

Board Members  
Hillard Gibbs Chairman  
Joan Robb Vice Chairman  
Eugene Cullin  
atsy Davis  
Walter Bryson  
Alfred Caldwell

Area Specialist  
Lori Mercer

Executive Director  
Randolph Janes

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## Waynesville Housing Authority

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### Board Meeting Minutes

Date: June 15, 2016

Members present: Chairman Hillard Gibbs, Vice Chairman Joan Robb, Commissioner Alfred Caldwell, Commissioner Kathleen Warner, Commissioner Patsy Davis, Commissioner Walter Bryson and Commissioner Eugene Cullins  
Others Present: Randy Janes and Beth Kahl

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

Randy then asked then board about the packet that is sent out monthly. The Profit and Loss statements are color coded, does the board like the color or do they want WHA to leave it black? Mr. Cullins stated that he can't really go through it and challenge and the color is ok with him. Ms. Warner is against the color, stated that no bookkeeper ever did financials in red and green. Ms. Robb and Davis stated they found it helpful. Mr. Caldwell stated the color is good and get attention and makes it easier to look over. Mr. Bryson made a motion to keep the color Mr. Cullins seconded and the motion passed with majority. Mr. Janes then stated that with the packet going to the board to look over prior to the meeting, that he would like for the questions and comment to be brought to the board meeting, Ms. Warner is coming into the office and he feels it is behind the other board members back. He wants all the questions and comments documented so there is no he said, she said. Ms. Warner asked why the board does not receive a monthly statement, that they receive a year to date statements. She came and asked about the close out. Ms. Kahl told the board that the monthly statements would be incorrect because of when the packet is sent out the close out process is not completed and because of the way QuickBooks is set up in some of the reports. Ms. Davis stated that individually the board members has privilege to come and ask questions. Mr. Janes stated that he has encouraged the board members to come in the past to come once a month to meet the tenants and talk with them but to also ask about inner workings of the office and that only happened for a few months before the members stopped coming. Mr. Janes stated that the board members do not need to be calling the previous Executive Director because they did not like his answers, the previous Executive Director was here 33 years and has put in his time. Mr. Gibbs stated that if it is complicated then it needs to come to the Board.

There were questions about the 5% raise. Mr. Janes stated that the raise has been reoccurring every years for about 20 years because the previous Executive Director was told that WHA was lowest paid at one point and that needed to be brought up. Mr. Janes stated that according to the description he is paid in the 45% of likewise. Ms. Robb asked how often WHA calls other Housing Authorities to find out. Mr. Janes stated that this is public knowledge and all Housing Authorities turn in the top paid employees and the information is made public. Ms. Davis stated that she would like to see the information that it will help to evaluate and be fair. She then asked if an evaluation is performed to help justify. Ms. Robb stated that it should be a scale of 1-5% because not all employees pull their weight and she doesn't think this should be across the board. Mr. Janes stated that last year he did evaluations on the employees for the first time and they will be done yearly. Ms. Davis stated the Board need to evaluate the Executive Director, and she would feel better to see more information to evaluate. Ms. Davis made the motion to table the raise for one month and Ms. Robb seconded to appoint a committee and bring back to next board meeting.

Ms. Davis asked if WHA can go back and revisit the conflict of interest between Randy and Wanda. She stated she would feel better having paperwork from someone at a federal level. Mr. Janes stated that he has looked and has not found any paperwork at this time, that he believe it was approved over the phone, and he will see is he can get something for the Board.

Mr. Janes stated that the proposed budget for the next fiscal year was sent in the packet, the raise has been tabled are there any other questions. Ms. Davis stated the Board also needed to look at the fringe benefits. Ms. Warner asked if the retirement is like the stated where the pay is taken out of the check. Ms. Davis stated to table the raise and fringe benefit to evaluate by the committee. Previous motion by Ms. Davis amended to include fringe benefits and raise seconded by Robb and passed. Mr. Janes then asked about the rest of the budget. Ms. Robb asked about the accounting expense decreasing and the maintenance expense increasing. Mr. Janes stated that the remodeling of units and maintenance has a new employee. Ms. Robb asked why there are two cleaners Burns and GSW? Mr. Janes stated that burns strips and waxes the floors and GSW cleans empty units for Low Income the maintenance will clean at the Towers. Some of the contracts will come back in house when the previous contract is up for the Towers. Ms. Warner asked about PSNC what the gas is for. Mr. Janes stated the backup generator for the towers is gas. Ms. Warner asked what Simplex was. Mr. Janes stated it's the fire system. Ms. Davis asked if all vendors are checked against the banned list. Ms. Kahl stated all contractors with WHA contracts are checked and a printout is put in the file but not the monthly contractors such as PSNC or Simplex. Ms. Warner asked what is included with misc. admin expense. Randy stated that this includes a lot of vendors that do not fit in other line items. Ms. Davis asked for a list of all vendors that go to this account. Ms. Robb asked about the expense from reserve. Ms. Kahl stated that is for the bathtubs to be remodeled to ADA that was discussed at a prior meeting once the money is fully funded at Home Trust Bank and transferred to Wells Fargo. Ms. Robb made a motion to pass the budget except for the previous motions and Mr. Bryson seconded the motion passed.

Policies were sent earlier for the Board Members to review. Randy asked the board members if they had any questions about the Bylaws. Ms. Robb stated that each commissioner is appointed by the mayor and she did not receive a letter from the Town Ms. Davis stated that there is a

disconnect from the Town and maybe WHA can invited the aldermen to next year's annual meeting to strengthen partnership. Ms. Robb asked about Section 6. Ms. Kahl stated the old bylaws did not have that section and WHA is trying to change things. Ms. Davis stated that the board minutes need to be signed by a board member not a staff member. She also would like to add excused travel to attendance in the bylaws. She also felt section 4 that stated 2 days for a special meeting needs to be 3-4 days to call meeting and also that a Quorum of 3 commissioners is not enough, that half plus one and she felt there needed to be more board members and the bylaws should state at a minimum of 7 board members. Ms. Davis also stated she would like to receive the agenda with the board packet. Ms. Davis made the motion to pass the bylaws with the changes, Mr. Bryson seconded and the motion passed.

Randy then asked the board members if they had any questions about the Fixed Asset Policy. Ms. Davis asked if we consulted with Marci on this policy. Beth Kahl stated that Marci did go through this policy. Ms. Davis made the motion to pass the Fixed Asset Policy Mr. Caldwell seconded and the motion passed.

Mr. Janes then asked if the board had any questions about the Investment policy. Ms. Davis asked how the money is approved for FDIC. Ms. Kahl stated that Wells Fargo sends monthly and Home Trust sends Quarterly collateralizations for FDIC. Ms. Davis made the motion to approve the Investment Policy Mr. Cullins seconded and the motion passed.

Mr. Gibbs appointed Mr. Caldwell, Ms. Davis and Ms. Robb as the committee to review the employee fringe benefits and raise paperwork. Ms. Warner wants a monthly report sent to the board not year to date. Ms. Davis said to send it to the board and to see what it looks like next month. She also wants the % overage/under included on the Profit and Loss.

Mr. Janes then stated that WHA has received 3 proposals for the Audit contract. Ray Bumgarner and Kingshill, Gahagan and Carter P.C. WHA has work with RBK and Gahagan in the past. Gahagan is \$13,000 with 20+ years of experience, RBK is \$15,500 with 75+ years of experience. And Carter is \$22,000 with 30+ years' experience. Mr. Janes then stated that RBK does a good job but he cannot meet the deadline this year and will have to get an extension approved by USDA. Gahagan can get the audit done on the WHA timeline. Ms. Robb asked Ms. Kahl about working with both auditors. Ms. Kahl stated that she personally has not worked with Gahagan that she audited the former manager's work and when she left they went into business together. Mr. Robb made the motion to approve RBK as the auditors and Mr. Cullins seconded the motion and the motion passed.

Sandra Shiell apt 606 from the Towers stated she has a doctor's note to transfer to another unit because of a cat in the hall and she has not been transferred yet. Mr. Janes stated he has not transferred her because he cannot guarantee once he moved her the neighbors will not get a pet. Mr. Janes stated that the tenants have the right to a pet and that HUD has the control with this issue. HUD tell the housing authority to allow certain animals and if they are service animals there are different rules.

Carolyn Inman a resident of the Towers asked about the fire alarm. The fire department has told the tenants two different things to do when the alarms go off in the Towers. Mr. Janes stated the he has approved for the fire department to come to the Towers and have training sessions with the tenants so they will be informed.

Dennis Rudolph a resident of the Towers asked why the shopping carts have been removed from the Towers. Mr. Janes stated that the shopping carts were becoming a problem of blocked egress which is a REAC problem as well as a fire hazard with the carts being left in front of doors, on the elevator and in the hallways.

Meeting was adjourned.