

Board Members
Hillard Gibbs Chairman
Duncan McDonald
Eugene Cullin

Area Specialist
Lori Mercer

Executive Director
Randolph Janes

Waynesville Housing Authority

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Board Meeting Minutes

Date: 1/21/2015

Members present: Chairman Hillard Gibbs, Commissioner Joan Robb and Commissioner Eugene Cullin

Others Present: Randolph Janes & Belinda Kahl

The past meeting minutes were sent to the Board Members earlier to review. Commissioner Robb moved that the minutes were correct, Chairman Gibbs seconded to approve the minutes and the motion passed unanimously.

Mr. Janes then made sure the board members received the write off policy as well as the list of previous tenant to write off the books. According to the policy WHA will follow up with previous tenant to try to get the money back, however when people leave owing money they do not leave a forwarding address. Commissioner Cullins stated that tenants that leave owing money should not be able to be housed at WHA again and that we should not write them off. Mr. Janes then stated that WHA has a no acceptable past tenant list so that we are able to keep up with previous tenants who left owing money or in violation of the lease so that we will not be able to house them again unless they pay the money they owe. He also stated that he changed the rent collection policy when he took over as executive director so that the 14 day notices go out earlier so that if they don't pay they are turned over that month instead of the following month making them owe another month of rent at court, but that he works with the tenants when they call before the notice is up if they need additional time. Chairman Gibbs stated that WHA will have losses, especially when tenants can claim hardships. Commissioner Robb said that if a judgment is on the tenant you can go in and take some of their stuff for the money they owe you.

Mr. Janes then brought up the waiting list policy, specifically the preferences. WHA has had some applicants that receive the per capita checks. We have a disable preference and a working preference and wanted the board's opinion on what type of preference if any an applicant should receive if they get the per capita check. The disability preference is 2 points on the waiting list and is given to anyone on social security or has disability form filled out by the doctor. The working preference is a 1 point preference on the waiting list and to receive the working preference an applicant must be working an average of 30 hours per week. Applicants receive a per capita check twice a year. Commissioner Robb moved to include per capita income into the working preference. Commissioner Cullins seconded and the motion passed.

Randy informed the board members that he is working on moving the Low Income office to the Towers building. The town has approved of the plans and we now have permits for the work to be done. The new lot will include 8 parking spots that will include a handicap spot. The plans are now approved by HUD

and USDA. Commissioner Gibbs asked about the office and if WHA was building onto the building for Low Income to have an office and Randy stated that there is already an office in the building that Low Income will be using.

Randy then stated that the audit is almost finished and hopefully the auditors can present it to the board next month. Commissioner Robb stated that the audit goes over not only the financial statements but also the rules of the programs the Housing Authority must follow. Randy then told Commissioner Robb that it is customary to go to dinner after the audit board meeting at J. Arthurs.

Randy then brought up that some tenants have brought it to the attention of both board members that came into the office on the 3rd of the month that they want a flagpole on the grounds. Mr. Grant told Randy that he would get the flag and he would put it up and take it down every day. Commissioner Robb then stated that she believes if the flag pole does not have lights on it he would not have to take it down every day. Randy then said that Low Income use to have a flag that James Roberts put up and took down every day and that one day he forgot to take it down and the next morning it was gone. Commissioner Robb made a motion to put up the flag pole and Commissioner Cullins seconded the motion.

Randy stated now that he is more settled in the management position and that there is not so many policies to go over and approve if the Board would like to keep meeting monthly or semi monthly. Chairman Gibbs stated that he liked being informed. Commissioner Robb then stated that we could meet bi monthly but the members could be on call to come in monthly if something comes up. Commissioner Cullins said we should meet if there is a need, that if there is no reason or agenda that we should skip the meeting. Gibbs said that he would rather be informed and likes having it monthly because he knows what is going on. It was agreed upon to keep the meetings monthly and if there is no need to have a meeting one month then Randy will call and cancel the meeting.

Robb then stated that meeting with the tenants on the 3rd of the month only went thru January. Robb volunteered to meet the tenants in February and Gibbs will be meeting the tenants in March. Commissioner Cullins said he wants the meetings to be voluntary. Ms. Kahl said that we were trying to move the Low Income office into the Towers around March and therefore we can set the schedule for the later month at another board meeting and maybe the board members will only have to be at the office for one hour instead of going to two different offices for an hour each.

Randy then informed the board that Carina Henriksen has turned in a letter of resignation on the Board because her health is declining and that he has already talked with another tenant that would like to join the board and will be picking up an application for Mary Warner to be our resident Board Member. He then asked Chairman Gibbs when is the best time to get a hold of Walter to see if he would like to join the board with him retiring in 4 months, and that he expressed his interest in community work.

Randy then asked the board members if they like receiving the NAHRO letter in the mail to inform them of what is happening for Public Housing across the nation. Gibbs and Cullins stated that they receive the letters at home and want to continue receiving the letter. Ms. Robb then stated she would also like to be added to the subscription.

The meeting was adjourned.