



**Meeting Minutes  
March 22<sup>nd</sup>, 2016**

The monthly meeting of the Executive Board of Commissioners of the East Georgia Housing Authority Partners was called to order at 6:02 p.m. at the Thomson Administrative Building located at 219 Pecan Avenue, Thomson, Georgia. The respective members of the Executive Board of Commissioners were called to order as stipulated under the bylaws. The following Commissioners were present: Jamie Burnett, Chad Mosley, Lee Ann Meyer and Frank Wills. Also present were Kelly S. Evans, Executive Director and Jodie G. Key, Public Housing Manager.

The meeting was opened by prayer led by Commissioner Wills. The first item on the agenda was the election of Chairman and Vice Chairman of the Executive Board of Commissioners. Commissioner Meyer made the motion to appoint Commissioner Burnett as Chairman of the Executive Board of East Georgia Housing Authority Partners and Commissioner Wills seconded the motion. There being no opposition the motion passed unanimously and Commissioner Burnett became Chairman of the Executive Board of EGHAP. Commissioner Wills made the motion to appoint Commissioner Meyer as the Vice Chairman of the Executive Board of EGHAP and Commissioner Mosley seconded the motion. The motion passed with no opposition and Commissioner Meyer became the Vice Chairman of the Executive Board of EGHAP.

The second item on the agenda were the approval of the February 23<sup>rd</sup>, 2016 minutes. There being no corrections, Commissioner Mosley made the motion to accept the minutes as written and Commissioner Wills seconded the motion. The minutes were approved with no opposition.

There being no Old Business, the meeting moved on to New Business. Executive Director Kelly S. Evans explained a new bank resolution needed approval to add Chairman Burnett and Vice Chairman Meyer as signors on the bank cards for State Bank, Regions Bank, First Citizens Bank and Farmers & Merchants Bank, each a respective bank of each of the Housing Authorities that make up EGHAP. Commissioner Meyer made the motion to adopt the banking resolution and Commissioner Wills seconded the motion. The motion passed with no opposition.

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**Crawfordville Property**  
301 Thompson Street  
Crawfordville, Georgia 30631

**Harlem Property**  
140 E. Milledgeville Road  
Harlem, Georgia 30814

**Thomson Property**  
219 Pecan Avenue  
Thomson, Georgia 30824

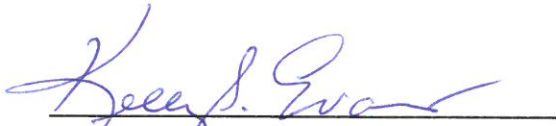
**Warrenton Property**  
PO Box 2  
Warrenton, Georgia 30828

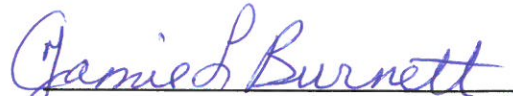
The next item under New Business were accounts to be written off as uncollectable totaling \$487.99 for the Thomson Housing Authority and \$6513.23 for the Warrenton Housing Authority. Commissioner Mosley made the motion to write off the accounts as uncollectable and Commissioner Meyer seconded the motion. The motion passed unanimously.

There being no further business to discuss the meeting moved on to the Executive Director's Report. Executive Director Kelly S. Evans stated she was on the phone with the Atlanta IRS office on March 9<sup>th</sup>, 2016 for about an hour and a half trying to resolve the issue with delinquent payroll taxes being paid. She explained they were actually paid a month in advance and currently the IRS is working to get that realigned. The IRS has realigned 16 months of payroll taxes paid and has advised Director Evans to give it 30 days before inquiring about penalties, as they are on round two of reconciling payroll taxes paid. Commissioner Wills asked if there were no penalties if that meant there would be no interest that EGHAP would have to pay back and Director Evans told him he was correct. The next item Director Evans discussed was the negative balance rents. She explained that she is still trying to figure out how to utilize utility reimbursement sin SACS but was waiting for the new April 1<sup>st</sup>, 2016 rent adjustments to go into effect due to the updated utility allowances. The third item Director Evans discussed was the employee retirement plan. She stated she was pleased with the Metlife Representative that came to the Thomson Housing Authority to discuss the retirement plan with employees that had not been set up yet and he has since returned to Savannah to bring back planned documents of which could not be retrieved from previous representatives. Director Evans said she was looking to merge the Thomson Housing Authority Retirement accounts into the Warrenton Housing Authority accounts because they would all be 401K plans with a guaranteed rate of 3%. The next item Executive Director Kelly S. Evans discussed was the upcoming 2015 Audit. She stated the scheduled date of the audit is April 11<sup>th</sup>, 2016 through April 15<sup>th</sup>, 2016 but was uncertain the finalized unaudited submission would take place before then, as it is due to HUD by April 15<sup>th</sup>, 2016. She stated she scheduled the audit early this year so the administrative staff could gather all required documents in a timely manner. Director Evans said the finalized audit is not due to HUD until September 1<sup>st</sup>, 2016 and she has left a message with the auditor to have the dates changed. Lastly, Director Evans suggested the annual meeting of all four respective boards of EGHAP be held on Tuesday, may 10<sup>th</sup>, 2016 at 6:00 p.m. and asked the Executive Board to think about that date and get back with her as soon as they determined this date would work for everyone. Commissioner Wills made the motion to approve the Executive Director's Report and Commissioner Meyer seconded the motion. The Executive Director's Report was accepted with no opposition.

The next item on the agenda was the Chairman's Report. There being no report the meeting moved on to an Executive Session. There being no Executive Session and no further business before the board Commissioner Meyer made the motion to adjourn the meeting and Commissioner Mosley seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:45 p.m. by Chairman Burnett.

Respectfully Submitted,

  
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Kelly S. Evans, PHM  
Executive Director

  
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Jamie Burnett  
Chairman