

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF DANVILLE
HELD ON TUESDAY 16 JANUARY 2024**

The Commissioners of the Housing Authority of Danville met in regular session on 16 January 2024 at the Housing Authority central office at 1014 Rosemont Avenue in Danville Kentucky. The meeting was called to order by Chairwoman Young and upon roll call the following members were present and absent:

PRESENT
Chairwoman Ann Young
Commissioner Steve Southerland
Mayor James Atkins

ABSENT
Commissioner Terri Carter
Commissioner Paul Lewis

Also present were: Hadden Dean, Attorney for the Housing Authority; Missy McCarty, Deputy Director; and Linda Hudman who serves as Interim Director for the Housing Authority of Danville and Secretary-Treasurer to the Board.

The minutes for the Board meeting held on 19 December 2023 were reviewed and considered. The motion to approve the minutes was made by Commissioner Southerland, seconded by Mayor Atkins with the following vote:

AYES: Chair Young, Commissioner Southerland and Mayor Atkins.

NAYS: None

The Chair declared the minutes approved. The following item was presented for consideration by the Board.

The Board of Commissioners reviewed the Paid Bills for December 2023 for approval. The motion to accept the paid bills was made by Mayor Atkins, seconded by Commissioner Southerland with the following vote:

AYES: Chair Young, Commissioner Southerland and Mayor Atkins.

NAYS: None

The Chair declared the Paid Bills report approved. The following item was presented for consideration by the Board.

**RESOLUTION #2541
APPROVING COLLECTION LOSS FOR JANUARY 2024**

WHEREAS, due to evictions, deaths and move-outs, this Authority has had a number of accounts on its books deemed uncollectible following at least 30 days from the vacate date.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of Danville, that the amount of \$3,424.49 as shown per the following list to this resolution, be transferred from Account 1122 - Tenants Accounts Receivable to Account 4570 - Collection Loss.

VACATES WITH BALANCES

NAME, APARTMENT & ACCOUNT NUMBER:	DATE VACATED	BALANCE
ZBL81 Rent = \$0.00 Other = \$283.00	12/7/2023	\$283.00
ZLI102, Z181-21 Rent = \$871.00 Other = \$1,851.49	12/12/2023	\$2,722.49
ZTC107, Z168-20 Rent = \$407.00 Other = \$12.00	12/4/2023	\$419.00
TOTAL: Rent = \$1,278.00 Other = \$2,146.49		\$3,424.49

COLLECTIONS PAID TO H.A.D. (NET) COLLECTIONS (Z ACCOUNT PAYMENTS - IN- HOUSE)	\$5,666.43	1/5/2024
TOTAL AMOUNT RECEIVED ON COLLECTION LOSS DURING FISCAL YEAR BEGINNING APRIL 1, 2023 =	\$5,666.43	

Mayor Atkins made the motion to approve the resolution, seconded by Commissioner Southerland. The Chair called for the vote:

AYES: Chair Young, Commissioner Southerland and Mayor Atkins.

NAYS: None

The Chair declared the resolution approved and announced the next action.

**RESOLUTION #2542
APPROVING EMPLOYEE UNIT**

WHEREAS, the Housing Authority of Danville requires a maintenance staff member to be on-call; and

WHEREAS, many of the maintenance employees live outside the city limits, an impediment to responding timely to emergency maintenance calls; and

WHEREAS, it has become more difficult to hire skilled maintenance employees who are willing to be on-call; and

WHEREAS, the Housing Authority has a maintenance employee willing to take all after-hour calls for the benefit of living in a Housing Authority unit for minimum rent; and

WHEREAS, the Department of Housing and Urban Development has asked for justification for this unit; and

WHEREAS, there is no prior Board Resolution or discussion noted in the Housing Authority Board Minutes.

THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Housing Authority of Danville that unit CD409 be approved as an unsubsidized employee unit effective June 19, 2023.

Mayor Atkins made the motion to approve the resolution, seconded by Commissioner Southerland. The Chair called for the vote:

AYES: Chair Young, Commissioner Southerland and Mayor Atkins.

NAYS: None

The Chair declared the resolution approved and announced the next action.

**RESOLUTION #2543
APPROVING OPERATING BUDGET
FOR FISCAL YEAR ENDING MARCH 31, 2025
FOR THE HOUSING AUTHORITY OF DANVILLE**

WHEREAS, the Operating Budget for the Housing Authority of Danville for the Fiscal Year Ending March 31, 2025, has been developed; and

After review by the Board of Commissioners of the Housing Authority of Danville, it is found, based on the continuing resolution, and anticipated funds:

A. That proposed expenditures are necessary in the efficient and economical operating of housing for the purpose of serving low-income families.

B. That the financial plan is reasonable in that:

1. It indicates a source of funding, supplemented by reserves are adequate to cover all proposed expenditures.
2. It does not provide for funding more than the payable under HUD regulations.

C. That all proposed charges and expenditures will be consistent with provisions of law and the annual contributions contract.

D. That no employee of this Authority is serving in a variety of positions which will exceed 100% allocation of his or her time.

E. The capital expenditure (and local stimulus) for unit renovations and repairs are in keeping with the Capital Improvements Program approved by HUD.

THEREFORE, BE IT RESOLVED, that the budget is hereby approved and adopted as the Operating Budget for Fiscal Year Ending March 31, 2025.

Commissioner Southerland made the motion to approve the resolution, seconded by Mayor Atkins.

Commissioner Southerland made the motion to amend the budget with a zero gain/loss, seconded by Mayor Atkins the chair called for a vote.

AYES: Chair Young, Commissioner Southerland and Mayor Atkins.

NAYS: None

The Chair declared the resolution approved and announced the next action.

The Interim Director evaluation was discussed. The Interim Director will be issuing a self evaluation/progress report for the period of June 23, 2023 through current and forward such to the Board of Commissioners no later than January 30, 2024. The Board of Commissioners will issue separate evaluations of the Interim Director and forward to Hadden Dean for compilation no later than February 13, 2024.

Hadden Dean presented information obtained from the PHADA Conference. Additional presentations will be uploaded to Dropbox and a link will be forwarded to the Board of Commissioners. Additional discussion was held regarding the importance of updating the Annual Calendar of items to address/due dates, succession planning and strategic planning.

Other items discussed

- Adding Melanie from Nelrod to the March agenda
- Job posting for Executive Director
- NSPIRE Inspections
- Commissioner Conference – Nelrod April 2024
- Vacancy Report
- Resident Services Report and Notices
- Resident Reporter

With no other business to come before the Commission, the Chair declared the meeting adjourned.

The next Regular board meeting is scheduled for Tuesday February 20, 2024, at 8:00 a.m.

CHAIR

SECRETARY/TREASURER