

Board Members
Alfred Caldwell Chairman
Hugh Shaw Vice Chairman
Walter Bryson
Joan Robb
Sharon Cullins
William Barnette
H.P (Bucky) Dykes
Donald McGowan
Brian Cagle

Area Specialist
Lori Mercer

Executive Director
Randolph Janes

Waynesville Housing Authority

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September 24, 2019

Our regular monthly meeting of the Waynesville Housing Authority Board of Commissioners was held on August 20, 2019, at 1:30PM, at the Waynesville Towers multipurpose room. Members attending were: Steve Bryson, Alfred Caldwell, Sharon Cullins, Brian Cagle, William Barnette, Donald McGowan, H.P. (Bucky) Dykes, Randolph Janes, Kathy Barnette and Belinda Kahl. The members not attending: Joan Robb and Hugh Shaw. Eddie Ward was present to swear in the board members. Chair being in the chair and the secretary being present.

The meeting was called to order by Alfred Caldwell at 1:33 PM.

Prior minutes to include more details regarding remodel work Ms. Cassidy and Mr. White were not approved and board members wanted them to be revised. It has been revised and will be sent with the September Board Meeting Packets. Brian Cagle made the motion and Mr. Dykes 2nd motion carried unanimously.

The bathroom renovations were discussed and a plan put into place. We have made arrangements for future tenants to have an empty unit for use temporary or permanently while unit is undergoing remodeling.

Mr. Cole Ensley was present with concerns about the Fair Market Rent and how quickly the rents are increasing. His issues were addressed by members and was told that we would look into it for him. Belinda explained how we reached the Fair Market Rate that HUD determine the rate and the PHA rent must be at 80% of rate. We will be in touch with him as we get more information on it from HUD.

Mr. Dykes wants all 2019 Budgets to include P/L actuals as well as current year Budget and current year actuals to better understand how the budgets were presented. Belinda Kahl will prepare and will email to Mr. Dykes and Mr. McGowan. It will be sent out with the September Board Meeting Packets.

Setup committee for the Executive Director Application process. Donald McGowan made the motion and Sharon Cullins 2nd motion carried unanimously.

Brian Cagle suggested a Search Firm for the hiring the next Executive Director. Belinda Kahl has emailed Mr. Cagle a search firm. We will address the hiring process at next meeting.

Profit and Loss was approved and accepted as is Brian Cagle made the motion and Sharon Cullins 2nd motion carried unanimously.

Insurance was discussed and Belinda Kahl is looking into more affordable insurance.

LEP was also discussed and our translator's name and address was provided. Brian Cagle made the motion and Sharon Cullins 2nd motion carried unanimously.

Tour of Facility before September Board Meeting. Randy will schedule this with Board Members.

Election of Chairman and Vice Chairman in December.

Board Members requested a strategic plan. Randolph Janes stated that Housing Authority does annual and 5 year plan. Belinda Kahl will send both plans in the September Board Meeting packet.

The By-Laws amended and will be discussed at September meeting. We have to give a seven day notice before we can change the by-laws.

It was approved to change the monthly board meetings to 2nd Tuesday of the month and the time changed to 5:30 PM. Brian Cagle made the motion and Sharon Cullins 2nd motion carried unanimously.


New business: Discussed buying a new truck for Waynesville Housing Authority. Belinda Kahl will ask HUD and about transferring funds. Will discuss further at the September Board Meeting. How funds will deplete cash. Other options discussed, leasing, contract a company to remove debris.

Legally convened and quorum present at all times.

Alfred Caldwell adjourned the meeting at 4:20 PM.

Randolph Janes

Executive Director



Alfred Caldwell

Chairman

