

Providing Quality Affordable Housing that Promotes Dignity, Pride and Opportunity in Roswell, GA

**Meeting Minutes**

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

**Regular Board Meeting**

**38 Hill Street, Roswell, GA 30075**

July 9, 2024, 12:00 pm

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

Donzell Jackson – Board Chair Beth Brown – Executive Director

Shenetra Gates – Resident Commissioner Shanna Kennedy-Operations Manager

Don Wheeler – Commissioner Patrick Scarlett-Director of Property Management

Nathan Porter – Commissioner

Brendan Keelan – Commissioner

**Guests:**

Lee Hills, City Councilwoman

James Oldenwalder, St. Vincent DePaul

There being a quorum present, D. Jackson, Chairman called the meeting to order at 12:00 p.m.

**MINUTES**

Minutes from the June 11, 2024 meeting were presented for approval. On motion by B. Keelan and seconded by S. Gates, the minutes were approved with changes.

Ayes: S. Gates, D. Wheeler, N. Porter, B. Keelan

Nays: None

**FINANCIAL REPORTS**

Beth Brown reviewed the June 2024 financials with the Board. The financials will be voted on at a later time.

**EXECUTIVE REPORT**

B. Brown informed the Board that we are in discussion with the Maintenance Technician that has been working for us over the past few months about a permanent position. We are putting together an offer and will present to him in the next 30 days.

B. Brown advised the Board that the office is in the process of being cleaned out and ready for demolition. This should be done by the end of the week.

B. Brown informed the Board that HUD assures us that we will receive the approval letter for the annual OCAF adjustment in the next week. We will begin working with our TRACS submission company to get all of the monthly adjustments complete for the past nine months. There was a 5% increase to our contract rent and an average increase of about $15/month for resident utility allowances. Residents can expect to receive this reimbursement over the next several months. The delay is a result of the turnover in HUD staff and the complications with the removal of the 40 units.

B. Brown advised the Board there was a collapsed pipe underground, which caused a major water leak.

B. Brown informed the Board that we are preparing for end of year close out. The new fiscal year will begin July 1, 2024.

B. Brown advised the Board that the Phase 2 application did not score as competitively as we had hoped. Pennrose is committed to working with RHA for another submission next May.

**NEW BUSINESS**

Beth Brown reviewed the Tenant Selection Plan with the Board. She advised them to review, paying extra attention to section 12. The Tenant Selection Plan will be voted on at the next meeting in August.

Beth Brown gave the Board a copy of the new Employee Handbook for them to review and vote on at the next meeting in August.

On motion by N. Porter and seconded by B. Keelan board unanimously voted to adjourn.

Beth Brown

Secretary to the Board

Roswell Housing Authority