

Gainesville Housing Authority Finance Meeting

March 25, 2009

Minutes

Members Present: Commissioner Gordon, Commissioner Fitzsimmons, Commissioner Mickle, Commissioner Tremaine, Executive Director John Cherry

Absent: Commissioner Jane Morris

Attorney for Gainesville Housing Authority Rob Groeb sat in.

1. **Call to Order**

Commissioner Gordon called the meeting to order at 3:05pm

2. **Approval of minutes from 2-26-09**

Commissioner Fitzsimmons brought up the Union Contract wants to know who is exempt. Executive Director Cherry stated that management is exempt from union contracts. Most hourly employees are not. Commissioner Fitzsimmons requested a copy of the Union Contract. Commissioner Gordon requested list of all employees not under the Union Contract. Commissioner Fitzsimmons moved that the minutes be approved, and Commissioner Mickle seconded this motion.

3. **Financial Status of COCC, AMP1, AMP2 and AMP3**

Executive Director Cherry made announcement that Bill Cochran would be out due to medical injury. At this time Financial status of COCC, AMP1, AMP2 and AMP3 will be tabled until Mr. Cochran returns. Executive Director Cherry requested that the committee get together for a special Finance meeting set to deal with approval of budget. It was agreed upon meeting Monday 3/30/09 1pm at Main Office for Finance Meeting.

3:15pm Commissioner Tremaine entered the meeting.

4. **Fuel Consumption for February**

Agreement to table fuel consumption until Bill Cochran returns.

5. **Number of Vacant Units**

Memo prepared and handed out by Executive Director Cherry. See attached sheets. Commissioner Tremaine asked if proposed budget numbers were in. Executive Director Cherry stated that he had not brought the budget numbers. Commissioner Tremaine stated that if the budget had been present, he wanted to approve the proposed budget, then go over in detail at

next meeting, and make any necessary adjustments. Board members would not be locked into a proposed budget.

3:20pm Executive Director Cherry left to pick up drafted proposed budget from office, asked if other members would come up with ideas they wanted to be in the budget.

6. **Commissioner Funding request for new projects into the budget**

Commissioner Fitzsimmons requested Commissioner Tremaine to look at another resident's cracked plumbing that is dripping. Commissioner Tremaine suggested a maintenance schedule would be helpful for all the buildings. Commissioner Tremaine stated that he thought it would be a good idea to have the grant writer on board. Commissioner Gordon reviewed the Special Projects coordinator position that would help Executive Director Cherry with different projects and possibly having the qualification for that position to have grant writing experience or abilities. Commissioner Tremaine responded with the idea of a Resource Development Personnel. Commissioner Gordon believed that it was written in By-Laws that a staff could be hired to report to Board only and not Director. By laws need to be brought to next meeting in reference to Board hiring staff that only reports to Board and not Director. Commissioner Gordon brought up that two years ago he asked for website that still has not been developed. Commissioner Gordon stated that he wants to get these types of projects started up. The money has already been allocated for this project and still has not been used. Commissioner Gordon requests a brochure be made for the Gainesville Housing Authority as well as outreach programs started.

Commissioner Mickle requested any concerns to be brought up in the beginning of the minutes not two months later. Commissioner Tremaine wants Board to be clear about what objectives that the Executive Director be responsible for and then continue to follow up on progress and address issues as necessary if tasks or projects are not completed. Commissioner Fitzsimmons suggested a form be drawn up to track the progress on any projects and tasks to be performed by the Executive Director.

3:50 Executive Director Cherry returns with proposed Budget.

7. **Budget**

Commissioner Tremaine moved for approval of budget, Commissioner Mickle seconded the motion of the Budget and make open for adjustments. The budget does not include 400 Building or Seminary Lane, nothing in budget in reference to new capital assets, improvements or training. The HUD calculation was done at 90% and Commissioner Tremaine questioned this and if this was the correct number, stated that he believed it was supposed to be projected around 85%-87%. Commissioner Mickle agreed with these numbers. Commissioner Tremaine stated that he was unclear on how the numbers are computed.

Proposed budget item, will be to add line item under COCC of website being developed.

Commissioner Tremaine questioned whether or not due to surplus can we charge less money to the AMP's? The current proposed budget does not include reserves. Commissioner Fitzsimmons questioned what is used during emergency for funding. Executive Director Cherry stated that there are no direct funds set asides for emergencies outside of the reserve funds. If any natural disaster occurred the insurance would pay for damages and FEMA would pick up the rest.

Commissioner Tremaine states that maintenance should do a risk assessment and see what is covered under the insurance and what needs to be done, such as replacing damaged screens. Commissioner Fitzsimmons brought up the cost of keep repairing old items instead of just replacing them with new items. Commissioner Fitzsimmons states that some units have not had plumbing, and paint jobs done in 20 years. Commissioner Tremaine made the recommendation that the Board adopt a policy for maintenance schedule.

note for record Board needs to look at funding projects with surplus money. And to consider a maintenance plan.

Commissioner Fitzsimmons suggested a neutral party to assess and inspect units. Commissioner Fitzsimmons asked, Ms. Manning a resident that was in the room during the time of the meeting about the conditions of her unit. Ms. Manning stated that she lived there 9 years, the unit hasn't been painted in a couple of years, and recently the refrigerator had been replaced due to losing all her food on older model. The replacement however was not a new refrigerator. Executive Director Cherry stated that all units were recently inspected due to the RE-ACT in May.

Stimulus money received from HUD in the amount of \$1.3 million from the American Recovery and Reinvestment Act. By 4/10/09 the Board needs to submit the Capital Fund Annual Statement to HUD in order to get stimulus.

5pm Commissioner Jane Morris placed on speaker phone to hear Board Meeting

Commissioner Tremaine requests that staff submit by April 8th projects to be approved for 5 year plan, such as green growth, paint, and appliances. Commissioner Tremaine requested Executive Director Cherry to bring in list of projects to next meeting that would exceed the \$1.3 million amount that way Board members could just decide to cut out projects they didn't want or need. It was made clear that the 400 Building cannot be included in the stimulus grant. The grant money is to be used only on public housing. Money can be moved around and freed up from other projects in other units to help with projects on the 400 Building.

5:15 pm Commissioner Jane Morris leaves the meeting by phone.

Commissioner Tremaine stated that on 4/8/09 meeting Seminary Lane needs to be addressed as far as do we want to own the property?, give up the property?, or do a joint venture? Wants to know who is liable if anything goes wrong and would like to have Attorney present at the meeting.

Executive Director Cherry submitted handout on status of Seminary Lane. 47 residents were mailed application packets and still on scheduled to receive vouchers. If Glenn Springs Manor closes the vouchers there would come to the Housing Authority.

Commissioner Tremaine asked Executive Director Cherry to have office staff what options are available in procuring Seminary Lane? What to do if someone refuses to leave. All people with 1 strike have been approved for vouchers confirmed by Attorney Rob Groeb.

8. **VASH**

Executive Director Cherry submitted handout on VASH vouchers, (see attached). 70 VASH vouchers currently available. 42 Veterans have received Section 8 Housing Choice Voucher.

List of exempt employees given to Commissioner Gordon by Executive Director Cherry.

9. **Income Producing ideas from the Director**

Should try to acquire properties that are in default. Need to bring in someone to go over that, possibly have a workshop in May.

Commissioner Tremaine leaves at 5:40 pm

10. **Written statement from Director about any financial concerns**

No written statement was turned in. However Executive Secretary Cherry stated that funding was currently not approved by HUD for the 400 Building for current fiscal year.

Meeting adjourned at 5:42pm