organizations (GAHRA, PHADA, Nan McKay). The Audit resulted in zero findings for the 8th consecutive year. Maintenance work orders will soon go to an online system. Staff and Commissioners maintained communication with our elected representatives. Hillcrest Homes was demolished and construction/financing for Hillcrest Senior Apartments was completed.

Mr. Spann then asked the Board to consider a year end bonus recognition for staff.

On motion of Dr. Lovett, seconded by Ms. Aziz, the Board voted unanimously to go into Executive Session to

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discuss personnel issues at 7:29PM.

On motion of Ms. Aziz, seconded by Ms. Adams, the Board voted unanimously to reconvene in public session at 7:47PM.

On motion of Ms. Aziz, seconded by Ms. Adams, the Board voted unanimously to authorize Mr. Spann to issue an Incentive Recognition to HACEPG staff with a range of their salary, to acknowledge the employee contributions to the agency and the community, according to the total range of the budget as discussed in Executive Session.

On motion of Ms. Aziz, seconded by Ms. Adams, the Board voted unanimously to issue an Incentive Recognition to Mr. Spann as the Executive Director in the percentage as discussed in Executive Session, to acknowledge his contributions to the agency and the community.

The Board generally discussed the staff/Board holiday lunch on December 12th, including the agenda and caterers. Mr. Spann notified the Board of the NAACP opening, and Ms. Allen notified the Board of the East Point resident turkey giveaway. Ms. Mobley will set up email addresses for all Board members through the HACEPG website. Ms. Aziz and Ms. Allen requested name tags and business cards for future functions.

On motion of Ms. Aziz, seconded by Dr. Lovett, the Board voted unanimously to adjourn the regularly scheduled meeting at 8:02PM.