



**Meeting Minutes  
September 19, 2023**

The monthly meeting of the Executive Board of Commissioners of the East Georgia Housing Authority Partners was called to order at 6:00 p.m. at the Thomson Housing Authority 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: Susan Benning-Tutt-Chairperson, Jamie Burnett-Vice Chairperson, James Thomas, Jr., Pat Hambsch, Acquanetta Stephens, and LaShonda Kitchens. Also present were Laura Williamson, Executive Director, LaTarsha Hines, Property Manager, Glenn Hayes, Maintenance Supervisor Angela Wallace-HR Director, and Patricia Evans, Crawfordville Resident. Absent were Commissioners Stephen Ivey and Dustin Driggers, Tony Mims, Resident Services Specialist and Krystal Paschal, ROSS Coordinator-Warrenton.

Commissioner Hambsch opened the meeting with a prayer.

The third item on the agenda was the Presentation of Employee Longevity Awards. Chairperson Tutt congratulated each employee and presented each of them with certificates of achievement and longevity supplements based on years of service. Recognized were Danyale Long, for one year of service; Laura Williamson for 8 years of service; and Glenn Hayes for 25 years of service.

The fourth item on the agenda was staff reports. Chairperson Tutt opened the floor for discussion. Commissioners did not have any questions or concerns regarding the staff reports. There was no further discussion.

The fifth item was the Consent Agenda. The first item there was the approval of the August 15, 2023 Meeting Minutes. Chairperson Tutt opened the floor by asking the panel had they reviewed the meeting minutes and were there any questions. There was no further discussion. Commissioner Burnett made the motion to accept the August 15, 2023, Meeting Minutes. Commissioner Hambsch seconded the motion. The motion was passed unanimously.

The first item under old business was the discussion of the 2022 Fiscal Year Audits. Chairperson Tutt opened the floor for discussion. Ms. Williamson began the discussion by stating that the audit reports will be completed by the end of the week. Ms. Williamson said she doesn't expect any new findings and that she hopes to close out some of the previous findings from years past. Ms. Williamson advised that once she receives the initial reports, she'll be emailing them to commissioners. There was no further discussion.

The second item under old business was the discussion of the lighting for Thomson and Warrenton properties. Chairperson Tutt opened the floor for discussion. Ms. Williamson began the discussion by stating that Georgia Power recently installed new outdoor lighting throughout the Thomson property.

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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

Ms. Williamson said she's currently working with a Georgia Power representative to have them put up throughout the Warrenton property. Once everything is finalized, Warrenton will be getting new lighting and upgrades to the current lights that are on the property. Ms. Williamson said once Warrenton is complete, they will evaluate Harlem and Crawfordville. Ms. Williamson said having those lights installed only added a few extra dollars to the bill each month and with recent events on the Thomson property they are needed. There was no further discussion.

The third item under the old business was the discussion of the NSPIRE Training. Chairperson Tutt opened the floor discussion. Ms. Williamson began the discussion by stating that she'd contacted John Emery about coming to the Housing Authority to do NSPIRE Training for the employees that did not attend the training in Macon. Ms. Williamson said it's a 2-day training course and she's trying to get it scheduled for October or November. Ms. Williamson said she will let everyone know the official dates once she follows up with Mr. Emery.

The fourth item under old business was the discussion of the Demolitions on Crawfordville, Warrenton, and Thomson. Chairperson Tutt opened the floor for discussion. Ms. Williamson began the discussion by stating that she has submitted applications in PIC for all demos and had received an error message on one. Once applications are approved, she can begin moving forward with ACES. Commissioner Thomas asked where any equipment or supplies stored in the unit. Mr. Hayes said there are supplies stored in the unit and it would be cleaned out before the unit is demolished. Ms. Williamson said anything salvageable would be sold. She hopes to have the bid out within 2 weeks of approval. There was no further discussion.

The first item under new business was the discussion of Policy for the Community Room Use. Chairperson Tutt opened the floor discussion. Ms. Williamson began the discussion by stating that because so many agencies have requested to use the Community Rooms for meetings and other events, she thought it necessary to create a policy for room usage. Ms. Wallace has created the policy submitted to the Board today. The Board agreed that the policy is a good idea. Chairman Tutt did recommend that EGHAP add a clean-up fee to the policy, in case anyone uses a room and does not clean up. The Board will review policy and it will be tabled at a later date.

The second item under new business was the discussion of the Van/Vehicle Purchase for Resident Services. Chairperson Tutt opened the floor for discussion. Ms. Williamson began by stating that she had been conversing with Resident Services Specialist Tony Mims about purchasing vehicles for the Resident Services Transport. Ms. Williamson said she contacted our insurance company, and they informed her that the current policy will not cover resident transport. Ms. Williamson advised that EGHAP will reach out to other Housing Authorities and find out what they do regarding transportation and if they have vehicles for resident use.

The third item under new business was the discussion of the 2023-2028 Five Year Agency Plan. Chairperson Tutt opened the floor for discussion. Ms. Williamson began the discussion by stating that she will be meeting with residents at each authority in the next couple of weeks to discuss the five-year plan and to also get feedback from residents of things they would like to see done on property or in the units. Ms. Williamson said that the budget will be discussed in the next few meetings, and it is her plan to discuss the Agency Plan at that time.

The fourth item under new business was the Capital Fund Plans for 2023,2024. Chairperson Tutt opened the floor for discussion, Ms. Williamson advised that there have been a lot of Capital Fund

improvements being made to all properties. She advised that there is plenty more work that needs to be done to bring properties into shape that they need to be in and to be in compliance with NSPIRE. Going forward, we will be looking at more roof replacements, HVAC replacements, rebuilding demolished units, and parking situations. Patricia Evans, Crawfordville resident asked would the drive/parking on Lexington be fixed because it washes out after it rains. Ms. Williamson said that she and Mr. Hayes would follow up with the mayor and see about getting that problem taken care of. There was no further discussion.

Commissioner Thomas made the motion to go into an Executive Session to further discuss personnel matters and Commissioner Stephens seconded the motion. The motion passed unanimously, and the meeting went into Executive Session at 6:32 pm.

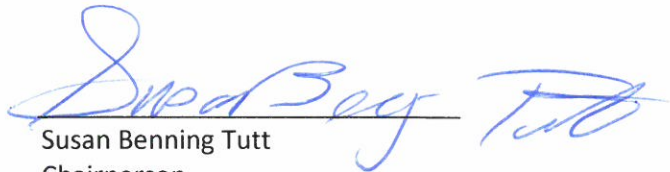
The motion was made to come out of Executive Session by Commissioner Hambsch and seconded by Commissioner Thomas. The Executive Session was adjourned at 6:39 pm with no opposition.

There being no further business before the board, Commissioner Thomas made the motion to adjourn the meeting and Commissioner Burnett seconded the motion. The motion passed unanimously, and the meeting was adjourned at 6:40 p.m.

Respectfully Submitted,



Laura Williamson  
Interim Executive Director



Susan Benning Tutt  
Chairperson