

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

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
Waynesvilleho407@bellsouth.net

The regular monthly meeting of the Waynesville Housing Authority Board of Commissioners was held on Wednesday August 17, 2016, at 3:30 P.M., at the Waynesville Towers multipurpose room, the Board Chairman being in the chair and the Secretary being present. The minutes of the last meeting were sent prior for the board to review. The minutes were approved as correct.

The board chairman reported the receipt of the conflict of interest letters from USDA and HUD on behalf of Randolph Janes the executive Director and Wanda Janes the site manager. There being no conflict of interest a motion was approved.


The Profit and Loss reports were sent prior for the Board of Commissioners to review. The report was adopted with the correction of the removal of a line item with no amounts in the expense columns.

Ms. Davis requested that the secretary provide the board with the complaint policy because of the phone calls she is receiving from tenants. Options to hear grievances of tenants was discussed by the board but nothing was adopted at this time.

Ms. Davis motioned for the board to go into closed session to discuss personnel. The report of the personnel committee was given that the lowest paid employee shall receive a raise and the benefits will not change at this time. Ms. Davis then motioned to go out of the closed session.

The personnel committee set future steps for the personnel committee that included expanding job descriptions, develop an evaluation tool for the executive director, and to keep all information transparent and to confirm performance and develop goals.

The meeting was adjourned at 4:30 P.M.


Randolph Janes, Secretary


Alfred Caldwell, Board Chairman