

Board Members  
Hillard Gibbs Chairman  
James Edwards Vice Chairman  
Duncan McDonald  
Eugene Cullin

Area Specialist  
Lori Mercer

Executive Director  
Randolph Janes

---

## Waynesville Housing Authority

PO Box 418 · Waynesville NC 28786

Phone: (828) 456-6377 · Fax: (828) 456-3377

### Board Meeting Minutes

Date: 8-20-14

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

Others Present: Randolph Janes & Belinda Kahl

The past meeting minutes were presented by Randolph Janes. Commissioner Cullins asked for a revision of the minutes concerning the Verizon antenna. He wanted the revision to state that Verizon should have provided comps of other business that have an antenna and that we should have negotiated with Verizon. Randy stated that at the last board meeting that we either had to approve or deny the antenna because our budget was due and that we didn't have time to negotiate and the Board felt pressure of having to make a decision quickly and it was decided that we would not put the Verizon antenna on the building. Chairman Gibbs stated just to change it from Mr. Cullins name on the minutes to his name. Commissioner Robb moved that with the change the minutes were correct, Commissioner Cullins seconded to approve the minutes and the motion passed unanimously.

Randy Janes then discussed with the Board to come to the office periodically to gain further knowledge of the working of the Authority and also for the tenants to come to with complaints that they may not want to bring to the Authority's staff. Randy suggested that they come once or twice a month and they can go between both of the offices. Gibbs stated that he thinks that this is a good idea and Cullins says that this would present another fair party for the tenants to consult. Gibbs stated that the calls he receives about the fence surrounding the basketball court was a good example of the grievances that would most likely be heard by the Board members. After discussion about a privacy fence around the basketball court Commissioner McDonald stated that the Authority should look into a chain link fence to put around the court and Commissioner Cullins stated that the privacy fence should be removed.

Randy Janes presented the approved Personnel Policy to the Board members for them to take home and go over before the next board meeting, he stated that we are looking to make changes to the policy and will send copies to the board so that they can see the current policy and the changes the Authority are wanting to make so that we can have a discussion and approve or deny the changes that the Authority will make. This led to a discussion to the changes that need to be

made to make the Authority in compliance with USDA policies including not providing insurance to employee's families and the retirement payout of accrual of vacation and sick leave. Commissioner McDonald stated that he would like for the USDA contact to be at the next board meeting because of the changes to the insurance as well as having to make such a quick decision on the Verizon antenna. Randy then proceeded to discuss the difference of USDA and HUD in regards of how they affect the Authority. Randy then asked the Board to go over the policy before the next meeting and to bring all questions concerning the policy to the meeting and we can go over the changes. Commissioner Robb made the motion to take the policy home and go over it before the next meeting and Commissioner McDonald seconded the motion. The motion passed unanimously.

Randy Janes then presented a Credit Card Policy to the Board. Randy stated that the Authority had to have a policy that has the procedures so that the Authority will be PCI compliant in order to use the new credit card machines. Randy told the Board that we are not PCI compliant right now and that we are working with New Meridian to have the proper firewalls and modems put in place to make sure we are compliant because if we are not compliant then the Authority will be held liable if anything happens. Randy asked the Board members to take the policy home and to go over it and we can approve it at the next meeting.

Randy then brought the Board up to date on Jerry retirement regarding USDA and the current policy. USDA stated that they would not pay for the time Jerry accrued while working at the Authority in regards to a retirement package. Randy stated that he had spoken to HUD and they said they will support the current policy and Randy wants to leave the decision of what to do for Jerry's retirement in the hands of the Board. Randy stated that Jerry had let previous retirees leave and receive their accrued time. Commissioner Cullins made a motion that Jerry receive his money and that it be final. Commissioner Robb then stated that this motion will only apply for Jerry and when the policy is changed it is for future retirees and does not affect Jerry. Commissioner McDonald seconded the motion and it was approved unanimously.

Randy Janes presented employee evaluations. Randy went over the evaluations of the employees to the Board and Commissioner McDonald stated that he would have to agree with the evaluations because he does not know the employees. Randy then stated that there was one employee who passed the evaluations but her score was low and that he has been having problems with her. Randy presented to the board all evidence including a verbal warning as well that he has sat down with this employee and she told him that she is not able to do the work and that she is looking for a desk job. Commissioner Robb made a motion to drop the employee down to 20 hours a week and to hire a part time maintenance employee. The motion was later dropped after a discussion about the description of work and what is expected from the maintenance employees. Commissioner Cullins made a motion to have the employee come to the next board meeting so they can hear her side of the story. Commissioner Robb seconded the motion and it was passed unanimously.

The Board then discussed the rotation of going to the offices. It was collectively agreed that one member should go once a month preferably on the 3<sup>rd</sup> of the month because that is when most tenants are at the office and they would set up a schedule.

The meeting was adjourned.

*Randolph Janes*