

**Board Members**

Hillard Gibbs    Chairman  
James Edwards    Vice Chairman  
Duncan McDonald  
Eugene Cullin

**Area Specialist**

Lori Mercer

**Executive Director**

Randolph Janes

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## Waynesville Housing Authority

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### Board Meeting Minutes

Date: 9-17-14

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

Others Present: Randolph Janes & Belinda Kahl

The past meeting minutes were sent to the Board Members earlier to review. Commissioner Henriksen asked about Robin Williams and voiced her concern that Robin was being penalized. Randy said we would talk about Robin after the minutes were approved. Commissioner McDonald moved that the minutes were correct, Commissioner Cullins seconded to approve the minutes and the motion passed unanimously.

Commissioner Henriksen stated that she believed that Robin was being penalized. Mr. Janes stated that Robin has the same job description and pay as the other maintenance personnel, and that the same work is expected from both of them. Commissioner Cullins stated that according to the grievance procedure that there should be a written and oral warning. Mr. Janes stated that there is an oral warning and that Robin signed an agreement to go part time because of health problems and will be janitorial only. Mr. Janes then stated that Robin agreed to the agreement and did not want to come before the board members. Commissioner Henriksen then asked if we were training Robin to become office personnel. Mr. Janes stated that he is letting Robin into the office for training and that she is allowed to watch training videos on Nelrod that both the site manager and office manager watch for training, although we do not have any job openings in the office and do not have the budget to hire anyone into the offices. We are training Robin for another job in an office. Randy then read the agreement stating that Robin has agreed to 20 hours of work a week, sick and vacation time will be prorated to hours worked, she will keep health insurance and wages will remain the same, she will work Monday, Wednesday, and ½ day Friday, she will not have holiday pay but the office will change her schedule to give her 20 hours a week for holidays. Commissioner Robb approved the agreement and Commissioner Cullins seconded. The motions passed unanimously.

Mr. Janes then asked the board members if they had any comments about the personnel policy changes that was sent to them prior to the board meeting. Commissioner Robb asked Mr. Janes if

there were any rules that were already enforced as said on page 5 Section 10. Mr. Janes stated that there were not any rules that were already enforced, that he is trying to update the policies to better fit the Housing Authority. Robb then stated that on page 21 that it would be best if have another staff member present. Randy stated that we would write in that we would have a 3<sup>rd</sup> party to witness both sides and that it would not be associated with the Housing Authority. Robb then asked Mr. Janes about page 24 and the life insurance amount, and Mr. Janes told the board that it is \$5,000. Ms. Robb then stated that on page 28 that the vacation leave did not match the probationary period as stated on page 2, Mr. Janes said that was an oversight that needed to be fixed. Ms. Robb then stated that the policy on adverse weather conditions did not state if the personnel could come in late and still be given the full day like in instances of snow. Commissioner Cullins stated that the employees should get days for adverse weather. Mr. Janes stated that the employee can use either sick or vacation time if they do not come into the office because of bad weather. Ms. Robb then stated that sick leave identifies multiple immediate family members that are included but that it does not include caregivers. Chairman Gibbs then stated that many places are cutting sick leave out of their policies. Commissioner Cullins asked how this would affect the budget. Commissioner McDonald asked if HUD made the guidelines for these policies. Mr. Janes stated that HUD tends to back the policies if they are board approved. Ms. Robb then asked about page 23 if an employee is promoted is it possible for the salary to be less. Mr. Janes stated that with 5 employees that it would be highly unlikely to happen. Commissioner McDonald stated that the wording on page 3 should state that the board members are encouraged not expected. Commissioner Robb then asked if the board members need to taken insurance in case the housing authority is sued. Mr. Janes said he would have to find that out. Commissioner Cullins stated that page 21 section 10 paragraph 2 says that having a designee for suspensions doesn't seem right. Mr. Janes stated that with 5 employees it would have to be a designee or we would have to call up on the Board. Commissioner McDonald moved to approve the personnel policy with the current changes, Commissioner Robb seconded.

Ms. Kahl went over the budget revisions for year ending 9-30-2014. She stated that the Towers is close to budgeted items and that there were no major difference from the budget to actual year end expected numbers. Low Income has difference in Maintenance contract because we have had more units vacated this year. The budget revisions do include any bills received after 9-30-2014 that are billed during that period as stated that needs to be done by last year's audit. Commissioner Cullins moved that the revisions be passed, commissioner McDonald seconded.

Randy then stated that we only have 2 board members that are able to sign checks on the checking account and that this could be a problem in the future because he cannot sign some of the checks and they do require two signatures. Commissioner Robb stated that she will fill out the paperwork to be on the checking account. Commissioner Henriksen motioned to have Mr. Robb added to the account and Commissioner McDonald seconded.

The board members then decided on the days they will come into the office to be able to meet with the residents or learn more about the inner workings of the office.

The meeting was adjourned.

*Randolph James*