

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 4:30 p.m. on Monday; June 16, 2025 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  
Lamar Jenkins, Commissioner  
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 amended meeting agenda for the June 16, 2025 meeting. Vice Chairman Shannon Duggar made a motion to approve the board agenda for the June 16, 2025 meeting. The motion was seconded by Commissioner Lamar Jenkins. 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 May 2025. Commissioner Lamar Jenkins made a motion to approve the May 2025 meeting minutes. The motion was seconded by Commissioner Jane Pellam. All were in favor of approving the minutes. Aye and the motion carried.

Chairman Mary Faye Payne called for a motion to approve the financials for May 2025. Commissioner Lamar Jenkins made a motion to approve the May 2025 financials. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the May financials and the motion carried.

**Unfinished Business:**

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

**New Business:**

There were several items to be discussed at the June meeting.

**RESOLUTION NO.: 1003**

**A RESOLUTION FOR THE ADOPTION OF AN OPERATING BUDGET FOR LOW RENT PUBLIC HOUSING FOR FISCAL YEAR ENDING JUNE 30, 2026 IN THE AMOUNT OF \$1,578,620.00 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, 2026 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.

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, 2026 in the amount of \$ 1,578,620.00 be adopted.

Commissioner Lamar Jenkins moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Vice Chairman Shannon Duggar and the "Ayes" and "Nays" were as follows:

<u>"AYES"</u>	<u>"NAYS"</u>
Mary Faye Payne, Chairperson	
Shannon Duggar, Vice-Chairperson	
Lamar Jenkins, Commissioner	None
Delorah Starkey, Commissioner	
Jane Pellam, Commissioner	

The Chairperson therefore declared said motion carried and the Resolution passed. The second item under new business is as follows:

**RESOLUTION NO.: 1004**

**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>
Katelyn Griffith	\$ 905.64
Felicia Smith	\$ 1117.50
Michael Hill	\$ 114.00
Jayshawn Jones	\$ 1301.66
Wanda Williams	\$ 95.00
Peggy Chubb	\$ 471.50
Breanna Steele	\$ 828.14
Demorya Whisnant	\$ 1319.50
Felicia Barnes	\$ 1676.82
Jayme King	\$ 590.54
William Jones	\$ 569.50
Heather Summers	\$ 106.50
Morgan Lassard	\$ 123.14
Gionna Walsh	\$ 333.22
<b>Total Charge Offs for June 2025</b>	<b>\$ 9,552.66</b>

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the above-mentioned accounts in the amount of \$9,552.66 is written off the books as uncollectible.

Commissioner Lamar Jenkins moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Vice Chairman Shannon Duggar and the "Ayes" and "Nays" were as follows:

<u>"AYES"</u>	<u>"NAYS"</u>
Mary Faye Payne, Chairperson	
Shannon Duggar, Vice-Chairperson	
Lamar Jenkins, Commissioner	None
Delorah Starkey, Commissioner	
Jane Pellam, Commissioner	

The Chairperson therefore declared said motion carried and the Resolution passed. The next item under new business is as follows:

**RESOLUTION NO.: 1005**

**A RESOLUTION FOR THE REVISION 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 with the following findings:

Line 070 Dwelling Rental increased from \$500,000.00 to \$606,200.00

Line 140 Other Income increased from \$175,00.00 to \$455,000.00  
 Line 150 Legal Expense decreased from \$8,000.00 to \$5,200.00  
 Line 190 Auditing Fees increased from \$12,500.00 to \$13,300.00  
 Line 240 Gas increased from \$75,000.00 to \$91,505.00  
 Line 310 Other utilities expense increased from \$60,000.00 to \$66,500.00  
 Line 340 Materials increased from \$80,000.00 to \$86,480.00  
 Line 350 Contract Cost increased from \$140,000.00 to \$160,000.00  
 Line 440 Employee Benefits increased from \$190,000.00 to \$233,130.00  
 Line 520 Replacement of Nonexpendable Equipment increased from \$0 to \$97,800.00  
 Line 530 Property Betterments and Additions increased from \$35,000.00 to \$220,840.00  
 Line 550 Total Operating Expenditures increased from \$1,403,848.00 to \$1,779,423.00  
 Line 670 Total Operating Subsidy increased from \$730,000.00 to \$896,945.00

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.

Commissioner Lamar Jenkins moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner Delorah Starkey and the “Ayes” and “Nays” were as follows:

<u>“AYES”</u>	<u>“NAYS”</u>
Mary Faye Payne, Chairperson	
Shannon Duggar, Vice-Chairperson	
Lamar Jenkins, Commissioner	None
Delorah Starkey, Commissioner	
Jane Pellam, Commissioner	

The Chairperson therefore declared said motion carried and the Resolution passed.

Next was the approval of the Elderly FYE 2026 Annual Operating Budget. Commissioner Lamar Jenkins made a motion to approve the Elderly FYE 2026 Operating Budget. The motion was seconded by Commissioner Jane Pellam. All were in favor of approving the Elderly FYE 2026 Operating Budget-Aye and it was so moved.

The last item under new business was the approval of Elderly Charge Offs for FYE 2025. The charge offs were as follows:

<u>Name</u>	<u>Amount</u>
Danny Parker	\$ 479.50
<b>Total Charge Offs for June 2025</b>	<b>\$ 479.50</b>

Commissioner Lamar Jenkins made a motion to approve the Elderly Charge Offs for FYE 2025. The motion was seconded by Vice Chairman Shannon Duggar. All were in favor of approving the Charge Offs for FYE 2025-Aye and the motion was so ordered.

**Commission Reports, Comments, Questions:**

There were a couple of items under comments and reports. Lisa Cross notified the board about the future project of roofs and HVAC units. Commissioner Jane Pellam asked the board to consider a donation in remembrance of Shirley Blevins. Commissioner Delorah Starkey recommended a \$ 500 donation to Kimball Baptist Church and a \$ 500 donation to St. Jude from the Management Fee Account in Shirley Blevins name. Chairman Mary Faye Payne made that motion and it was seconded by Vice Chairman Shannon Duggar. All were in favor- Aye and the motion was so ordered. Chairman Mary Faye Payne made a motion for the SPHA Employees to take Friday; June 20<sup>th</sup>, 2025 as an extended holiday for the Juneteenth Holiday. The motion was seconded by Commissioner Delorah Starkey. All were in favor-Aye and the motion was so ordered.

**Adjournment:**

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

Respectfully Submitted:

Approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman