

JONESBORO HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
TUESDAY MARCH 15, 2016  
**AGENDA**

1. Call to Order
2. Resolution to Approve January 19, 2016 Meeting Minutes
3. Section 8 Write-Offs of \$5,501.00
4. Executive Session if needed

**March 15, 2016**

**ISSUE SUMMARY:**

RESOLUTION TO APPROVE MEETING MINUTES JANUARY 19, 2016

---

**FROM:** LOUISE KIDD, EXECUTIVE DIRECTOR

---

**IMPORTANCE:**

High

**ACTION REQUIRED:**

A Resolution is required to Approve Meeting Minutes for January 19, 2016

**March 15, 2016**

**ISSUE SUMMARY:**

RESOLUTION TO APPROVE SECTION 8 WRITE-OFFS OF \$5,501.00

---

**FROM:** LOUISE KIDD, EXECUTIVE DIRECTOR

---

**IMPORTANCE:**

High

**ACTION REQUIRED:**

A Resolution is required to Approve Section 8 Write-Offs of \$5,501.00

## Write Offs for March 2016

**Resolution: #**

Date Approved:

EDITH CRUSE \$4,078.00  
No Agreement

JANELLE SPENCER \$162.00  
Broken Agreement

RENEICE WALKER \$991.00  
Broken Agreement

MELISSA WOODS \$270.00  
Broken Agreement

**TOTAL:** **\$5,501.00**

**Prosecute:** Clayton County District Attorney will prosecute clients that owe more than \$3,500.00 that did not sign an agreement.

OIG: Office of Inspector General will handle all cases with amounts more than \$10,000.00

Amounts less than \$100.00 will be written off

## Write-Off Policy

Will not propose a write-off until tenant has been vacated

Timeframe to vacate a tenant is being reviewed. (Some vacates seem to take longer than others)

Write-offs are then forwarded for prosecution with Magistrate Court or Superior Court.

Balances with broken agreements are subject for collections

Write-offs will be done on a quarterly basis.

STATE OF GEORGIA  
COUNTY OF CLAYTON

JONESBORO HOUSING AUTHORITY

**AFFIDAVIT OF CHAIRPERSON OR PRESIDING OFFICIAL OVER A PUBLIC  
MEETING CLOSED TO THE PUBLIC**

**PERSONALLY APPEARED** before me, an officer duly authorized by law to administer oaths, \_\_\_\_\_, who after being duly sworn, states:

1. I am competent in all respects to testify regarding matters set forth herein. I have personal knowledge of the facts stated herein and know them to be true.
2. I am a United States citizen over eighteen (18) years of age.
3. I acted as chairperson or other presiding official over a meeting closed to the public under O.C.G.A. § 50-14-4.
4. The specific relevant exception(s) to the open meetings law relied upon to close the meeting to the public was/were:

Initial

\_\_\_\_ O.C.G.A. § 50-14-2

Consultation with legal counsel pertaining to pending or potential litigation, settlement, claims administrative proceedings, or other judicial actions brought or to be brought by or against the Jonesboro Housing Authority or any officer or employee or in which the agency or any officer or employee may be directly involved.

\_\_\_\_ O.C.G.A § 50-14-3

A meeting (s) where the agency discussed the future acquisition of real estate (minutes of this portion of the meeting shall be available when the acquisition of the real estate has been completed, terminated, abandoned, or court proceedings regarding the real estate have begun).

 O.C.G.A § 50-14-3

A meeting (s) discussing or deliberating upon the appointment, employment, compensation, firing, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee.

5a.

\_\_\_\_ The subject matter of the closed portion of the meeting was devoted to matters within the exceptions provided by law.

5b.

\_\_\_\_ Because of events occurring during the meeting, I am unable to aver that the subject matter of the closed portion of the meeting was devoted only to matters within the exceptions provided by law.

[SIGNATURES ON THE FOLLOWING PAGE]

STATE OF GEORGIA  
COUNTY OF CLAYTON

JONESBORO HOUSING AUTHORITY

**AFFIDAVIT OF CHAIRPERSON OR PRESIDING OFFICIAL OVER A PUBLIC  
MEETING CLOSED TO THE PUBLIC**

PERSONALLY APPEARED before me, an officer duly authorized by law to administer oaths, James Z. Henry, who after being duly sworn, states:

1. I am competent in all respects to testify regarding matters set forth herein. I have personal knowledge of the facts stated herein and know them to be true.
2. I am a United States citizen over eighteen (18) years of age.
3. I acted as chairperson or other presiding official over a meeting closed to the public under O.C.G.A. § 50-14-4.
4. The specific relevant exception(s) to the open meetings law relied upon to close the meeting to the public was/were:

Initial

— O.C.G.A. § 50-14-2

Consultation with legal counsel pertaining to pending or potential litigation, settlement, claims administrative proceedings, or other judicial actions brought or to be brought by or against the Jonesboro Housing Authority or any officer or employee or in which the agency or any officer or employee may be directly involved.

— O.C.G.A § 50-14-3

A meeting (s) where the agency discussed the future acquisition of real estate (minutes of this portion of the meeting shall be available when the acquisition of the real estate has been completed, terminated, abandoned, or court proceedings regarding the real estate have begun).

✓ O.C.G.A § 50-14-3

A meeting (s) discussing or deliberating upon the appointment, employment, compensation, firing, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee.

5a.

— The subject matter of the closed portion of the meeting was devoted to matters within the exceptions provided by law.

5b.

— Because of events occurring during the meeting, I am unable to aver that the subject matter of the closed portion of the meeting was devoted only to matters within the exceptions provided by law.

[SIGNATURES ON THE FOLLOWING PAGE]

**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 19, 2016**

The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 19, 2016 at 7:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commission Chairman James Z. Henry, Commissioners Therese Guidry, Carol Cannon and Curtis Burrell were present. Executive Director Louise Kidd, and Financial Director Demetrice Mitchell were also in attendance. Dawne Jennings was also present to take minutes.

**Call to Order:** Meeting was called to order by Commission Chairman James Z. Henry.

**A Motion to approve the November 17, 2015 Meeting Minutes:** A Motion to Approve the November 17, 2015 meeting minutes was made by Commissioner Carol Cannon and seconded by Commissioner Therese Guidry. The motion passed unanimously. **(Resolution #951)**

**A Motion to Approve Section 8 Retro Write-Offs of \$22,302.01:** A Motion to Approve the Section 8 Retro Write-Offs of \$22,302.01 was made by Commissioner Curtis Burrell and seconded by Commissioner Carol Cannon. The motion passed unanimously. **(Resolution #952)**

**A Motion to Approve Replacement Procurement Policy:** A Motion to Approve the Replacement Procurement Policy was made by Commissioner Carol Cannon and seconded by Commissioner Curtis Burrell. The motion passed unanimously. **(Resolution #953)**

**A Motion to Approve Criminal Background Policy:** A Motion to Approve the Criminal Background Policy was made by Commissioner Curtis Burrell and seconded by Commissioner Carol Cannon. The motion passed unanimously. **(Resolution #954)**

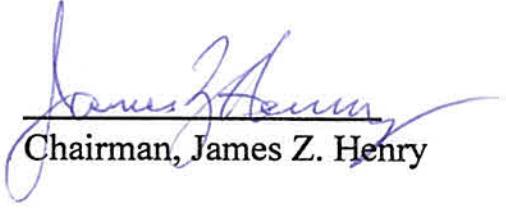
**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 19, 2016**

The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 19, 2016 at 7:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commission Chairman James Z. Henry, Commissioners Therese Guidry, Carol Cannon and Curtis Burrell were present. Executive Director Louise Kidd, and Financial Director Demetrice Mitchell were also in attendance. Dawne Jennings was also present to take minutes.

**A Motion to Approve Acceptance of Nelrod's Proposal:** A Motion to Approve Acceptance of Nelrod Proposal was made by Commissioner Therese Guidry and seconded by Commissioner Curtis Burrell. The motion passed unanimously.  
**(Resolution #955)**

**A Motion to Approve Revised Nationwide 457 (b) Plan Loan Procedures:** A Motion to Approve the Revised Nationwide (b) Plan Loan Procedures was made by Commissioner Carol Cannon, and seconded by Commissioner Curtis Burrell. The motion passed unanimously. **(Resolution #956)**

**Being no further business, a motion to adjourn was made by Commissioner Carol Cannon, and seconded by Commissioner Curtis Burrell, the vote was unanimous. Commission Chairman James Z. Henry adjourned the meeting.**

  
Chairman, James Z. Henry

  
Executive Director, Louise Kidd

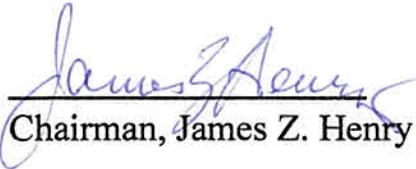
**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 19, 2016**

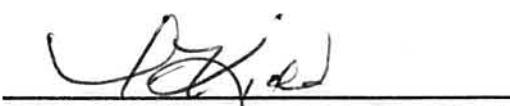
The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 19, 2016 at 7:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commission Chairman James Z. Henry, Commissioners Therese Guidry, Carol Cannon and Curtis Burrell were present. Executive Director Louise Kidd, and Financial Director Demetrice Mitchell were also in attendance. Dawne Jennings was also present to take minutes.

**RESOLUTION #951  
RESOLUTION TO APPROVE NOVEMBER 17, 2015 MEETING MINUTES**

A Motion to Approve November 17, 2015 Meeting Minutes was made by Commissioner Carol Cannon and was seconded by Commissioner Therese Guidry. The Motion passed unanimously. (**RESOLUTION #951**)

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Replacement Procurement Policy. (**Resolution #951**)

  
Chairman, James Z. Henry

  
Executive Director, Louise Kidd

**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 19, 2016**

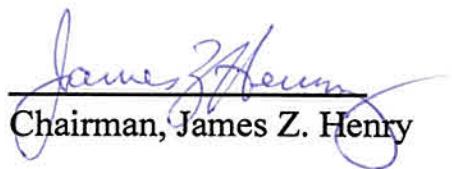
The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 19, 2016 at 7:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commission Chairman James Z. Henry, Commissioners Therese Guidry, Carol Cannon and Curtis Burrell were present. Executive Director Louise Kidd, and Financial Director Demetrice Mitchell were also in attendance. Dawne Jennings was also present to take minutes.

**RESOLUTION #952**

**RESOLUTION TO APPROVE SECTION 8 RETRO WRITE-OFF OF \$22,302.01**

A Motion to Approve Section 8 Retro Write-Offs of \$22,302.01 was made by Commissioner Curtis Burrell and was seconded by Commissioner Carol Cannon. The Motion passed unanimously. (**RESOLUTION #952**)

**BE IT RESOLVED**, the Board of Commissioners of the HACJ do hereby Approve Section 8 Retro Write-Offs of \$22,302.01. (**Resolution #952**)

  
Chairman, James Z. Henry

  
Executive Director, Louise Kidd

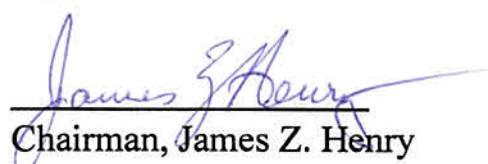
**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 19, 2016**

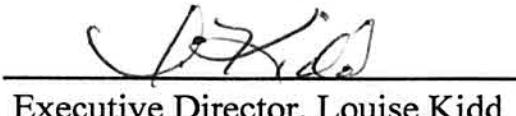
The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 19, 2016 at 7:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commission Chairman James Z. Henry, Commissioners Therese Guidry, Carol Cannon and Curtis Burrell were present. Executive Director Louise Kidd, and Financial Director Demetrice Mitchell were also in attendance. Dawne Jennings was also present to take minutes.

**RESOLUTION #953  
RESOLUTION TO APPROVE REPLACEMENT PROCUREMENT POLICY**

A Motion to Approve Replacement Procurement Policy was made by Commissioner Carol Cannon and was seconded by Commissioner Curtis Burrell. The Motion passed unanimously. (**RESOLUTION #953**)

**BE IT RESOLVED**, the Board of Commissioners of the HACJ do hereby Approve Replacement Procurement Policy. (**Resolution #953**)

  
Chairman, James Z. Henry

  
Executive Director, Louise Kidd

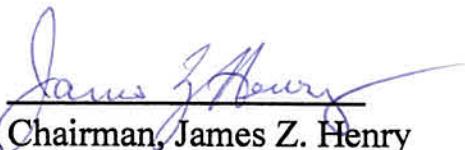
**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 19, 2016**

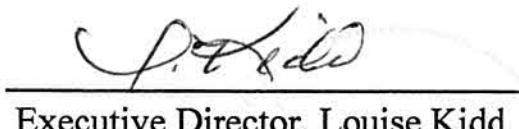
The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 19, 2016 at 7:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commission Chairman James Z. Henry, Commissioners Therese Guidry, Carol Cannon and Curtis Burrell were present. Executive Director Louise Kidd, and Financial Director Demetrice Mitchell were also in attendance. Dawne Jennings was also present to take minutes.

**RESOLUTION #954  
RESOLUTION TO APPROVE CRIMINAL BACKGROUND POLICY**

A Motion to Approve Criminal Background Policy was made by Commissioner Curtis Burrell and was seconded by Commissioner Carol Cannon. The Motion passed unanimously. **(RESOLUTION #954)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Criminal Background Policy Policy. **(Resolution #954)**

  
Chairman, James Z. Henry

  
Executive Director, Louise Kidd

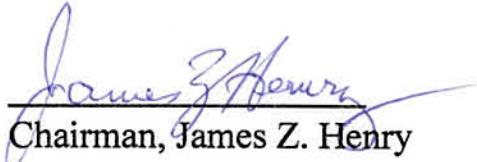
**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 19, 2016**

The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 19, 2016 at 7:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commission Chairman James Z. Henry, Commissioners Therese Guidry, Carol Cannon and Curtis Burrell were present. Executive Director Louise Kidd, and Financial Director Demetrice Mitchell were also in attendance. Dawne Jennings was also present to take minutes.

**RESOLUTION #955  
RESOLUTION TO APPROVE ACCEPTANCE OF NELROD'S PROPOSAL**

A Motion to Approve Acceptance of Nelrod's Proposal was made by Commissioner Curtis Burrell and was seconded by Commissioner Carol Cannon. The Motion passed unanimously. (**RESOLUTION #955**)

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Acceptance of Nelrod's Proposal. (**Resolution #955**)

  
Chairman, James Z. Henry

  
Executive Director, Louise Kidd

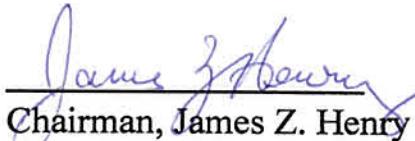
**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 19, 2016**

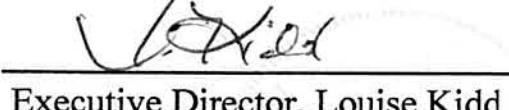
The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 19, 2016 at 7:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commission Chairman James Z. Henry, Commissioners Therese Guidry, Carol Cannon and Curtis Burrell were present. Executive Director Louise Kidd, and Financial Director Demetrice Mitchell were also in attendance. Dawne Jennings was also present to take minutes.

**RESOLUTION #956**  
**RESOLUTION TO APPROVE REVISED NATIONWIDE (b) PLAN LOAN**  
**PROCEDURES**

A Motion to Approve Revised Nationwide 457 (b) Plan Loan Procedures was made by Commissioner Carol Cannon and was seconded by Commissioner Curtis Burrell. The Motion passed unanimously. (**RESOLUTION #956**)

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Revised Nationwide (b) Plan Loan Procedures. (**Resolution #956**)

  
\_\_\_\_\_  
Chairman, James Z. Henry

  
\_\_\_\_\_  
Executive Director, Louise Kidd