

Meeting Minutes
Housing Authority of the City of Roswell Board of Commissioners
Regular Board Meeting
199 Grove Way Roswell, GA 30075
December 14, 2021 12:00 p.m.

Present:

Karen Parrish – Chair
Robert Kesler – Vice Chair
Eric Schumacher - Commissioner
Shenetra Gates – Resident Commissioner
Andrew Leonardi – Commissioner
Trent Perry – Commissioner

Staff:

Beth Brown – Executive Director
Stewart Duggan - Attorney

Guests:

Kurt Wilson- Mayor Elect
Christine Hall- Councilmember
Lee Hills- Councilmember
Jamie Guzetti- Resident

Absent:

There being a quorum present, Mrs. Karen Parrish called the meeting to order at 12:00 p.m.

MINUTES

Minutes from the last meeting from November 9, 2021 were presented for approval. On Motion made by T. Perry and seconded by A. Leonardi, the minutes were.

Ayes: R Kesler, S. Gates, A. Leonardi, T. Perry, E. Schumacher,

Nays: None

Chairman's Report

K. Parrish introduced guests to the Board which included the HA's attorney, Mayor Elect, Councilwoman elect and one current Council member.

K. Parrish updated the Board on the physical condition and estimated costs of repairs for the 199 Grove Way building projected at \$2.8 million. B. Brown updated the Board on conversations with HUD regarding potential options and assistance from HUD. A discussion was had regarding imminent threat to health and safety of residents. The NOVA engineering report does not indicate that there is an imminent threat. K. Parrish and S. Duggan explained that the tax credit application would have won the award if we would have had favorable financing which would be a loan to the project from the City. The City representatives discussed their commitment to helping preserve the Authority.

S. Duggan provided a Commissioner's training that included: roles and responsibilities of the Board, liability, how a PHA works, the power's of the Authority, etc. This evolved into a question and answer period.

This being the annual meeting, the Board voted on

FINANCIAL REPORTS

The Financial Data Summaries and statements were reviewed provided for Pelfrey and Myrtle for the months of October and November. B. Brown asked the Board to review them for acceptance at the next Board Meeting.

EXECUTIVE REPORT

None

RHA BOARD TRAINING SESSION – Atty. Stewart Duggan

As a board member, you are policy makers – not focused on day-to-day operations. It is your responsibility to oversee RHA but maintain professional boundaries with Executive Director and staff.

Don't show up unannounced requesting records and reports.

As a general rule, board members have a social responsibility, that your actions should be open, honest and transparent. You should not have any ulterior motives or agenda that is hidden from the collective board. You should be honest and ethical. You should conduct yourselves in a manner to avoid any appearance of impropriety or conflicts of interest. Your objective should be what is for the good of the whole of the entity or organization.

Board members cannot borrow RHA tools, vehicles or property.

Board members have an ethical and honorable responsibility to maintain a certain level of confidentiality with regards to matters discussed in executive session such as matters of an employment nature, pending or threatening litigation, OIG matters.

Board members are allowed to attend educational trips and conferences to further their knowledge and effectiveness as a board.

Board members decisions have legal implications that can sometimes have adverse consequences. Board members have "qualified immunity" and "official immunity" that protects your decisions from legal jeopardy as long as you are not acting with malice, criminal or willfully violating clearly established law providing you do not insert yourself into the day-to-day operations. This ensures you maintain your immunity.

Refer to www.HUD.gov website for more information.

Board members must comply with Georgia Sunshine Laws. All meetings must be publically posted at least 24 hours before the meeting. RHA is also responsible for Open Records Act laws to include board members emails, texts, and communications. Purchase, sale or acquisition of real estate, personnel matters, or consulting an attorney about threatening or pending litigation are reasons a board may meet in executive session. No binding votes can be taken in executive session. Board may approve moving forward in pursuing real estate transactions, however, final vote to purchase real estate must be made in an open meeting.

RHA should establish a Records Retention Policy in line with State Statutes. (Stewart Duggan has a suggested policy that we can adopt.) An audio recording of meetings may be deleted from records retention after meeting minutes are accepted if this is outlined in the Records Retention Policy.

Establishing an email domain and email addresses for each board member would be “best practices” for records retention of RHA business.

Board Members should know:

RHA Bylaws

Smoking Policy

Mission Statement

Occupancy Policy

Financial Reports

Audit (Meet with auditor annually)

Understand Scope of Programs Offered

REAC Scores

Condition of Units

Vacancies and Turn Around Times

Grievance Policy (Elusive under RAD)

Inspection Schedule/Policy

Lease

Accommodations such as Support Animals

Role as Board Members is to set policies for RHA and ensure you have a capable, qualified executive director. Policies and communication to the Executive Director should have a unified voice from the board.

HUD Investigator General can investigate any reports of fraud, waste, or abuse at RHA. HUD IG audits many housing authorities every year.

A mechanism for recovery of the financial, structural and costly deferred maintenance issues present today at RHA is pursuing another LIHTC application in May 2022, as well as a possible second phase application in May of 2023. This remedy should stabilize and strengthen RHA properties for generations.

Comparisons of each MOU of redevelopment with Integral/Schmit vs. Pennrose were highlighted.

Vote for RHA officers was held.

Karen Parrish was nominated for Chairperson by Andrew Leonardi. After no other nomination, motion to close nominations was made by Eric Schumacher and seconded by Shenetra Gates. Vote was unanimous to close nominations for chair. Second to motion to nominate Karen Parrish as Chair made by Eric Schumacher. Vote to approve Karen Parrish as Board Chair was unanimous.

Nomination for Robert Kesler as Vice Chair made by Shenetra Gates. Vote for Robert Kesler as Vice Chair was unanimous.

Motion to adjourn made by Trent Perry and seconded by Andrew Leonardi. Motion passed unanimously.

There being no further business Karen Parrish adjourned the meeting.

Beth Brown
Secretary to the Board
Roswell Housing Authority