**Meeting Minutes**

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

**Regular Board Meeting**

**199 Groveway, Roswell, GA 30075**

September 14, 2021 8:00 a.m.

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

Karen Parrish – Chair Beth Brown – Executive Director

Eric Schumacher - Commissioner Bionca Johnson – Property Manager

Shenetra Gates – Resident Commissioner

William Christopher– Commissioner **Guest:**

Trent Perry – Commissioner Jennifer Burris-Darnell Accounting

**Absent:**

Robert Kesler – Vice Chair

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

**MINUTES**

Minutes from the last meeting from August 10, 2021 were presented for approval. On Motion made by T. Perry and seconded by S. Gates, the minutes were approved subject to modifications recommended during discussion.

Ayes: S. Gates, W. Christopher, T. Perry, E. Schumacher

Nays: None

**FINANCIAL REPORTS**

Jennifer Burris with Darnell Accounting was present via teleconference and presented the Year End Financial Report as well as August financials. Questions were asked and answered regarding the financial condition of the Authority. A question was raised about PILOT being removed from Liabilities because RHA no longer pays PILOT. She suggested speaking with the Auditor. RHA is in a negative net position which is problematic. According to her, $200,000 would be a healthy operational reserve.

The Financial Data Summaries were reviewed for Pelfrey and Myrtle. RAD revenue for July was not recorded. B. Brown will look into.

Board members expressed concern that they were not fully trained on financial data interpretation, HUD acronyms, etc. B. Brown stated she would identify training opportunities.

Motion to approve June 30, 2021 financials was made by S. Gates and seconded by E. Schumacher.

Ayes: S. Gates, W. Christopher, T. Perry, E. Schumacher

Nays: None

Motion to approve July, 2021 financials was made by W. Christopher and seconded by T. Perry. The motion carried unanimously with the acknowledgement that more training is needed and clarification of zero HAP payment for the month.

Ayes: S. Gates, W. Christopher, T. Perry, E. Schumacher

Nays: None

**EXECUTIVE REPORT**

Beth Brown that operations are running smoothly, however, one Maintenance Mechanic was terminated leaving us short handed until we find a replacement.

Beth Brown reviewed the Management reports with the Board. Vacancies are high and we are working with staff on improving procedures for unit turns.

Beth Brown informed the Board that the waiting list opened and there are currently 1400 families on the list.

B. Brown updated the Board on COVID-19. 12 RHA residents currently have COVID. RHA is ensuring that staff and residents are following COVID protocols. Board encouraged RHA to provide information to our residents regarding COVID vaccinations.

B. Brown updated the Board on the REAC Inspection. RHA received an 82.

B. Brown updated Board on two units that are down due to a major water leak. An insurance claim was filed.

B. Brown updated Board on resident programming.

Beth Brown gave an update on the tax credit application and how award process works.

B. Brown explained to the Board that RHA has been receiving the Veranda’s HAP payments for the past several years and it is expected that this will have be repaid. It is estimated that this is approximately $120,000. We are working with our attorney to identify options. B. Brown also shared that this year’s debt payment from the Veranda was a fraction of the previous year’s payment.

Karen Parrish gave an update on the NOVA engineering report and that we will be working with HUD to identify potential solutions to the building’s structural issues.

Karen Parrish updated the Board on the Negative Impact grant issued by the State of GA. The grant is funded through American Rescue Act funding and can be used for affordable housing. RHA will be working with our developer, Pennrose, to put forth an application to assist with the redevelopment of Pelfrey Pines, including paying off RHA debt. The grant will also include funding for redevelopment of Myrtle Street apartments.

Discussions were had regarding Pennrose’s role with RHA and priorities for use of this grant funding. On motion by T. Perry and seconded by S. Gates, a subcommittee was proposed to identify potential grant projects that focus on affordable housing.

Ayes: S. Gates, W. Christopher, T. Perry, E. Schumacher

Nays: None

**New Business**

There being no further business Karen Parrish adjourned the meeting.

Beth Brown

Secretary to the Board

Roswell Housing Authority