

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday, June 17, 2024 at the office of the South Pittsburg Housing Authority.

Chairman Mary Faye Payne chaired the Board and called the meeting to order with the following members present:

Mary Faye Payne, Chairman
Shannon Duggar; Vice Chairman
Delorah Starkey, Commissioner (absent)
Lamar Jenkins, Commissioner (absent)
Jane Pellam, Commissioner

Also present was Executive Director, Lisa Cross.

The Chairman declared a quorum present and the meeting was open for business.

Chairman Mary Faye Payne called for a motion to approve the meeting agenda. Vice Chairman Shannon Duggar made a motion to approve the board agenda for the June 17, 2024 meeting. The motion was seconded by Commissioner Jane Pellam. All were in favor of approving the board agenda and the motion carried.

Chairman Mary Faye Payne called for a motion to approve the meeting minutes from the May 2024 meeting. Commissioner Jane Pellam made a motion to approve the meeting minutes from the May 2024 meeting. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor-Aye and the motion carried.

Chairman Mary Faye Payne called for a motion to approve the financials for May 2024. Vice Chairman Shannon Duggar made a motion to approve the May 2024 financials. Chairman Payne suggested that the SPHA get quotes for a 6 month CD for \$ 300,000. Lisa Cross stated that she would work on getting those quotes from the local banks. The motion to approve the May financials was seconded by Commissioner Jane Pellam. All were in favor of approving the May 2024 financials and the motion carried.

Unfinished Business:

There was no unfinished business to be discussed at the June meeting.

New Business:

There were a couple of items to be discussed under new business. The first item under new business adoption of Resolution 998: Charge Offs for FYE 2024 as read:

RESOLUTION NO.: 998

**A RESOLUTION TO CHARGE OFF CERTAIN TENANT
ACCOUNTS AS UNCOLLECTIBLE**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the following listed tenant accounts be charged off as uncollectible:

<u>Name</u>	<u>Amount</u>
Sebastian Mitchell	\$ 611.22
Caitlyn Free	\$ 277.10
Jeffrey Kilgore	\$ 52.49
Samaria Aker	\$ 122.62
Jennifer Credeur	\$ 2,259.50
Thomas Currington	\$ 129.42
Katherine Jackson	\$ 2,549.54
Allen Lester	\$ 1,344.98
Lea Leinsz	\$ 124.00
Lana Crane	\$ 681.48
Talaysia Hampton	\$ 145.27
Total Charge Offs for June 2024	\$ 8,297.62

Vice Chairman Shannon Duggar made a motion to adopt Resolution 998: A Resolution to charge off certain accounts as uncollectible. The motion to adopt Resolution 998 was seconded by Commissioner Jane Pellam. All were in favor of adopting Resolution 998 and it was so moved.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the above-mentioned accounts in the amount of \$ 8,297.62 is written off the books as uncollectible. Chairman Mary Faye Payne declared said motion carried and Resolution 998 was adopted.

The second item under new business was the adoption of Resolution 999: Adopt FYE 2025 budget as read:

RESOLUTION NO.: 999

**A RESOLUTION FOR THE ADOPTION OF AN OPERATING BUDGET FOR LOW
RENT PUBLIC HOUSING FOR FISCAL YEAR ENDING JUNE 30, 2025 IN THE
AMOUNT OF \$ 1,403,848.00 SUBJECT TO HUD CONCURRENCE**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that said board has reviewed and approved the operating budget for fiscal year ending June 30, 2025 and has found:

1. That the proposed expenditures are necessary in the efficient and economical Operation of the housing and the purpose of serving low-income families;
2. That the financial plan is reasonable in that:
 - a. It indicates a source of funding adequate to cover all expenditures;
 - b. It does not provide for use of federal funding in excess of that payable under the provision of these regulations (24 CFR 990).
3. That all proposed rental charges and expenditures will be consistent with Provisions of law and the Annual Contribution Contract;
4. That no SPHA employee reflected in the operation budget is serving in a variety of positions, which will exceed 100% allocation of his/ her time.

Commissioner Jane Pellam made a motion to adopt Resolution 999: A Resolution to adopt the operating budget for low-income public housing for FYE 2025. The motion to adopt Resolution 999 was seconded by Vice Chairman Shannon Duggar. All were in favor of adopting Resolution 999 and it was so moved.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the following operating budget for low rent public housing for the fiscal year ending June 30, 2025 in the amount of \$ 1,403,848.00 be adopted. Chairman Mary Faye Payne therefore declared said motion carried and Resolution 999 was adopted.

The next item under new business was the discussion of the Health Insurance Contribution. The SPHA previously has contributed 50% to the employees family coverage and 100% of the individual. There was discussion to increase the contribution from 50% to 70%. Commissioner Jane Pellam made a motion to increase the SPHA Health insurance contribution rate to 70% of any family coverage and keep the 100% of the individual coverage. The motion was seconded by Vice Chairman Shannon Duggar. All were favor-Aye and the motion is so ordered.

Next was the approval of the Elderly FYE 2025 Annual Operating Budget. Vice Chairman Shannon Duggar made a motion to approve the Elderly FYE 2025 Operating Budget. The motion was seconded by Commissioner Jane Pellam. All were in favor of approving the Elderly FYE 2025 Operating Budget-Aye and it was so moved.

The last item under new business was the approval of Elderly Charge Offs for FYE 2024. The charge offs were as follows:

<u>Name</u>	<u>Amount</u>
Debbie Reeves	\$ 196.00
Regina Shropshire	\$ 253.50
Total Charge Offs for June 2024	\$ 449.50

Commissioner Jane Pellam made a motion to approve the Elderly Charge Offs for FYE 2024. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the Charge Offs for FYE 2024-Aye and the motion was so ordered.

Commission Reports, Comments, Questions:

Director Cross notified the board about the meeting with the Architects and Engineers for the next phase of Exterior Renovations, as well as the plans to complete the Voluntary Compliance Agreement to increase the ADA units and Hearing/Visually Impaired units throughout the development.

Adjournment:

After no further business to be brought before the board, Commissioner Jane Pellam made a motion to adjourn the meeting. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor and we stand adjourned.

Respectfully Submitted:

Approved by:

Secretary

Chairman