**Meeting Minutes**

**Housing Authority of the City of Roswell Board of Commissioners**

**Regular Board Meeting via In Person and Zoom Conference System**

July 13, 2021 8:00 a.m.

**Present:** **Staff:**

Karen Parrish – Chair Beth Brown – Executive Director

Jack McGinnis – Commissioner

Shenetra Gates – Resident Commissioner

William Christopher– Commissioner **Guest:**

Robert Kesler – Vice Chair

Trent Perry - Commissioner

**Absent:**

Eric Schumacher- Commissioner

There being a quorum present, Mrs. Karen Parrish called the meeting to order at 8:00 a.m.

Karen Parrish introduced Trent Perry as RHA’s newest board member.

**MINUTES**

Minutes from the last meeting from June 8, 2021 were presented for approval. On Motion made by B. Kesler and seconded by S. Gates, the minutes were approved subject to modifications recommended during discussion.

Ayes: S. Gates, R. Kesler, W. Christopher

Nays: None

Absent: E. Schumacher

**FINANCIAL REPORTS**

Beth Brown reviewed the March financial statements for Pelfrey Pines, Myrtle Street and the Local Fund. There was a discussion surrounding PILOT. We will remove from FY22 budget. B. Brown described how financial reporting works and reviewed the Variance Report. She also explained how the Reserve Account works. A discussion about the financial solvency of Myrtle Street was discussed. Motion to approve the May financials was made by B. Kesler and seconded by W. Christopher.

Ayes: S. Gates, R. Kesler, W. Christopher

Nays: None

Absent: E. Schumacher

A discussion was had regarding the “underground spring” at Myrtle Street. B. Brown agreed to have a plumber assess the problem and determine if the water is from a spring or a water leak. The problem has existed for years.

**EXECUTIVE REPORT**

Beth Brown advised the Board that staffing and operations is running smoothly.

Beth Brown reviewed the Management reports with the Board. Vacancies are high and we are working with staff on improving procedures for unit turns. We will be opening the waiting list and will propose an updated Tenant Selection Plan at the next board meeting. The process for opening the waiting list was discussed.

Beth Brown reported that GHA’s Facilities Manager was on site working with Maintenance Staff to improve efficiency and purchasing procedures.

Beth Brown updated the Board on the status of the Low-Income Housing Tax Credit application process and how RHA’s points compare to other submissions.

B. Brown updated the Board on number of households that are behind on their rent. She explained how the rent is calculated and how we received funding from HUD and account for utility allowances.

A discussion was held about individuals who age out of subsidized housing. We discussed how RHA works with these families.

B. Brown notified the Board that RHA will be a vaccination site.

B. Brown discussed with Board the educational challenges of our youth. Options for programming was discussed.

Karen Parrish discussed meeting with the concerned citizen/community group where we provided an overview of the redevelopment and relocation plan.

Karen Parrish updated Board that we will have an update to the Engineering Study on Pelfrey senior building.

B. Brown explained that in the past RHA would pay middle and high school graduates and inquired if the Board would like to continue that practice. Although the Board did not want to continue that practice it was suggested that we have a true merit based scholarship program. B. Brown will work on a Scholarship Policy/Plan.

**New Business**

The FY22 Meeting Schedule was discussed. 12:00 – 1:30 the first Tuesday of each month was proposed. Motion to approve FY22 Meeting Schedule was made by R. Kesler and seconded by T. Perry.

Ayes: S. Gates, R. Kesler, W. Christopher, T. Perry

Nays: None

Absent: E. Schumacher

The FY22 Pelfrey and Myrtle budgets were presented for approval. Motion to approve budgets was made by T. Perry and seconded by W. Christopher.

Ayes: S. Gates, R. Kesler, W. Christopher, T. Perry

Nays: None

Absent: E. Schumacher

There being no further business Karen Parrish adjourned the meeting.

 Beth Brown

Secretary to the Board

 Roswell Housing Authority