

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF
SPARTANBURG, SOUTH CAROLINA**

February 10, 2015

PRESENT: Thomas Lounds, Jr., Kittie Collins Tullis, Mac Hogan and Brenda Thomas

ABSENT: Suzanne Cole, Molly Metz and Dr. Thomas White, Jr.

STAFF: Daryl Dalton, Jessica Holcomb, Tyrone Meadows, Valerie Forsberg, Jayne Floyd, Jose Calicdan, Jill O'Connell, Miguel Pastrana, Beverly Taylor, Nadine West, Mark Stewart, and John Conway.

The meeting was held at the Mary Wright Center Meeting Room, Spartanburg, SC 29306.

Commissioner Lounds called the meeting to order at 5:30 p.m. He then announced that public notice of this meeting was posted at least twenty-four (24) hours prior to the commencement of the meeting as required by the South Carolina Freedom of Information Act.

INVOCATION: Daryl Dalton

QUESTIONS FROM THE FLOOR: Bonita Littlejohn, Vice-President of Tobias Resident Council requested the Board of Commissioners to introduce themselves, along with their titles.

APPROVAL OF THE MINUTES:

A motion to approve the minutes of the January 20, 2015 Board meeting was made by Commissioner Hogan, seconded by Commissioner Thomas and unanimously carried.

REPORTS:

• **President Resident Council:**

- 1.) Gail Wilkins, President of the Archibald Rutledge Resident Council, thanked everyone with the SHA for everything they did with the bed bug process by supplying new beds, towels, clothing and other essential items. These items that were given to the affected residents are much appreciated.
- 2.) Norma Pitts, the new President at JC Bull Apartments, Barbara Collier and Genella Cheeks, other council officers, were introduced by Valerie Forsberg.
- 3.) Chelle Jones, Vice President of the Prince Hall Resident Council was introduced by Valerie Forsberg .
- 4.) Karen Levy, Vice-President of Archibald Rutledge Resident Council, has been receiving questions from the tenants about the details pertaining to relocating to other apartments due to the upcoming rehabilitation project. Many residents are confused because of the conflicting information that they are receiving.

- a. Daryl stated that Archibald Rutledge Hi-Rise is part of the Choice Neighborhoods Initiative Implementation Grant that we just applied for. We believe this fall we will hear more about this. If we are successful in this effort, \$4-5 million of the grant will be spent on Archibald Hi-Rise for major rehabilitation. In order to design the rehabilitation of this site, the building will first have to be vacated. If we receive this reward in the fall, this will speed up the process and work could likely begin the first of next year.
 - 1) In the event this happens, residents will be providing vouchers, as well as locating the residents to other property sites. We will be more than happy to come to the next Resident Council meeting to address the concerns of the residents and address their questions.
- **Board Chairman:** Molly Metz, Board Commissioner, is in charge of our Executive Director search efforts. Gans, Gans and Associates have been hired to conduct this search. They will be conducting their search on a statewide, as well as national level for qualified candidates. Molly will be provided a report on the efforts of this search at our next regular Board meeting in March. We have been asked by Gans, Gans and Associates to schedule a meeting in late February or early March, and Mr. Lounds will be reaching out to us to find out our availability for the special meeting. Once this date has been determined, we will reach out to the press and notify them of the special meeting.
- **Interim Executive Director:** Daryl Dalton submitted the Interim Executive Director's written report to the Board and briefly discussed the following highlights during the meeting:
 - 1) **Development Projects:**
 - a. **Senior Units at Page Lake:** We continue to work and move forward with the development of eight single-bedroom senior units at Page Lake. We continue to work in partnership with Spartanburg County, who is providing HOME Funds. We received proposals for Architectural and Engineering services and we were anticipating that the bid opening would be last Thursday. We were concerned that we would not have enough proposals, so we have extended the deadline for another two weeks. Our goal is to have these units complete by the end of 2015.
 - 2) **Rental Assistance Demonstration (RAD) Projects:**
 - a. **Cammie Claggett:** This project is now named "Highland Crossing." We are anticipating demolition to start in the next 60 days, with construction starting right after.
 - b. **SHA 7 Project:** This project includes seven SHA Public Housing sites. This project is not demolition; this is a rehabilitation project. This project is not as far along as the Cammie/Highland Crossing project. We are working towards a closing that actually makes the dollars available will probably be in the third quarter of this year. The work would then begin the first of next year.
 - 3) **Choice Neighborhoods:** We have been working jointly with the City of Spartanburg in the preparation and submission of a Choice Neighborhoods Implementation grant. The SHA was a recipient of a planning grant and the planning process is now complete. HUD made available funds

so we can apply for an implementation grant, so along with the City, we have applied for \$21 million. The application was submitted yesterday.

- **Departmental Reports:** Written reports provided for informational purposes.

1-A. Public Housing – *Highlights to written report by Jill O’Connell*

- Our goal is 98%. Our occupancy rate at the end of January, 2015, is at 95% occupancy. Some is due stricter lease enforcement and wait lists clean up.
- REAC inspections are close to be completed at our property sites.
 - Victoria and Watson combined received a score of 82 out of 100 points.
 - Archibald received a score of 77 out of 100 points.

1-B. Section 8 – *Highlights to written report by Tiffany Askew, presented by Daryl Dalton in her absence.*

- In our Section 8 Program, our lease rate increased to 94.63%. HUD’s goal is 90% lease rate. Eighteen (18) vouchers were issued this month and ninety (90) families are currently searching for housing.

2. Community and Supportive Services – *Highlights to written report were given by Valerie Forsberg.*

- We held Resident Council training a week and a half ago and all but two members were able to come. Resident Councils will now be assisting with the SHA CA\$H Store. Resident Councils officers will rotate locations of the store while earning incentives for their participation.
- In January 2015, we used some of our remaining Duke Energy grant funds. We were able to help some Family Self-Sufficiency residents to help with tuition and books. They were unable to participate in the March Gault Scholarship program, so this was a way we could assist them with some of these expenses.
- The Family Self-Sufficiency (FSS) Program has instituted a FSS Homeownership University. Participants in the program, as well as those from Brawley Street, will participate in monthly mentoring sessions regarding finances and homeownership.
- The trip of the month in January was a success. Residents were taken to the Blue Ocean Seafood Restaurant in Clinton. We had two bus-loads of 24 residents who took advantage of this trip; there wasn’t an empty seat.

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3. Finance Report – *John Conway, Interim Chief Financial Officer, gave a brief overview of the submitted finance reports. (Please see written report for more detailed figures.)*

OLD BUSINESS: None

NEW BUSINESS:

1. **RAD Development – Highland Crossing Conversion and Financial Closing:** With our HUD legal counsel, Reno & Cavanaugh, we have been working on ensuring that the Rental Conversion Commitment and the closing of this transaction of converting the former Cammie Clagett Courts to the Highlands Crossing development is correctly submitted.
2. **Public Relations Marketing and Branding Services Contract Extension:** In April of 2014, the SHA entered into a contract with The Palladian Group for public relations, marketing and branding services. The Authority would like to take advantage of the provision to extend this contract for another year. This will however require board approval because the contract will go over the \$100,000 threshold.
3. **SHA Personnel Policy and Employee Handbook:** At the February Board meeting, we included a communication with our new personnel policy and employee handbook. Our labor attorney, Kevin Sturm, helped us considerably to review these and finalize them. The Board of given an opportunity to review the new handbook and provide any feedback, of which we did not receive any responses. Any previous versions will be revoked once this new handbook is board approved.
4. **United Way VISTA Volunteer:** This year, the United Way requires us to receive board approval prior to submitting our grant application for this position. The VISTA volunteer will be part of the SHA team, but will work in coordination with the Northside Development Group. The volunteer will work on the Northside Initiative in an effort to build capacity when it comes to relocation of the Oakview and Archibald residents. This volunteer will work in the areas of financial stability and behavioral health.

RESOLUTIONS:

1. **2015-02:** A motion to approve the RAD Development – Highland Crossing Conversion and Financial Closing was made by Commissioner Thomas, seconded by Commissioner Tullis, and unanimously carried.
2. **2015-03:** A motion to approve Public Relations Marketing and Branding Services Contract Extension was made by Commissioner Hogan, seconded by Commissioner Thomas, and unanimously carried.
3. **2015-04:** A motion to approve the SHA Personnel Policy and Employee Handbook was made by Commissioner Tullis, seconded by Commissioner Hogan, and unanimously carried.
4. **2015-05:** A motion to approve the United Way VISTA Volunteer was made by Commissioner Thomas, seconded by Commissioner Hogan, and unanimously carried.

COMMUNICATIONS: None

EXECUTIVE SESSION: (Legal – Closed Session)

A motion to enter into the Executive Session was made by Commissioner Hogan, seconded by Commissioner Thomas, and unanimously carried.

EXECUTIVE SESSION OUTCOME:

A motion to come out of the Executive Session was made by Commissioner Hogan, seconded by Commissioner Thomas and unanimously carried.

ADJOURN:

A Motion to adjourn was made by Commissioner Hogan, seconded by Commissioner Tullis, and unanimously carried.

Meeting Adjourned.

Respectfully submitted,



Lois J. Menken
Executive Assistant