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Housing Authority of the City of East Point, Georgia

Special Called Meeting

December 14, 2021

The Board of Commissioners (Board) of the Housing Authority of the City of East Point, GA (Authority) met on Tuesday, December 14, 2021 at 5:00 PM for a Special Called meeting.

The meeting was held being held under circumstances necessitated by emergency conditions involving public safety, more specifically, the public health issues created by the COVID-19/Coronavirus, so this meeting is being conducted via video and audio teleconference via Zoom, in compliance with O.C.G.A.§50-14-1 (g). Public access is allowed to the meeting via the Zoom ID being posted at the HACEPG office and on the HACEPG website.

Notice of the Special Called meeting was emailed to the Fulton County Daily Report-ALM (the legal organ of Fulton County) on December 10, 2021 and published on December 11, 2021. The agenda was posted at the HACEPG office and on the website.

All Commissioners waived notice of the meeting.

Ms. Adams called the meeting to order at 5:01 PM.

Those answering the roll call were:

Ms. Adams, Ms. Jackson, Ms. Bussey, and Mr. Frazier. Dr. Lovett joined the meeting at 5:08PM.

Others Present: Michael Spann, Executive Director, Garlan Furin, General Counsel, and Housing Authority employees: Tara Mobley, Luvell Porter, Debra Stephens, and Rejeana Prothro.

Ms. Adams opened the meeting with a moment of silence/prayer.

Upon motion of Ms. Jackson, seconded by Mr. Frazier, the Board voted unanimously to adopt the Agenda. Mr. Spann stated that the guests regarding Norman Berry Village (Agenda Item 4.1) would not be attending.

On motion of Mr. Frazier, seconded by Ms. Bussey, the Board voted unanimously to approve the minutes of the regular meeting held November 16, 2021.

Public Comment: Mr. Spann confirmed that there were no public comment participants who were previously signed up present on the Zoom meeting.

Mr. Spann presented the Annual review of Staff/Agency Achievements to the Board during fiscal year 2021: The fiscal year ended 9/30/21. Mr. Spann briefly restated the Mission Statement and Strategic Plan to the Board, then reviewed departmental highlights:

Housing Choice Voucher: A new position for Finance Compliance Specialist was created in June 2021, and as a consequence, the Housing Authority has collected \$20,500 on previously unreported income, and has executed

DRAFT

\$90,000.00 in repayment agreements. A Landlord video has been added to the website, as HUD has encouraged recruiting new landlords to the program. All briefings are virtual during COVID, and the recertification process was streamlined when the Board revised the policy in November 2020 to be more efficient. The Wait List was purged and now stands at 292. The redevelopment at Hillcrest Phase I was managed, using 65 project based vouchers (100%) and using 98.7% of all HCV vouchers. 8 Family Self Sufficiency program members graduated.

Public Housing: The Wait List was purged, and now stands at 393. All annual inspections were completed. A Document management tool was developed, so that all staff can view tenant files online. A Tenant Portal launched in November, allowing online rent payments, but there is low tenant participation so far. Debit cards are the authorized method of payment, which most tenants have, or they can pay via mail or dropping off money orders. Mr. Spann asked Ms. Jackson if she had seen the promotion efforts to encourage online payment, and she had not. The target tenant participation rate is 60% by the end of second quarter 2022, and there will be town hall meetings. Dr. Lovett asked if online tenant records would impact paper records retention, and Mr. Spann responded that we would need HUD approval to shred hard files. The maintenance department had to catch up on regular duties, as only emergency work was performed during COVID, so outside contractors were hired. The remodeling of 17 units at Martel was completed, and have 10 units in active remodeling currently. 6 Family Self Sufficiency program members graduated.

Finance/Administration: A direct deposit payment system was initiated for vendors, which has saved \$14,000 in expenses. 100% of the HCV landlords participate, and 78% of other vendors. A debit card system was created for tenant utility assistance payments, which saved \$21,000 in expenses. There were 0 findings in our audit for the 8th consecutive year.

Special Programs: Our neighborhood partners continued to provide services to our tenants and participants: Canai Community Development Consortium, the NAACP, the City of East Point, South Fulton Human Services Coalition, neighborhood churches (Word of Faith, New Grant Chapel, Mt. Paran, Impact), Kaiser Permanente, Wellstar, Vineyard Missions Outreach Center. The Back to School Community Day distributed 325 backpacks to children. The Connect Home/T-Mobile program for free internet is ending by January 2022, but the tenants who received tablets can keep them (25% of the tenants participated). Dr. Lovett asked how this would affect the children in school, and Mr. Spann responded that the internet expenses were paid through CARES funding from HUD, and staff will investigate subsidizing if needed.

EPCEDC purchased two adjacent parcels in East Point as investments, and manages an HCV participant renting a third residential property. EPCEDC is representing EPHA on the GICH team in partnership with the city of East Point.

Additional unrestricted revenues were received through allowing filming on our sites (\$6,700), existing development fees (\$158,000), new development fees at Hillcrest Phase I (\$77,000), and bond redemptions at Village Highlands (\$209,000).

Mr. Spann stated that he was proud that COVID did not interrupt our resident services and our employees maintained office safety. Dr. Lovett stated that we need discounts on ~~hard-wired~~ internet services for our residents, and Ms. Adams asked Mr. Spann to report back at the next meeting. Mr. Spann responded that he is meeting with T-Mobile, but one of the ultimate goals of our Strategic Plan is to encourage residents to become self sufficient.

Mr. Spann provided historical year end bonus data for staff, and requested the Board consider a 5.75% bonus (total \$51,000) based on the FY 2021 achievements, working through the added stresses of the COVID pandemic, and the

DRAFT

additional \$451,000 in unrestricted revenue received. The total bonus amount is awarded to employees by Mr. Spann, based on their achievement of goals, annual performance evaluation, and tenure, at his discretion. The bonus amount in prior years has ranged from 3.9 – 5.5% of the salary pool.

On motion of Dr. Lovett, seconded by Ms. Bussey, the Board voted unanimously to go into Executive Session to discuss personnel matters at 5:56PM.

On motion of Dr. Lovett, seconded by Ms. Jackson, the Board voted unanimously to return to public session at 6:08PM.

On motion of Dr. Lovett, seconded by Mr. Frazier, the Board voted unanimously to approve a staff incentive in the total amount of 5.75% of the salary pool, to be distributed at Mr. Spann's discretion, and a 5.75% incentive to Mr. Spann.

Ms. Adams commended the staff for a great job in 2021, and thanked Ms. Furin for her legal advice.

On motion of Ms. Jackson, seconded by Ms. Bussey, the Board voted unanimously to adjourn the meeting at 6:12PM.