

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF DANVILLE  
HELD ON 16 OCTOBER 2018**

The Commissioners of the Housing Authority of Danville met in regular session on 16 October 2018 at the Housing Authority of Danville central office located 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**

**ABSENT**

Chairwoman Ann Young  
Vice-Chairwoman Isabel Price  
Commissioner James Atkins  
Commissioner Paul Lewis  
Commissioner Cyn-D VanWinkle

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

The minutes for the Board meeting held on 18 September 2018 were reviewed and considered. The motion to approve the minutes was made by Commissioner Lewis and seconded by Vice-Chair Price, with the following vote:

AYES: Chair Young, Vice-Chair Price, and Commissioner Lewis.

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 September 2018 for approval. The motion to accept the paid bills was made by Commissioner Lewis and seconded by Vice-Chair Price with the following vote:

AYES: Chair Young, Vice-Chair Price, and Commissioner Lewis.

NAYS: None

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

**RESOLUTION # 2368  
APPROVING COLLECTION LOSS FOR OCTOBER 2018**

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 \$1,190.59 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**

<b>NAME, APARTMENT &amp; ACCOUNT NUMBER:</b>				<b>DATE VACATED</b>	<b>BALANCE</b>
ZSS556, Z034-28H				8/27/2018	\$7.82
Rent =	\$0.00	Other =	\$7.82		
ZBU17, Z278-20				9/9/2018	\$638.67
Rent =	\$65.14	Other =	\$573.53		
ZLI302, Z185-25				8/27.2018	\$39.43
Rent =	\$0.00	Other =	\$39.43		
ZWD106, Z044-29				8/27/2018	\$504.67
Rent =	\$273.52	Other =	\$231.15		
<b>TOTAL:</b>					
Rent =	\$338.66	Other =	\$851.93		\$1,190.59
COLLECTIONS PAID TO H.A.D. (NET)					
COLLECTIONS (IN-HOUSE)			\$4,226.30	9/19/2018	
TOTAL AMOUNT RECEIVED ON COLLECTION LOSS DURING					
FISCAL YEAR BEGINNING APRIL 1, 2018 =					\$4,226.30

Vice-Chair Price made a motion to approve the resolution, seconded by Commissioner Lewis. The Chair called for the vote:

AYES: Chair Young, Vice-Chair Price, and Commissioner Lewis.

NAYS: None

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

Executive Director Kitts presented the Mid-Year Review of the Current Operating Budget as well as a comparison of the same period last year. Deputy Director Hudman explained that this is, realistically, a 4 ½ month view of expenses because of accruals.

**RESOLUTION # 2369**  
**APPROVING ONE-TIME PERFORMANCE INCENTIVE PAYMENT**

WHEREAS, funds from the operating budget are available for this purpose; and

WHEREAS, the Housing Authority of Danville has achieved its “High Performer” status for 2018; and

WHEREAS, the Housing Authority of Danville has reduced from 8.4 vacancies per month in 2017 to 8.1 vacancies per month in 2018; and

WHEREAS, the Housing Authority of Danville has reduced vacancies from 2.2% in 2017 to 2.1% in 2018; and

NOW THEREFORE BE IT RESOLVED BY the Board of Commissioners of the Housing Authority of Danville hereby approves a one-time payment of \$500 for full-time employees and \$250 for part-time employees for a total of \$8,750 to be paid in November.

Vice-Chair Price made a motion to approve the resolution, seconded by Commissioner Lewis. The Chair called for a vote:

AYES: Chair Young, Vice-Chair Price, and Commissioner Lewis.

NAYS: None

Deputy Director Hudman asked to be exempt from this incentive payment due to her role as CPA. The Chair declared the resolution approved and announced the next action.

**RESOLUTION # 2370**  
**APPROVING THE CHANGES TO THE ADMISSION AND**  
**CONTINUED OCCUPANCY POLICIES (ACOP)**

WHEREAS, the U.S. Department of Housing and Urban Development has addressed changes to the program requirements; and

WHEREAS, public housing authorities are advised to have fair and consistent policies; and

WHEREAS, enough policy changes have been developed to require the adoption of a new document.

NOW THEREFORE BE IT RESOLVED BY the Board of Commissioners of the Housing Authority of Danville to adopt the ACOP as submitted at this meeting. This policy shall be put out for comment to the residents for 60 days and incorporated into the 5-Year Plan update for FFY 2019.

Commissioner Lewis made a motion to approve the resolution, seconded by Vice-Chair Price. The Chair called for a vote:

AYES: Chair Young, Vice-Chair Price, and Commissioner Lewis.

NAYS: None

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

**RESOLUTION # 2371**

## APPROVING FLAT RENTS

WHEREAS, the Housing Authority of Danville adopted Flat Rents under the terms of the Housing Quality and Work Responsibility Act of 1998; and;

WHEREAS, on January 17, 2014, the President signed the Department of Housing & Urban Development Appropriations Act establishing Flat Rents at no less than 80% of fair market rent;

WHEREAS, the previous Flat Rents were implemented on April 10, 2014; and

WHEREAS, PHAs must update Flat Rents within 90 days of the effective date.

THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Housing Authority of Danville that the new Flat Rents be adopted and implements on January 1, 2019 as required by Section 210 of the 2014 Appropriations Act.

Commissioner Lewis made a motion to approve the resolution, seconded by Vice-Chair Price. The Chair called for a vote:

AYES: Chair Young, Vice-Chair Price, and Commissioner Lewis.

NAYS: None

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

The Executive Director presented to the Board details for the PHADA's Commissioner Conference coming up in January. Along with the conference details, the Board received hotel and flight information and pricing. Vice-Chair Price confirmed that she will be able to attend the conference but asked that her flight be scheduled for the 6<sup>th</sup>. Executive Director Kitts asked the Board to let him know as soon as possible their intentions to attend the conference, so he can make proper reservations.

Executive Director Kitts shared the current vacancy list with the Board showing seven (7) vacancies.

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

The next board meeting is scheduled for Tuesday, November 20, 2018 at 8:00 a.m.

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CHAIR

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SECRETARY/TREASURER