

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

Area Specialist
Lori Mercer

Executive Director
Randolph Janes

Waynesville Housing Authority

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Board Meeting Minutes

Date: July 25, 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

Carolyn Inman, a tenant of the Towers, reminded the board that she was at the meeting last month asking about the fire procedures. The fire department had a meeting with the tenants this past month and Commissioner Warner has completed a list a procedures. The tenants were pleased with what the fire department had to say. Mr. Janes stated that he has plans for the fire department to hold a meeting twice a year for the tenant for a refresher course and to help the new tenants. The procedures will be given to all tenants and will be in the move in packet.

Dwayne Richardson of Affordable Homes Global LLC presented the plan for the new housing development. This is a 5 year plan to create 300 homes. Michael Posey is writing the grant for the large land track which is 205 acres in total, with the bottom 50 acres proposed to be developed and the upper acreage to be sold for a park. Mr. Cullins asked if there would be training opportunities. Mr. Richardson stated that yes there will be training opportunities in nature, construction and farming. The firm will be in charge primarily because they are building the units and their goal is to set a pathway with others for WHA to eventually manage. Mr. Caldwell asked if trying to keep young people in the area what are the wages going to be. Mr. Richardson stated that they will have to compete with the market and the training will have to qualify for credentials. Ms. Davis asked what the funding streams are and the role of WHA. Mr. Richardson stated no role at this time. They have writers finding different grants for funding the building and WHA will rent the units. Ms. Davis requested documentation on what they are doing and what is needed and stated that she is part of a committee that is doing a housing study that may be helpful for them. Mr. Richardson stated the next step is the town hall meeting hopefully on August 8, 2016 but he would get with Mr. Janes and Mr. Gibbs to schedule the meeting. Mr. Caldwell asked about the units if they are stick built or prefab as well as the foundation. Mr. Richardson stated they are stick built and the foundation is not on a slab but more of a ram jack system that is the European standard.

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

Mr. Gibbs asked about the ballot and the secretary of the board. Mr. Janes stated that whoever signs the minutes needs to take the minutes. Ms. Robb stated that Randy cannot be the secretary of the board because he is not a board member. Ms. Davis suggested appointing a nominating committee that will call up the board members and ask if they want to be an appointed member and then present to the board. Mr. Cullins stated that the board is too small to keep appointing committees. Ms. Warner volunteered to be the Secretary of the Board Mr. Cullins motioned to approve Kathleen the secretary and Mr. Bryson seconded. Mr. Caldwell stated that Ms. Kahl will keep the mins and then send them to Ms. Warner for approval. Mr. Caldwell volunteered to be the Board Chairman and Ms. Robb volunteered to be the Vice Chairman and all members agreed. Ms. Davis stated that it would be best for all board members to read Robert's rules of order. She gave Mr. Janes the Amazon website to purchase an abridged copy of Robert's rules and suggested we get a copy for each board member.

The Profit and Loss statements were sent to the Board members prior to the meeting for review. Mr. Bryson asked why the colors are different from the positive to negative numbers from the income to the expenses. Ms. Kahl stated that the negative income means it was under budget and the negative numbers in expenses means less money was spent in that account than budgeted. Ms. Warner asked why there was a large negative in the Towers operating subsidy. Ms. Kahl explained that the operating subsidy for the Towers is completed with the bank reconciliation which is done after these reports are generated. Ms. Davis asked about the vacancy rate and unit turnaround time. Mr. Janes stated that low income is at 98% Occupancy rate and the turnaround time is 7-10 days depending on the work needed on the unit. He did not know the Tower's occupancy rate at that time.

Ms. Davis asked why there are only 7 board members. Mr. Janes stated that he called the town to find out and the town let him know the statute that states the board members elected and that the amount of members is determined by the mayor.

Ms. Robb asked Randy if he has gotten the written requests about the potential conflict of interest from HUD or USDA. Mr. Janes stated that he has talked to Lori Mercer with USDA and Kathy Budd from HUD and that they did not see a conflict of interest but at this time he has not received the written confirmation.

Ms. Robb told the board about the committee report from the paperwork about the employees pay and fringe benefits. The committee was not able to go through all the paperwork before the board meeting. However, at this time the executive director's salary will be frozen. This was determined by comparing the pay rate for like housing authorities. The committee also asked for the job description for the other employees of the housing authority and they will report their finding at the next board meeting.

Meeting was adjourned to dinner.

M. Kathleen Warner