

JONESBORO HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
TUESDAY MARCH 21, 2017  
**AGENDA**

1. Call to Order
2. Resolution to Approve January 17, 2017 Meeting Minutes
3. Preliminary Review of Audit Routine Operations
4. Discuss Signing of Accounts Payable Checks
5. Executive Session if needed

**March 21, 2017**

**ISSUE SUMMARY:**

RESOLUTION TO APPROVE MEETING MINUTES FOR JANUARY 17, 2017

---

**FROM:** PAUL G. WRIGHT, EXECUTIVE DIRECTOR

---

**IMPORTANCE:**

High

**ACTION REQUIRED:**

A Resolution is required to Approve Meeting Minutes for January 17, 2017

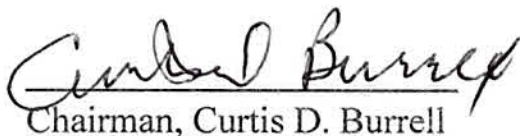
**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 17, 2017**

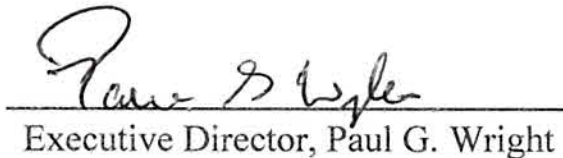
The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 17, 2017 at 6:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commissioner Chairman Curtis Burrell, Vice Commissioner Carol Cannon, and Commissioner Therese Guidry. Also in attendance were Marcella Harden. Executive Director Paul Wright was present along with Financial Director Demetrice Mitchell and Public Housing Specialist, Marcella Harden Rebekah Lester was also in attendance to take minutes.

**RESOLUTION #980**  
**RESOLUTION TO APPROVE NOVEMBER 15, 2016**

A Motion to Approve November 15, 2016 Meeting Minutes was made by Vice Commissioner Carol Cannon and was seconded by Commissioner Therese Guidry. The Motion passed unanimously. **(RESOLUTION #980)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Meeting Minutes for November 15, 2016. **(Resolution #980)**

  
Chairman, Curtis D. Burrell

  
Executive Director, Paul G. Wright

**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 17, 2017**

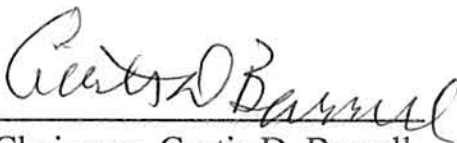
The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 17, 2017 at 6:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commissioner Chairman Curtis Burrell, Vice Commissioner Carol Cannon, and Commissioner Therese Guidry. Also in attendance were Marcella Harden. Executive Director Paul Wright was present along with Financial Director Demetrice Mitchell and Public Housing Specialist, Marcella Harden Rebekah Lester was also in attendance to take minutes.

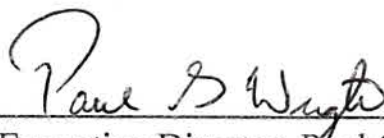
**RESOLUTION #981**

**RESOLUTION TO APPROVE HUD'S NEW NON-SMOKING POLICY**

A Motion to Approve Hud's New Non-Smoking Policy was made by Commissioner Therese Guidry and was seconded by Vice Commissioner Carol Cannon. The Motion passed unanimously. **(RESOLUTION #981)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Hud's New Non-Smoking Policy **(Resolution #981)**

  
Chairman, Curtis D. Burrell

  
Executive Director, Paul G. Wright

**HOUSING AUTHORITY OF THE CITY**

**OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 17, 2017**

The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 17, 2017 at 6:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commissioner Chairman Curtis Burrell, Vice Commissioner Carol Cannon, and Commissioner Therese Guidry. Also in attendance were Marcella Harden. Executive Director Paul Wright was present along with Financial Director Demetrice Mitchell and Public Housing Specialist, Marcella Harden Rebekah Lester was also in attendance to take minutes.

**RESOLUTION #982**

**RESOLUTION TO APPROVE WRITE-OFFS FOR SECTION 8 IN THE  
AMOUNT OF \$53,385.56**

A Motion to Approve Write-Offs for Section 8 was made by Commissioner Therese Guidry and seconded by Vice Commissioner Carol Cannon. The Motion passed unanimously. **(RESOLUTION #982)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve the Write -Offs for Section 8. **(Resolution #982)**

**Being no further business, a motion to adjourn was made by Commissioner Allen Roark, and was seconded by Commissioner Therese Guidry, the vote was unanimous and the meeting was adjourned.**

  
Chairman, Curtis D. Burrell      Executive Director, Paul G. Wright



**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 17, 2017**

The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 17, 2017 at 6:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commissioner Chairman Curtis Burrell, Vice Commissioner Carol Cannon, and Commissioner Therese Guidry. Also in attendance were Marcella Harden. Executive Director Paul Wright was present along with Financial Director Demetrice Mitchell and Public Housing Specialist, Marcella Harden Rebekah Lester was also in attendance to take minutes.

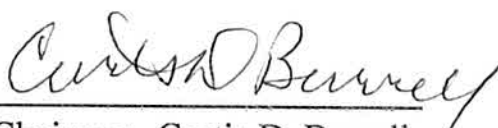
**RESOLUTION #983**

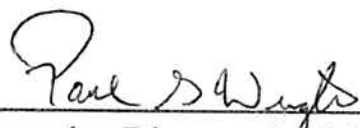
**RESOLUTION TO APPROVE WRITE-OFFS FOR PUBLIC HOUSING IN THE  
AMOUNT OF \$2,027.66**

A Motion to Approve Write-Offs for Public Housing was made by Commissioner Therese Guidry and seconded by Vice Commissioner Carol Cannon. The Motion passed unanimously. **(RESOLUTION #983)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve the Write -Offs for Public Housing. **(Resolution #983)**

**Being no further business, a motion to adjourn was made by Commissioner Allen Roark, and was seconded by Commissioner Therese Guidry, the vote was unanimous and the meeting was adjourned.**

  
Chairman, Curtis D. Burrell

  
Executive Director, Paul G. Wright



JONESBORO HOUSING AUTHORITY  
helping today for a better tomorrow

***Housing Authority of the City of Jonesboro Georgia  
P.O. Box 458  
Jonesboro, Georgia 30237***



(770) 478-7282 Fax (770) 478-2528 TTY (770) 478-4805

---

**March 21, 2017**

**Listing of Day to Day Accounts Payable Vendors:**

McCright & Associates, LLC - Section 8 Housing Quality Standard (HQS) Inspections  
(\$10,000.00).

Georgia Municipal Employee Benefits (GMEBS) - JHA Retirement for Employees  
(\$12,000.00).

AETNA - Health Insurance Monthly Premiums for Employees Healthcare Coverage  
(\$11,000.00).

Public Housing Authority (PHA) Money going to Section 8 Account to Reimburse for  
PHA Salaries – Quarterly.

PHA Money going into Section 8 Bank Account to reimburse Section 8 for PHA Benefits  
– Quarterly.

FSS Payouts – Family Self Sufficiency (FSS) Participants Reaching Their Goals and  
Receiving their accumulated escrow they earned while on the FSS Program.

Georgia Municipal Association – Workers Compensation – Billed Annually (Around  
\$25,000 to \$30,000).

Georgia Housing Authorities Risk Retention Pool (GHARRP) – Billed Annually  
(\$17,000.00)

Harland Technology Services – Computer Maintenance and Support for Network  
Structure and Servers – Billed Annually (\$15,000.00).

Portable Housing Authority Reimbursements???

Any out of the ordinary amounts are discussed  
with the Board Chairman/Vice Chair.

1-800-783-3100

[FAQ'S](#) [CAREERS](#) [LOGIN \(SIGNIN.ASPX\)](#) [MY ACCOUNT](#)[\(/t-faq.aspx\)](#) [\(/t-careers.aspx\)](#) [\(/account.aspx\)](#)[0 \(/shoppingcart.aspx\)](#)

(default.aspx)

## HCV RENT CALCULATION

### PURPOSE:

---

With this solid, hands-on 3-day training in better rent calculation performance, you and your staff can beat the clock for HUD's nationwide visits by RIM (Rental Integrity Monitoring) and improve your PHA's scores on two SEMAP indicators. Final rule changes regarding EIV mandatory implementation are incorporated in this seminar. This seminar was recently updated to include information on PIH 2013-03 and 2013-04.

### LEARNING OUTCOMES:

---

Upon completion of HCV Rent Calculation, you should be able to explain and apply HUD regulations and guidance to calculate the family share and housing assistance payment (HAP) for a family in the housing choice voucher (HCV) program.

#### Day One

- Read and interpret form HUD-50058 and its accompanying instructions
- Identify and calculate annual income
- Identify assets and calculate income from assets

#### Day Two

- Calculate adjusted income by correctly deducting HUD-defined allowances and expenses from annual income
- Recognize the requirements for verification of income, allowances, and expenses
- Calculate the HAP and family share for an HCV family using the payment standard, utility allowance, and gross rent

#### Day Three

- Apply rent calculation skills to solve hands-on case studies

### SEMINAR #: 101-021

---

**AGENDA:** View the agenda (<http://cart.nanmckay.com/Collateral/WebFiles/SeminarAgendas/101-021-agenda.pdf>)

**MATERIALS:** HCV Rent Calculation Workbook, HCV HUD References Course Book, 50058 forms for HCV rent calculation,



NMA pen, pencil, calculator, and bag

**METHOD:** A group-live seminar featuring PowerPoint, case studies, group discussion, class materials (workbook, course book or master book), brainstorming, and Q & A. Basic program level. *Prerequisites:* None. *Advanced Preparation:* None

**LENGTH:** Three days

**AUDIENCE:** Occupancy specialists, reexamination specialists, and quality control officers

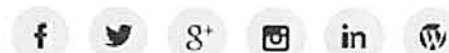
**EXAM:** The certification exam is available for \$150. Select the exam during checkout or click here (<http://www.nanmckay.com/p-233-hcv-rent-calculation-certification-exam.aspx>) to view a list of certification exams available.

**CREDITS:** CPE units = 21. CEU units w/ exam = 1.8. No prerequisites or advanced preparation required for this course

**AVAILABLE IN SPANISH:** This seminar is available in Spanish. Agencies who request this seminar in Spanish, receive a bilingual trainer and the PowerPoint presentation for the seminar in Spanish. Contact us for more information.

Este seminario esta disponible en español. Una agencia puede pedir este seminario en español y recibirá un entrenador bilingüe y la presentación de power point será en español. Comuníquese con nuestra oficina para más información.

**REGISTER:** Fill out the PDF registration form and fax to 619.258.5791. Or select the seminar you'd like to attend from the list of locations and dates below. If there are no current seminars listed, please check back soon or contact [sales@nanmckay.com](mailto:sales@nanmckay.com) to bring this seminar to your agency.



(<http://www.nanmckay.com/p-233-hcv-rent-calculation-certification-exam.aspx>)

Nan McKay  
Contact Us  
and  
1810 Gillespie Way  
(Nan McKay  
Suite 202  
associates)  
El Cajon, CA 92021  
Phone: 800-783-  
3100  
Fax: 619-258-5791  
Email:  
[sales@nanmckay.com](mailto:sales@nanmckay.com)  
(mailto:sales@nar

© NanMcKay.com 2015. All Rights Reserved.

Ecommerce Web Design (<http://www.beminteractive.com/e-commerce.htm>) by BEM.

1-800-783-3100

[FAQ'S](#) [CAREERS](#) [LOGIN \(SIGNIN.ASPX\)](#) [MY ACCOUNT](#)[\(/t-faq.aspx\)](#) [\(/t-careers.aspx\)](#) [\(/account.aspx\)](#)0 [\(/shoppingcart.aspx\)](#)

(default.aspx)

## HCV SPECIALIST

### PURPOSE

---

Get three NMA trainings: eligibility, rent calculation, and occupancy, all rolled into one! In one week, participants can acquire the knowledge they need to do their job. This HCV training is a must-attend. Final rule changes regarding social security number verification and EIV mandatory implementation are incorporated in this seminar. **Updated for HOTMA** (<http://blog.nanmckay.com/2017/01/hotma-implementation-notice/>)!

**\*Now updated for the new student rule guidance.**

### LEARNING OUTCOMES

---

Upon completion of the **HCV Specialist Training**, you should be able to explain and apply HUD regulations and guidance to determining eligibility, the intake process, occupancy, and rent calculation in the housing choice voucher (HCV) program.

#### Day One

- Identify and explain key program components
- Describe factors of eligibility, waiting list requirements, and preferences
- Describe and explain the process of voucher issuance

#### Day Two

- Describe the various aspects of the leasing process in its entirety
- Analyze and describe the processes associated with annual activities
- Describe and analyze reasons for terminations and the informal hearing process

#### Day Three

- Explain and discuss the concept of portability, the challenges it presents, and the expectations for housing authorities on both ends of the process
- Read and interpret form HUD-50058 and its accompanying instructions
- Identify and calculate annual income

#### Day Four

- Identify assets and calculate income from assets
- Calculate adjusted income by correctly deducting HUD-defined allowances and expenses from annual income

- Recognize the requirements for verification of income, allowances, and expenses

#### Day Five

- Calculate gross rent and maximum rent at initial occupancy
- Calculate the HAP and family share for an HCV family using the payment standard, utility allowance, and gross rent
- Calculate prorated rent for mixed families

## SEMINAR #101-100

**AGENDA:** View the agenda (<http://cart.nanmckay.com/Collateral/WebFiles/SeminarAgendas/101-100-agenda.pdf>)

**MATERIALS:** HCV Specialist Workbook 1: Eligibility and Occupancy, Workbook 2: Rent Calculation, HCV HUD References Course Book, 50058 Forms, NMA pen, pencil calculator, and bag

**METHOD:** A group-live seminar featuring PowerPoint, case studies, group discussion, class materials (workbook, course book or master book), brainstorming, and Q & A. Basic program level. *Prerequisites:* None. *Advanced Preparation:* None

**LENGTH:** Five days

**AUDIENCE:** Occupancy specialists, reexamination specialists, eligibility specialist, waiting list specialists, and HCV supervisors and managers

**EXAM:** Registration includes certification exam, you must select either an in-class or online certification exam when ordering online.

**CREDITS:** CPE units = 38. CEU units w/ exam = 3.2. No prerequisites or advanced preparation required for this course.

**REGISTER:** Fill out the PDF registration form (<http://cart.nanmckay.com/Collateral/WebFiles/RegionalSeminars/101-100-enroll.pdf>) and fax to 619.258.5791. Or select the seminar you'd like to attend from the list of locations and dates below.



(/p-2173-hcv-specialist-march-20-24-indianapolis-in.aspx)

HCV Specialist -  
March 20-24 -  
Indianapolis, IN  
(/p-2173-hcv-specialist-march-20-24-indianapolis-in.aspx)



(/p-2254-hcv-specialist-april-10-14-st-paul-mn.aspx)

HCV Specialist - April  
10-14 - St. Paul, MN\*  
(/p-2254-hcv-specialist-april-10-14-st-paul-mn.aspx)

**Price: \$1,325.00**



(/p-2233-hcv-specialist-may-8-12-new-orleans-la.aspx)

HCV Specialist - May  
8-12 - New Orleans,  
LA (/p-2233-hcv-specialist-may-8-12-new-orleans-la.aspx)

Regular Price: \$1,325.00  
On Sale For: \$1,192.50



(/p-2258-hcv-specialist-may-8-12-lauderdale-lakes-fl.aspx)

HCV Specialist - May  
8-12 - Lauderdale  
Lakes, FL\* (/p-2258-hcv-specialist-may-8-12-lauderdale-lakes-fl.aspx)

**Price: \$1,325.00**



**Price: \$1,325.00**

(/p-2234-hcv-specialist-june-12-16-charleston-sc.aspx)

HCV Specialist - June 12-16 - Charleston, SC  
(/p-2234-hcv-specialist-june-12-16-charleston-sc.aspx)

Regular Price: \$1,325.00  
On Sale For: \$1,192.50



(/p-2245-hcv-specialist-june-19-23-fort-worth-tx.aspx)

HCV Specialist - June 19-23 - Fort Worth, TX\* (/p-2245-hcv-specialist-june-19-23-fort-worth-tx.aspx)

**Price: \$950.00**



(http://www.factbook.com/entry/196/hcv-specialist-june-12-16-charleston-sc.aspx)

Nan McKay  
and  
Associates  
1810 Gillespie Way  
Suite 202  
El Cajon, CA 92021  
Phone: 800-783-3100  
Fax: 619-258-5791  
Email:  
sales@nanmckay.com  
(mailto:sales@nanmckay.com)

© NanMcKay.com 2015. All Rights Reserved.

Ecommerce Web Design (http://www.beminteractive.com/e-commerce.htm) by BEM.





**Housing Authority of the City of Jonesboro Georgia**  
**P.O. Box 458**  
**Jonesboro, Georgia 30237**



**TTY (770)478-4805**

**Fax (770)-478-2528**

**(770) 478-7282**

***Sign in sheet for Meeting held on March 21, 2017.***

1. Carol Cannon

11. \_\_\_\_\_

2. Therese Dudy

12. \_\_\_\_\_

3. CURTIS BURRELL

13. \_\_\_\_\_

4. ALLEN BARK

14. \_\_\_\_\_

5. Demetree Mitchell

15. \_\_\_\_\_

6. Paul Wright

16. \_\_\_\_\_

7. Rebekah Lester

17. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_