

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SHREVEPORT, LOUISIANA, HELD ON Tuesday, January 23, 2018.

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Shreveport (HACS) was held on Tuesday, January 23, 2018, in the Office of the HACS located at 2500 Line Avenue, Shreveport, Louisiana. 12:08 p.m. Those present and absent were as follows:

COMMISSIONER(S) PRESENT: Judy Madison, Shirley Pierson, and John T. Hubbard
ABSENT: Donna S. Samuels
ALSO PRESENT: Bobby R. Collins and Kia Fields

There being a quorum present, due Notice had been published, the Meeting duly convened, and business was conducted as follows:

Bobby R. Collins, Secretary, opened the Meeting with a word of prayer. After the prayer, Chairperson Judy A. Madison proceeded with the Meeting.

At this time, Bobby R. Collins, Secretary, performed the Roll Call.

Public Comments: No Public Comments

Old Business:

Motion to Approve the Minutes of the Regular Board of Commissioners' Meeting of December 21, 2017.
Commissioner John T. Hubbard motioned to approve the Minutes of the Regular Board of Commissioners' Meeting of December 21, 2017, which was duly seconded by Commissioner Shirley Pierson and carried by unanimous vote.

New Business

Resolution to Approve \$2,263.00 for Public Housing and PMI Write-Offs for November 2017.
Commissioner Shirley Pierson motioned to approve this Resolution, which was duly seconded by Commissioner John T. Hubbard and carried by unanimous vote.

Resolution Authorizing the Executive Director to Execute a contract with Precision Concrete Cutting for Trip Hazards Removal.

Commissioner John T. Hubbard motioned to approve this Resolution, which was duly seconded by Commissioner Shirley Pierson and carried by unanimous vote.

Mr. Collins explained over time the sidewalks become uneven creating a tripping hazard and the removal is necessary for the sidewalks at all the developments.

Resolution Authorizing the Disposal of Equipment and deleting the equipment from the Authority's Physical Inventory.

Commissioner Shirley Pierson motioned to approve this Resolution, which was duly seconded by Commissioner John T. Hubbard and carried by unanimous vote.

Chairperson Judy A. Madison questioned if any of the equipment was in working condition.

Mr. Collins replied it is accumulation of years of equipment that has been replaced. Usually someone will Bid on the equipment and sell it for scrap.

Review of HACS's Financials, as of November 30, 2017

Commissioner John T. Hubbard motioned to approve the financials, which was duly seconded by Commissioner Shirley Pierson and carried by unanimous vote.

Commissioner John T. Hubbard inquired about the administrative fee line item for Section 8. Mr. Collins explained the prorated budget is a funding component.

Commissioner John T. Hubbard questioned the late fee line item on the I49 actual vs. budget. Mr. Collins responded the late fee line item is hard to nail down. It is based on when the tenants pay their rent and how many days late. The Agency tries to budget conservative for this line item.

Commissioner John T. Hubbard inquired about the administrative service contract line item for Wilkinson Terrace. Mr. Collins explained when the agency has purchased software in the past instead of being accrued monthly it was be charged at year end. The agency has created transparency and accruing the expense monthly.

Chairperson Judy A. Madison inquired about the administrative salaries line item for Wilkinson Terrace for the month end. Mr. Collins explained the line item is over budget due to allocation and is offset by the surplus in the temp labor line item.

Commissioner Shirley Pierson inquired if the sites have secretaries. Mr. Collins explained the managers manage the units and there is a clerk at all sites to collect rent and process the electronic deposit.

Commissioners Expressions and Gratuity

Commissioner Judy A. Madison inquired about the JRAP Grant and the participation. Mr. Collins explained the participation is low partially due to the approach. The idea was great but the methodology was not thought out.


Commissioner Shirley Pierson commended Mr. Collins on the detail and transparency on his response to the questions from the board.

There being no further business to come before the Board of Commissioners, Chairperson Judy A. Madison asked for a motion to adjourn the Meeting. Commissioner Shirley Pierson motioned to adjourn the Meeting, which was seconded by Commissioner John T. Hubbard, and carried by unanimous vote.

The Board of Commissioners Regular Business Meeting adjourned at 12:33 p.m.

ATTEST:


_____ 2/27/18
Secretary Date


_____ 2/27/2018
Chairperson Date