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**Housing Authority of the City of East Point, Georgia**

**Regular Meeting**

**October 2, 2019**

The Board of Commissioners (Board) of the Housing Authority of the City of East Point, GA (Authority) met on Wednesday, October 2, 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 September Board meeting was rescheduled to this date.

Ms. Allen called the meeting to order at 5:37 PM, after the Annual meeting.

Those answering the roll call were:

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

Others Present: Michael Spann, Executive Director, Garlan Furin, General Counsel, and Housing Authority employees: Tara Mobley, Luveell Porter.

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

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

The Board moved to Old Business while they waited on the auditor telephone conference.

On motion of Dr. Lovett, seconded by Mr. Newman, the Board voted unanimously to approve the minutes of the regular meeting held August 27, 2019.

Mr. Spann updated the Board on the Hillcrest property: The General Contractor continues to make rapid progress; they are 3 weeks ahead of schedule, and are taking names via their phone number for the Waiting List. The website link is not active year, but should be active this week. Information about the development was given to the Resident Council, and senior HACEPG residents will be given preference. Mr. Spann and Ms. Furin discussed the PILOT payment history to East Point, and the payment made to clear the lien on East Point property for the sewer easement at Hillcrest (and the long process it took). Dr. Lovett reminded the Board about the large power bill the HACEPG had to pay for temporary power poles at Martel during renovations. Mr. Spann is going to meet with Fred Gardiner, City Manager for East Point, regarding PILOT and partnership possibilities. Dr. Lovett reminded the Board that any result of the discussion regarding PILOT payment needs to be presented at City Council, to show the contributions of the HACEPG to the tax base.

Mr. Spann updated the Board on the Nelms property: The RFQ for Development Partners for the Nelms property has not been published yet, but should go out this week, with additional language received at the recent GAHRA conference. The HACEPG staff has also informally contacted six developers to advise that the RFQ will be upcoming. The turnaround should be three weeks. They are putting up a gate to secure the property. There is upcoming filming at the site, and he explained that most funds received from that source go to the Resident Council for training.

Mr. Spann updated the Board on the Martel property: The Beatty Group is revising the Portfolio CHAP application to submit to HUD early next week, with a 30 day turnaround period. The HACEPG has hired two new maintenance employees to do turnkey services in house, with the 20 vacant units that are not being held for RAD relocation any longer. The HACEPG has an existing contract with HD Supply, and they also do turnkey work, so they came to review the units slated for renovation. The parking spaces are being striped. The NAACP signed an Memorandum of Understanding and moved into the existing office/classroom space.

The Board moved back to Item 3, and Mr. Spann welcomed Mr. Mike Lamb from Aprio, LLP via telephone at 6:05PM, to review the 2018 Annual Audit with the Board. Mr. Lamb is part of their audit review board, and discussed that the general audit procedure, that there were no findings, and internal controls and employee training were both found to be sufficient. After the phone conference, the Board generally discussed the audit. Dr. Lovett and Ms. Adams congratulated the staff on the audit results, and Mr. Spann mentioned that sending the employees to training is a major emphasis. Ms. Adams asked a question regarding oversight on Norman Berry Village, as the HACEPG interest in that property was included in the audit. Mr. Spann discussed the different levels of interaction and oversight, including having a NBV resident on our Resident Council, physical inspections, and approval of their annual audits. The Board also discussed grant applications (and staff levels in that area). Mr. Spann discussed that staff have identified an additional way to assist HCV participants (ports from other housing authorities) so that they can join our escrow matched savings program. Ms. Adams clarified that the HACEPG needs a fulltime employee who only handles grant applications.

Mr. Spann discussed the EPCEDC (East Point Community and Economic Development Corporation): The contract to purchase 2886 Semmes Street was terminated for issues found during the inspection process. He mentioned that they had contacted former East Point Fire Chief Rosemary Cloud as a potential new Board member. Dr. Lovett explained that the Board was considering changing the Bylaws, so that Mr. Spann would count in the majority Director count, even though he was not a Commissioner of the HACEPG, because he is an Officer and represents the HACEPG interests. Dr. Lovett explained that Mr. Spann is employed by the HACEPG Board, and represents their interests. Ms. Furin confirmed that the language in the existing Bylaws was the intent of the HACEPG Board when EPCEDC was established, the majority of Directors "shall at the time of their election and service be acting Commissioners" of the HACEPG. The intent of the HACEPG Board is to maintain control of the EPCEDC Board; if it becomes self funding in the future, that may change at that time. Ms. Adams asked why Ms. Aziz was not placed on the EPCEDC Board yet, as the HACEPG Board discussed this months ago and she accepted the position. Dr. Lovett stated that he would prefer three total Directors, with the next Director being from outside the HACEPG Board. Ms. Adams stated that a Board of three was too insular, and the Board should be larger. Ms. Aziz stated that Directors from outside the HACEPG Board are good, but EPCEDC is not prepared for that step yet; there are no financial statements for example. Ms. Furin clarified the Bylaws regarding the membership and number of Directors, and Ms. Aziz stated that if both she and Ms. Cloud joined the existing two Directors, there would be a total of four Directors, which is an even number but would still work because it would force compromise if there was a tie vote. Ms. Adams stated that voting by consensus is a good method of governance. Ms. Aziz stated that EPCEDC should not change the Bylaws merely because they are inconvenient; Mr. Spann is not a HACEPG Commissioner, and that both she and Ms. Cloud should join the EPCEDC Board of Directors at this time. Ms. Adams stated that Ms. Aziz has previously agreed to be on the EPCEDC Board and is willing to do the work. Ms. Furin explained that the HACEPG Board can make a recommendation to the EPCEDC Board, and that the true control at this time is as a funding source. Ms. Adams stated that she would like to see more information on Ms. Cloud and her qualifications, and Dr. Lovett gave a quick summary of her background and professional work. Ms. Aziz and Ms. Adams stated that they were concerned about the existing Board, because Mr. Spann works for Dr. Lovett in his position as Executive

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Director of the HACEPG, and there are only two on the Board at this time. Dr. Lovett clarified that he has never tried to influence Mr. Spann, and he does not control the HACEPG Board. Mr. Newman moved that the Board make a recommendation to the EPCEDC Board to add Ms. Aziz to the EPCEDC Board, and Ms. Adams moved to modify that motion to add that the EPCEDC Board add Ms. Aziz and Ms. Cloud. The modification to the Motion was approved, and the Board voted as follows: Ms. Adams and Mr. Newman voted to make the recommendation, and Ms. Aziz and Dr. Lovett abstained.

The Board moved to Item 5.3 on the Agenda, and Mr. Spann discussed the 2020 Draft Operating Budget, with an estimated \$58,039 gain, and the changes from the 2019 budget. On motion of Ms. Aziz, seconded by Ms. Adams, the Board voted unanimously to approve the 2020 Draft Operating Budget.

The Board moved to Item 4.5 on the Agenda, and Mr. Spann discussed the Fairburn Housing Authority: The FHA Board attended Georgia Initiative for Commercial Housing retreat. Their Board currently has an opening. The City of Fairburn recently demolished some homes in their downtown area, added lighting, and refurbished a playground with grant money.

There was no Rental Assistance Demonstration (RAD) program update.

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 community Back to School event, and the Board discussed the NAACP offerings, which included GED classes, computer lab, voter registration, mental health counseling, career counseling, and after school tutoring to the entire community. The HACEPG pays for their utilities under the MOU, and they offer the services in exchange for the space. The Board generally discussed that the voter registration services have to be unrelated to other services (no quid pro quo), keeping resident information confidential, and the signage should be our logo.

On motion of Ms. Adams, seconded by Mr. Newman, the Board voted unanimously to adjourn the regularly scheduled meeting at 7:52PM.

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