

Minutes of the Waynesville Housing Authority Board of Commissioners  
Special Meeting  
November 18, 2019

The Waynesville Housing Authority Board of Commissioners held a special meeting on Monday November 18, 2019 at 3:30 p.m. in the activity room of The Towers, 65 Church Street, Waynesville NC.

A quorum was present and legally convened. Board Chairman, Alfred Caldwell, called the meeting to order at 3:32p.m., with the following members present:

Board Chairman Alfred Caldwell, Board Vice Chairman Tom Shaw, Commissioner Joan Robb, Commissioner Brian Cagle, Commissioner Donald McGowan, Commissioner H.P Dykes, Commissioner Walter Bryson

The following members were absent:

Commissioner Sharon Cullins, Commissioner William Barnette

The following staff members were present:

Randolph Janes Executive Director, Belinda Kahl Office Manager

The October 8, 2019 meeting minutes were sent prior for board review. A motion was made by Commissioner Tom Shaw, seconded by Commissioner Joan Robb, to approve the minutes of the regular October 8, 2019 as amended for errors submitted by Commissioner H.P. Dykes. The motion passed unanimously.

The financial reports were sent prior for board review. Mr. Dykes stated that there was no report with the budget variations. Ms. Kahl stated that she overlooked that report and will make sure to include it with the next meeting packet. Mr. McGowan asked about the two savings reserve accounts and if they should be considered a current asset. Ms. Kahl stated that the Towers can use those funds with USDA approval but she will discuss it with the auditor when they are on site because the audit will be starting at any time. Mr. Dykes asked about the audit timeline and Ms. Kahl explained the timeline as well as the dates the audit must be submitted to USDA (December 31, 2019). Mr. Caldwell brought up the ADA Bathroom renovations being done at the Towers and the cost involved. Mr. Janes stated that the cost is not only for the ADA shower but for the labor and other items associated with bathroom renovations. He also brought up that all items must be in section 504 compliance. Mr. Dykes address the manager wages for the Towers on the profit and loss report. Ms. Kahl stated that the report includes some but not all year-end adjustments, the depreciation adjust could not be made because the report from the auditor was not ready before the packet went out, but starting October 2019 the item will appear monthly as requested at a previous meeting. Mr. McGowan and Mr. Dykes stated they would like to ask the auditor questions about the timing of inquiries to understand better as well as risk extent of testing and any other questions. Ms. Kahl stated that she will email all board members with a date they can come and speak with the auditors, however the auditors will be presenting the audit to the board when it is complete. A motion was made by Commissioner Brian Cagle, seconded by Commissioner Walter Bryson to approve the financial reports. The motion passed unanimously.

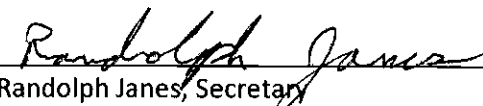
In the October 8, 2019 meeting minutes, the board wanted to change the time of the regular meetings from 5:30 p.m. to 3:30 p.m. As stated in the bylaws "no such amendments shall be adopted unless at least seven (7) days written notice". A notice of changes was sent prior for board review as well as a resolution and the bylaws to reflect the change. A motion was made by Commissioner Joan Robb, seconded by Commissioner Walter Bryson to approve the Resolution authorizing a change of the Waynesville housing authority board of commissioner bylaws. The motion passed unanimously.

The write off policy as well as a list of previous tenants who left owing money was sent prior for board review. Mr. Shaw asked who assesses the damage amount change to a tenant. Ms. Kahl stated that the maintenance supervisor does but the amount matches with receipts for materials. Mr. Janes explained the eviction timeline and charges to the Board. Ms. Kahl explained that all tenants who leave in bad standing must be entered into the HUD EIV system for all housing authorities to access. Ms. Robb asked about tenants who receive mid-month checks from social security. Mr. Janes stated that the rent collection policy allows the authority start the process of late rent seven days after the date the mid-month check is received. A motion was made by Commissioner Joan Robb, seconded by Commissioner Walter Bryson to approve current year write offs. The motion passed unanimously.

There was no election of chairman and vice chairman at the annual meeting of the authority. The board struggled to make a quorum and then immediately after four new members were added to the board. A motion was made by Commissioner H.P. Dykes, seconded by Commissioner Donald McGowan to suspend the bylaws of election and vote for the Chairman and Vice Chairman at the December meeting. The motion passed unanimously. Ms. Robb and Mr. Shaw respectfully declined the nomination to be on the ballot next meeting. Mr. Bryson and Mr. McGowan respectfully declined the nomination to be on the ballot next meeting. Mr. Cagle and Mr. Dykes accepted the nomination to be on the ballot next month. Mr. Caldwell is the current Chairman and has served his term and will not be on the ballot next month. The board secretary will contact the members absent from the meeting to inquire if they will accept or decline being on the ballot next month.

With no further business, a motion was made by Vice Chairman Tom Shaw, Seconded by Commissioner Joan Robb to adjourn the meeting at 4:35 p.m. The motion passed unanimously.

  
Alfred Caldwell, Chairman

  
Randolph Janes, Secretary