

Board Members  
Hillard Gibbs Chairman  
Joan Robb Vice Chairman  
Eugene Cullin  
Patsy Dowling  
Valter Bryson  
Alfred Caldwell

Area Specialist  
Lori Mercer

Executive Director  
Randolph Janes

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## Waynesville Housing Authority

PO Box 418 · Waynesville NC 28786  
Phone: (828) 456-6377 · Fax: (828) 456-3377  
Waynesvilleho407@bellsouth.net

### Board Meeting Minutes

Date: April 20, 2016

Members present: Chairman Hillard Gibbs, Commissioner Alfred Caldwell, Commissioner Eugene Cullins, Commissioner Kathleen Warner, and Commissioner Joan Robb

Others Present: Randy Janes and Beth Kahl

The past meeting minutes were sent earlier for the Board Members to review. Ms. Robb moved the minutes were correct, Mr. Caldwell seconded and the motion passed.

Policies were sent earlier for the Board Members to review. Randy stated that the policies has been sent to Marci and she has made minor changes or suggested changes for the Housing Authority to make. Randy then asked the board members if they had any questions about the Code of Ethics policy. Ms. Warner asked about the Article IV about family members, stating that Randy and Wanda are married. Randy stated that when they first came to work here Randy worked for Low Income and Wanda worked for the Towers and they are 2 separate entities. When Randy went to take the Executive Director position he and Wanda went before the board, USDA, NC Quadel and they all agreed that Wanda has been here so long that the job was not created for her and they all approved for Randy to take the Executive Director position. Ms. Warner stated she just wanted to make sure that we were covered. Ms. Robb approved the policy and Ms. Caldwell seconded and the motion passed.

Randy then asked the board members if they had any questions about the write off policy which is trying to collect losses for tenants that have moved out. Ms. Warner asked about the security deposit for Low Income and if it was not the first month's rent like at the Towers. Ms. Kahl stated that the board approved in the last couple of years to have the security deposit be the first month's rent but before that the security deposit was \$100. Ms. Janes then stated that the security deposit can be used for rent upon move out but it does not automatically go towards that because there could be damage to the unit the deposit would be used to prior to unpaid rent. Ms. Warner asked how often a unit is left damaged on move out. Mr. Janes stated that it is more often than the board thinks. Mr. Caldwell asked how far a tenant can get behind on rent before eviction occurs. Mr. Janes stated that the tenant has until the 6<sup>th</sup> day of the month to pay rent, on the 7<sup>th</sup> day they receive a 14 day notice. So on the 21<sup>st</sup> of the month they are turned over for eviction. Court usually happens the first week of the next month and if they do not show or do not pay the court gives those tenants 10 days to get out and then WHA can get a writ. Mr. Caldwell asked if the same procedures are followed for different circumstances for the residents. Mr. Janes stated that the procedures are always the same. But he does offer mitigation before court for the

resident to bring in their rent and the case will be dismissed. Ms. Robb asked if we called references of tenants and if they owe money somewhere else do we still house them. Mr. Janes then stated that if they are making payments of money due that we will still house a tenant, and we check monthly if the tenant is paying on their debt and if not then they will be evicted. Ms. Warner approved policy Mr. Caldwell seconded and the motion passed.

Mr. Janes then asked if the board had any questions about the complaint policy which is used to fill out complaints on paper stating they are willing to go to court if needed and that the Housing Authority does not take complaints by phone. Mr. Caldwell asked about the cleanliness and if this is just for the exterior of the unit. Mr. Janes stated that sometimes if the tenant has pets then the complaint could be for smell. Mr. Caldwell stated that Ninevah does look neat and clean outside and Mr. Janes stated that the Housing Authority does charge resident if maintenance has to clean up their yard. Ms. Warner stated that there is a typo on Step 2 that needs to change, she also asked about the Executive Director review the policy, and what happens if WHA gets multiple complaints about the same person. Mr. Janes stated that the Housing Authority will move forward with the law. Mr. Robb approved the policy with the changes and Mr. Caldwell seconded and the motion passed.

Mr. Janes then asked the board if they had any questions about the personnel policy. Ms. Warner asked about page 3 if the office manager will be sending out the monthly statement to the board. Mr. Janes stated that a monthly statement will be sent out to the board for now on. Ms. Warner then asked about comp time and is it board approved. Mr. Janes stated comp time is by request of the employee. Ms. Robb stated this was popular at Mountain Projects when she worked there. Mr. Janes stated that only the maintenance personnel will be affected by comp time. Ms. Robb had a question about the retirement plan that states how much an employee can put into their retirement and that the max according to the law is 21% when combined. Mr. Janes stated that will be changed for the combination to be no more than the max allowed by law at this time is 21%. Ms. Robb then asked about the adverse weather conditions and that it is not the employees fault if they cannot come into work. Mr. Janes stated that he calls and lets the employees know if the weather is bad to stay home and if the weather turns bad when at work then he calls and sends the employees home and that the pay is not docked. Mr. Cullins approved the policy with the changes and Ms. Warner seconded and the motion passed.

Mr. Janes then asked the board members if they had any questions about the Profit and Loss statements sent out for board review. Ms. Warner asked what the other income at the Towers was for. Ms. Kahl stated that it was from Low Income to the Towers for Randy's salary that USDA stated was overpaid to Randy out of the Towers for the previous year. Ms. Warner asked if health insurance was deducted from the employees check. Mr. Janes said that 100% of employee coverage is by the housing authority. Ms. Robb approved the statements and Ms. Warner seconded and the motion passed.

Mr. Janes then informed the board that he, Mr. Gibbs and Mr. Caldwell had met with a realtor about buying land to develop more housing. Mr. Gibbs stated that they are in the process of writing the grant already. Mr. Janes stated that it is 204 acres and we are looking to develop 40-50 acres and then sell the rest to an environmental group who wants to preserve the land. Ms. Warner asked who owned the land and if it is just for Low Income. Randy stated that First Citizens owns the land and the housing will be for elders, veterans and families.

Meeting was adjourned.



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### Board Meeting Minutes

Date: May 18, 2016

Members present: Vice Chairman Joan Robb, Commissioner Alfred Caldwell and Commissioner Kathleen Warner  
Others Present: Randy Janes and Beth Kahl

The past meeting minutes were sent earlier for the Board Members to review. Mr. Caldwell moved the minutes were correct, Ms. Robb seconded and the motion passed.

The Profit and Loss through April 2016 were sent earlier for the Board Members to review. Beth Kahl stated that the differences were in the same areas as last time except for the LI side that was highlighted blue and it was classed wrongly and will be correct for the next month's Profit and Loss therefore a narrative was not sent out and asked if the board had any questions. Mr. Caldwell made the motion to approve the Profit and Loss statements and Ms. Warner seconded and the motion passed.

Policies were sent earlier for the Board Members to review. Randy stated that the policies has been sent to Marci and she has made minor changes or suggested changes for the Housing Authority to make. Randy then asked the board members if they had any questions about the Petty Cash policy. Ms. Robb stated that the policy looked uniform. Ms. Warner asked when the Board will know when we will be in compliance with the new OMB standards. Mr. Janes stated that these policies went to Marci first and it is in compliance. Mr. Caldwell approved the policy and Ms. Warner seconded and the motion passed.

Randy then asked the board members if they had any questions about the Travel policy which had the Uniform Guidance language added to it. Mr. Caldwell asked who is affected by this policy. Beth Kahl stated that the employees as well as board members for training are who this affects. Ms. Warner approved policy Mr. Caldwell seconded and the motion passed.

Mr. Janes then asked if the board had any questions about the Procurement policy. Ms. Robb asked if employees get a per diem. Randy stated that no the employees do not get a per diem just a standard rate and then they must submit receipts for reimbursement, but sometimes a check is written before but the employees must turn in the receipt and the difference is handled correctly. Beth Kahl stated that the last part of the policy includes the internal controls which were added per Marci's recommendation. Ms. Robb approved the policy and Mr. Caldwell seconded and the motion passed.

*Randolph Janes*

Ms. Robb asked Randy if he has heard anything more about the land to purchase to build more affordable units. Randy stated that he just finished a procurement class and found that both area's WHA had been planning to take money from for the good faith payment are incorrect. In order to pull from the CFP funds WHA would have to make amendments to several polices and get approval from HUD and WHA does not have employees or time to do this. WHA cannot pull money from the Low Income operating account at all, the money can only be used for Low Income purposes. Randy also stated that in the class the trainers stated that a company cannot be used for the architect and contractor that it must be two separate companies and that is not how this company is set up. Ms. Warner asked if the company knew they could not do everything and Mr. Caldwell asked if they would do it all. Randy stated that it is a prefab design to use and they would construct the units, so they would have a conflict of interest. Ms. Warner asked if WHA is going to move forward and try something else. Randy stated at this time the staff does not have time to find other resources. Ms. Robb stated that with Aviemore the developer was the architect. Randy stated that it was different funding. Ms. Robb asked if the old hospital will come under Low Income. Randy stated that he is not familiar enough with that to say. The Towers and Low Income are two separate entities under one Board and Executive Director.

Meeting was adjourned.