

**BOARD OF COMMISSIONERS
OF THE
ANNISTON HOUSING AUTHORITY
February 28, 2024**

Members Present: Cynthia Calix, Chairwoman
John Wilson, Vice Chairman
Marcus Dunn, Commissioner
Jim Williams, Commissioner
Kenneth Winsley, Commissioner

Staff Present: Gregg Fortner, Executive Director
Alan Brown, Finance Director
Shazmine Gullett, Executive Assistant
Lisa Willingham, Director of Operations
Terri Lloyd, Planning & Development Officer
Sharon Dunson, Resident Initiatives Coordinator
Antionette Tatum, HCV Coordinator
Doug Brooks, Technical Advisor
Clarence Copeland, Resident Safety Manager

Call to Order

The meeting was called to order by Chairwoman Calix.

Invocation

Invocation was given by Doug Brooks, Technical Advisor.

Changes to Agenda

There were no changes to the agenda.

Approval of Minutes—January 25, 2024

Commissioner Williams motioned to approve the minutes. Commissioner Winsley seconded. All voted unanimously.

Board Resolutions AHA-24-008 Collection Loss write offs for the period ending October 31, 2023

There were no questions or comments regarding any of the collection losses. Commissioner Winsley motioned to approve the resolution. Commissioner Williams seconded. All voted unanimously.

Police Report & Resident Safety Report

Gregg Fortner, Executive Director, pointed out that the current shooting in Norwood is not in the report because this report is from January and the shooting took place in January.

Financial Report

Alan Brown, Finance Director, reported that there are two sets of financials in the packet; December and January. The COCC had a deficit in December of \$34K. The AMPS had a \$280K surplus and our garbage rebates also started in December. The HCV had a small loss of \$5K in the admin program due to paying out more HAP than we received. We are in the process of getting a draw down on some of our reserves. Our HAP has increased for February and March. The COCC will show a surplus for January due to funds coming in from Barber Terrace. January's surplus for the AMPS totaled \$48K. The HCV had a surplus for the month of January. Mr. Brown has also been drawing funds down in case of a government shutdown.

Planning & Development Report

Terri Lloyd, Planning & Development Officer, reported that the HOME application cycle will open up March 1, 2024, she will meet with Gregg on our next steps. She will bring the application submission to the HDC board for a vote, which has to be done next month. The board will be seeing a number of contracts that need to be obligated by May. Mr. Fortner reminded the board of the Tinsley exterior improvements that had been previously rejected by the board have been modified and reduced in price and contracts will go out in March and April. The money needs to be obligated so that we don't lose it.

Management Report

Lisa Willingham, Director of Operations, reported that we ended January with a 93.42% occupancy rate. Mr. Fortner passed out our most current landscape contracts and explained that they are one year contracts with the possibility of two-one year renewals. Chairwoman Calix suggested that we move to electronic signing in the future. If we renew this year, we will go back out July 2025. Vice Chairman Wilson suggested that moving forward, we get each contract renewal signed as well.

Housing Choice Voucher (Section 8) Report

Antionette Tatum, HCV Coordinator, reported a program a total of 485 voucher holders. Mr. Fortner also passed out a graph with the progress that HCV has made with vouchers over the recent years. Mrs. Tatum and Mr. Brooks elaborated on what an annual inspection looks like and the process of a reinspection.

Resident Services Report

Mr. Fortner informed the board that we were awarded \$54K for a Family Self Sufficiency Coordinator. This will help residents achieve self-sufficiency. We are concentrating on getting HCV participants enrolled in the program.

Other Business

There was no other business.

Public Comment

No one from the public was present. No comments were made.

Executive Director's Comments

Mr. Fortner has already covered his comments. Vice Chairman Wilson suggested getting our clientele involved with the businesses in the area that are teaching skills and giving out certifications to those in need.

Adjournment

A motion was made by Commissioner Williams to adjourn the meeting. The motion was seconded by Commissioner Winsley. All voted unanimously.

Executive Session

Mr. Fortner called for an Executive Session to take place before the start of the Budget Meeting.

Budget Work Session

Mr. Brown reported that the HDC, Hobson City and FSS Coordinator budgets will be in our next budget session. We focused on pages 6, 7 and 8 for the COCC budget which gives the summary of the entire authority. There are footnotes next to the major differences, which is what will be covered.

COCC

Footnote A—Management & Development Fee shows breakdown on difference. We will receive remaining funds for Barber Terrace (\$350K). We've got a reduction in Barber's management fees and an increase in bookkeeping fees for the HCV program to the max that we can charge. This all makes up the \$147K.

Footnote B—CFP Grant Income. The 2024 CFP award has not come out but we are estimating \$1.5M as our 2024 award. The COCC will get 10% of this for admin fees (\$150K). We are looking at a \$52K reduction in admin income. Property insurance is down by \$13K. We are budgeting \$100K surplus for the COCC due to the \$350K from Barber Development fee.

Footnote C—Difference in subsidy. Our subsidy figure is down \$295K. \$30K is due to inflation and utility expense level has been reduced \$12. The biggie is the loss of the asset repositioning funding that we were getting for Glen Addie. We are losing \$181K. Our dwelling rent has gone up, which made our subsidy go down.

Footnote D—Capital Fund Grant. We get 20% for the operation grant for the AMPS. Investment income has gone up projecting a \$56K increase.

Footnote E—Other Admin Expenses. \$153K increase. This shows all the differences that make contract labor, computer support, a new IT contract and additional services for more security features. We now have desktop backup and a standby server, in case ours crashes. On site/webinar training and a long list of other miscellaneous expenses.

Footnote F—Collection Loss. We are showing a reduction of \$37K based on where we're at this year. We are budgeting a \$306K surplus which is \$74K down from last year.

HCV Budget

There is an increase in admin fees of \$37K which is based on our leasing schedule. We will max out at 585 vouchers at the end of this coming fiscal year. Payroll costs will go up \$10K and Management fees are up \$14K. We are showing a \$26K surplus in the admin portion of the HCV Program. There will be an increase in HAP expenses.

The total authority has budgeted \$431K surplus which is \$40K more than last year. There is a reserve established for the garbage rebate of \$20K.

The next budget session will take place on March 20, 2024 and all other budgets will be discussed.

Adjournment

A motion was made by Vice Chairman Wilson to adjourn the meeting. The motion was seconded by Commissioner Winsley. All voted unanimously.