



**Meeting Minutes
September 21st, 2021**

The monthly meeting of the Executive Board of Commissioners of the East Georgia Housing Authority Partners was called to order at 6:03 p.m. at the Thomson Housing Authority's Community Room located at 219 Pecan Avenue, Thomson, Georgia. The respective members of the Board of Commissioners were called to order as stipulated under the bylaws. The following Commissioners were present: Susan Benning-Tutt, Jamie Burnett, Reverend Stephen Ivey, Pat Hamsch, James Thomas, Jr., Al Harris and via Zoom Lashanda Kitchens. Also present were Jodie G. Key, Interim Executive Director, Elizabeth Brown via Zoom, East Georgia Resident Services Director, Glenn Hayes, Maintenance Supervisor and LaTarsha Hines, Occupancy Specialist. Absent was Commissioner Julie Mae Stewart.

Commissioner Hamsch lead the meeting with a prayer.

The first item on the agenda were the staff reports, which were written and emailed to the board of commissioners with the agenda prior to the meeting. A highlight from each Department was as follows:

- a. Maintenance -discussion of going into unit to treat for pests and to make preventive maintenance repairs. Chairperson Tutt stated that he could go into units if they were vacated during the allotted time needed to treat for pests. No Preventive Maintenance Repairs will be allowed as right now due to rise in covid-19 cases.
- b. Occupancy-gave updates on the Outstanding Balances for each Authority and that several residents have reached out for rental assistance bur most agencies are currently running several months behind due to the demand for rental assistance request.
- c. Finance-Currently waiting on May and June Financial returns. Will be forwarding those reports soon as they are received. We are moving forward with changing all HUD deposit accounts to Cadence Bank for all authorities. Once it's set up staff will have to be trained. Hoping to have all that done in October.

The next item on the agenda were the approval of the September 21, 2021 Consent Agenda which consisted of July 20th, 2021 Closed Session Meeting Minutes, August 17th, 2021 Meeting Minutes, August 17th, 2021 Closed Session Meeting Minutes, August 31st, 2021

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

Tele/Email Voting Minutes. Commissioner Thomas made a motion to approve all sets of minutes and Commissioner Harris seconded the motion. The motion passed with a 5,0 ratio.

Under unfinished business the CBDG CSRA Regional Commission Fees for Warrenton URP was tabled for the next meeting.

The first item under New Business were the approval of the balances left owed by vacated tenants deemed uncollectible. Warrenton had a total of \$1568.61 to be written off and Thomson had a total of \$2542.91, respectively. Commissioner Burnett made a motion to write off the accounts as uncollectable and Commissioner Hamsch second the motion.

The second item under new business was a review of Baseline Wages for Maintenance Staff Chairperson Tutt asked Glenn Hayes how the pay was determined between the two new maintenance employees. He said one of the had more experience and the other has a college education. One employee is hired through the temp service and the other was not. The one that was hired as a temp could be hired on permanently after 90 days.

The third item under new business was the closure of the Audit Findings for FYE 2018 for Warrenton, Harlem and Crawfordville. Jodie explained that several of the audit findings had been closed and Laura Williamson was working on closing out others. There is a total of 9 left and majority of the audits should be close out by Friday September 24, 2021.

The fourth item under new business was the Confirmation of the Ross Grant Submission. The Ross Grant had been completed for Warrenton and all documents had been submitted.

Commissioner Burnett made the motion to go into an Executive Session and Commissioner Ivey seconded the motion. The motion passed unanimously, and the meeting went into Executive Session at 6:37 p.m.


The motion was made to come out of Executive Session by Commissioner Burnett and seconded by Commissioner Thomas. The Executive Session was adjourned at 7:26 pm with no opposition.

Commissioner Hamsch made the motion that Chairperson Tutt be directed to execute an affidavit, as called for by the Georgia Law, affirming that no subject was discussed during executive session which violated the open meeting law of the State of Georgia and Commissioner Thomas seconded the motion. The motion passed with no opposition.

There being no further business before the board, Commissioner Burnett made the motion to adjourn the meeting and Commissioner Hamsch seconded the motion. The motion passed unanimously, and the meeting was adjourned at 7:36 pm.

Respectfully Submitted,


Susan Benning-Tutt
Chairperson


Jamie Burnett
Vice-Chairman