

Minutes of the Waynesville Housing Authority Board of Commissioners
Regular Meeting
January 14, 2020

The Waynesville Housing Authority Board of Commissioners held its regular meeting on Tuesday January 14, 2020 at 3:30 p.m. in the activity room of The Waynesville Tower, 65 Church Street, Waynesville NC.

A quorum was present and legally convened. Board Chairman, Brian Cagle, called the meeting to order at 3:33p.m., with the following members present:

Board Chairman Brian Cagle, Board Vice-Chairman H.P. Dykes, Commissioner Joan Robb, Commissioner Donald McGowan, Commissioner Sharon Cullins

The following members were absent:

Commissioner Alfred Caldwell, Commissioner Tom Shaw, Commissioner Walter Bryson

The following staff members were present:

Randolph Janes Executive Director, Belinda Kahl Office Manager, Wanda Janes Site Manager

Board Chairman Brian Cagle informed the commissioners of a letter he received from Mr. and Mrs. Janes stating their intent to retire. Mr. Janes informed the Board of Commissioners of their intent to retire on January 24, 2020.

The minutes of the regular meeting for December 10, 2019 were forwarded to the board members prior for review. Mr. Cagle addressed the procedures for taking minutes and stated moving forward the minutes should be taken according to the Town of Waynesville Boards and Commissions Manual. A motion was made by Commissioner Donald McGowan, seconded by Commissioner Sharon Cullins and Commissioner Joan Robb, to approve the minutes of the regular meeting on December 10, 2019 as presented. The motion passed unanimously.

Commissioner Dykes asked if Mr. Cagle had followed up with the Town of Waynesville about the strategic plan proposal which was addressed in the December 10, 2019 meeting minutes. Mr. Cagle stated that he intended to, but had not at that time.

Board Chairman Brian Cagle informed the commissioners of a letter he received from Commissioner William Barnette stating Commissioner William Barnette's removal from the board.

The financial reports were sent to the board members prior for board review. The depreciation schedule was discussed as *Ray, Bumgarner, Kingshill and Associates* will no longer be able to keep it and remain an independent auditor. Ms. Kahl has spoken with *Underwood Dills and Associates* who also works on the audit and suggested WHA use *Underwood, Dills, and Associates* for this matter. A motion was made by Commissioner H.P. Dykes, seconded by Commissioner Joan Robb to contract with *Underwood, Dills, and Associates* to maintain the property records. The motion passed unanimously. A motion was made by Commissioner Donald McGowan, seconded by Commissioner Joan Robb to approve the financial reports. The motion passed unanimously.

The board discussed the strategic plan proposal and the need to extend the date because only one request for proposal had been submitted by the due date. All firms must be notified and it is highly suggested to leave the current proposal unopened to limit the appearance of collusion.

The board discussed the Executive Director Search Committee. The board will hold a special meeting to discuss and make a plan given the short notice of departure of the current Executive Director, Randolph Janes.

A list of write-offs (previous tenants who left owing money) was sent prior to the board members for review. A motion was made by Commissioner Joan Robb, seconded by Commissioner H.P. Dykes to approve the current quarter write-offs. The motion passed unanimously.

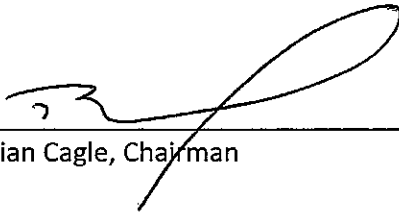
The Board would like to have a tour of the project but will set a time and date after a new commissioner is assigned to replace Commissioner William Barnette.

Mr. Janes explained to the board that there was a complaint from a tenant about the maintenance supervisor. The complaint was on the wrong worker because the maintenance supervisor was on vacation on the date in question. Mr. Janes explained that he had spoken with the correct employee in question and the issue had been documented in that employee's file. Mr. Janes reached out to the tenant to apologize, but the contact information on the complaint form was unanswered.

Board Chairman Brian Cagle appointed H.P. Dykes as the Chairman of the Finance Committee. Other members of the committee are to be determined at a later date. The Finance Committee should streamline the board meetings and Ms. Kahl explained that the board can set a low monetary threshold for the next Executive Director requiring the Board be consulted before any major contracts are signed.

Commissioner Sharon Cullins made a motion, seconded by Commissioner Joan Robb to accept the retirement of Mr. and Mrs. Janes. The motion passed unanimously.

With no further business, a motion was made by Commissioner Sharon Cullins, Seconded by Commissioner Joan Robb to adjourn the meeting at 4:02 p.m. The motion passed unanimously.



Brian Cagle, Chairman



Beinda Kahl, Acting Secretary