

Waynesville Housing Authority
PO Box 418
Waynesville, NC 28786

Board Meeting Minutes

Date: 8-7-13

Members present: Vice-Chairman James Edwards, Chairman Hillard Gibbs,
Commissioner Duncan McDonald, Commissioner Carina Henriksen
Others Present: Jerry Cutshaw, Belinda Kahl, Randy Janes

February 20, 2013 meeting minutes were approved. Commissioner Henriksen moved,
Commissioner McDonald seconded to approve the minutes and the motion passed
unanimously.

Mr. Cutshaw presented the 2013-2014 Low Income and Towers Budgets. A brief
discussion about 5% wage increases, increase in health insurance and utility costs was
given. Also caulking of the Towers building for the year was discussed. Commissioner
Henriksen moved, Commissioner McDonald seconded and the motion passed
unanimously. Mr. Cutshaw also notified the members that the CFP amount has not been
sent to the office and would be presented to the board at a later date.

Mr. Cutshaw discussed the Personnel Policy regarding retirement and announced that he
plans on retiring next December. Mr. Cutshaw then discussed that Randy Janes has
completed Executive Director Training and would like Mr. Janes to be considered his
replacement and would like to start training immediately in the offices. Commissioner
Henriksen moved, Commissioner McDonald seconded and the motion passed
unanimously.

Office Manager Signature Belinda Kahl