



**Meeting Minutes
August 16, 2022**

The monthly meeting of the Executive Board of Commissioners of the East Georgia Housing Authority Partners was called to order at 6:04 p.m. at the Thomson Housing Authority Office Community Room located at 219 Pecan Ave, 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: James Thomas, Jr., Susan Benning-Tutt, Jamie Burnett, Pat Hamsch and Dustin Driggers. Also present were Laura Williamson, Interim Executive Director and LaTarsha Hines, Property Manager, Shemekia Jones, Covid Mitigation Specialist and Latina Walker, Covid Mitigation Specialist. Absent were Commissioners Stephen Ivey, Julie Mae Stewart and Lashanda Kitchens, Glenn Hayes, Maintenance Supervisor and Elizabeth Brown, Residential Services Director.

Commissioner Burnett opened the meeting with a prayer.

The first item on the agenda were the staff reports. Chairperson Tutt began the discussion by asking board members did anyone have any questions regarding the staff reports submitted by department heads. No one had any questions regarding the staff reports. In the absence of Residential Services Director, Elizabeth Brown, Ms. Williamson introduced the new employees under her direction to the board members. Those new employees were Shemeika Jones and Latina Walker.

The first item under Consent Agenda were the approval of the June 21, 2022 meeting minutes. Chairperson Tutt asked if all Commissioner reviewed the meeting minutes (sent via email) and if so, were there any questions. No one had any questions. Commissioner Hamsch made the motion to accept the minutes and Commissioner Burnett seconded the motion. The motion was approved unanimously.

The second item under consent agenda were the approval of the May 2022 Financials (sent via email). Chairperson Tutt asked the Executive Board Members had they had a chance to review the financials that were emailed to them. All Commissioners advised that they had. Commissioner Hamsch made the motion to approve the Financials. Commissioner Burnett did second the motion.

The first item under old business was an Update of the open HUD and Audit Findings for all authorities. Laura Williamson began the discussion by stating that most of the Audit Findings should be closed by August 31, 2022 or early September. Ms. Williamson stated that HUD had advised that the Authority could sell property that it no longer used or needed to recoup some funds for the Repayment Plan that must be approved for HUD. HUD had advised that items could be sold on social media, or even through yard sale. HUD advised that EGHAP must follow their disposition policy. Ms. Williamson advised that once the full list of items to sell is complete, she will email to the Board for approval, regardless of amount or estimated worth. Commissioner Burnett asked if there were any property at the maintenance shop that could be

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

sold, and Ms. Williamson advised that they search all inventory for items to sell. Ms. Williamson also advised that she has started the spreadsheet that requires list of tenants that are owed money due to unallowed fees. That spreadsheet should be completed soon, and plan laid out to reimburse those due. Ms. Williamson presented a new policy for how EGHAP should handle journal vouchers, as this is open finding and needs a new policy. The Board did review the new policy and did approve it, but 4 to 0 vote. Ms. Driggers made a motion to accept the policy and Mr. Thomas did make a second motion. Ms. Williamson advised that she continue to work on open findings and will update at next meeting.

The second item under unfinished business were the discussion of the 2021 Capital Funds. Ms. Williamson began the discussion by advising that the Board has discussed the plans throughout the year, but she wanted to provide each member a copy of each Authority's plan. Each Commissioner was provided a copy of the plan for future reference.

The third item under the unfinished business were the vendors for gas for Housing Authority Vehicles. Ms. Williamson began discussion by stating that the only vendor that has agreed to bill for gas is Dev's Market. She said that she reached out to the city but has not received a response. Chairman Tutt asked has she reached out the Board of Education. Ms. Williamson advised that she had not followed back up with the Board of Education. Ms. Williamson advised that the EGHAP could continue to explore options on this matter and it was tabled for later discussion.

The fourth item under unfinished business was the discussion of the demolition of Crawfordville and Warrenton units. Ms. Williamson began by stating that demolition was approved in March 2022, but she wanted to update board members on the progress. She said that she held a tenant meeting in Crawfordville on July 18, 2022 and she went over plans with all attendees at the meeting. The tenants were all in agreement to the demolition and rebuild. Ms. Williamson advised that she has a tenant meeting in Warrenton scheduled for August 24th at 6 PM to discuss with tenants there.

The first item under New Business is the demolition of the offline units in Thomson. Ms. Williamson advised that HUD wants EGHAP to move forward with Board approval for the demolition of the units in Thomson. There are foundation issues with these units, which make them uninhabitable. Commissioner Burnett made a motion to approve the demolition of the units at 801 C and 803 C Street in Thomson. Commissioner Hamish did make the second motion. The motion did pass by 4 to 0 vote.

The second item under new business was the discussion of the Flock Safety Cameras for the Thomson property. Ms. Williamson began the discussion by stating that there have been several shootings on the Thomson property or neighboring streets. She has met Chief Gale (Thomson Police) who suggested that the housing authority install flock cameras. Ms. Williamson said she spoke with other authorities who have installed cameras and a few authorities she contacted said they have installed flock cameras. Ms. Williamson spent a few minutes explaining how the Flock Camera is different and what it is used for. She said she spoke with a representative from Flock Cameras who has sent over an information packet. She said that he would gladly come do a presentation at the Thomson office and answer any questions. Chairperson Burnett asked how many cameras will need to be installed. Laura said the representative will do an assessment on the property to determine the quantity needed. Chairperson Tutt said request a copy of the sample contract for the board to review. The item was tabled for further discussion and televote.

The third item under new business is the work on Pilcher and Phelps. The item was further discussed in Executive Session.

The fourth item under new business was Procurement Training for Laura Williamson and Glenn Hayes. Ms. Williamson began the discussion by stating that she and Mr. Hayes needed to take Procurement Training. She said the training is online September 27th-30th. Chairman Tutt said that her, Glenn and Ms. Hines should attend the training. Chairman Burnett made a motion for Laura, Glenn and Latarsha to take Procurement Training. Chairman Thomas did second the motion. Motion unanimously passed.

Commissioner Thomas made the motion to go into an Executive Session and Commissioner Burnett seconded the motion. The motion passed unanimously, and the meeting went into Executive Session at 6:43 pm.

Commissioner Hamsch made the motion that Chairman Tutt be directed to execute an affidavit, as called by 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.

The motion was made to come out of Executive Session by Commissioner Thomas and seconded by Commissioner Burnett. The Executive Session was adjourned at 7:20 p.m. with no opposition.

Upon returning to regular session, the Board voted on the approval of the quote from Frost Heating and Air to repair the duct work on Phelps and Pilcher that needed wrapping. This would include the Warrenton office. Mr. Hayes had requested quotes from several agencies but was only able to receive one complete package back. The Board voted to approve Frost Heating and Air to conduct the work needed. Commissioner Hamsch made the motion to approve and Commissioner Burnett did second the motion. The Board voted unanimously to award the contract to Frost Heating and Air.


Upon returning to regular session, Chairman Tutt did advise the Board and the other attendees that the Board had voted to approve Laura Williamson as the full -time Executive Director, effective this date.

There being no further business before the board, Commissioner Burnett made the motion to adjourn the meeting and Commissioner Thomas seconded the motion. The motion passed unanimously, and the meeting was adjourned at 7:28 p.m.

Respectfully Submitted,



Laura Williamson
Executive Director



Susan Benning Tutt
Chairperson