

JONESBORO HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY JULY 18, 2017
AGENDA

1. Call to Order
2. Resolution to Approve June 20, 2017 Meeting Minutes
3. Resolution to Approve Public Housing Write-Offs for 2017
4. Resolution to Approve Retro Vacated Write-Offs for 2017
5. Finance Report
6. Executive Session if needed

July 18, 2017

ISSUE SUMMARY:

RESOLUTION TO APPROVE MEETING MINUTES FOR JUNE 20, 2017

FROM: PAUL G. WRIGHT, EXECUTIVE DIRECTOR

IMPORTANCE:

High

ACTION REQUIRED:

A Resolution is required to Approve Meeting Minutes for June 20, 2017.

**HOUSING AUTHORITY OF THE CITY
OF JONESBORO, GEORGIA
COMMISSIONERS MEETING**

June 20, 2017

The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on June 20, 2017 at 2:00 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 Office Manager Connie Womack, Public Housing Manager Marcella, Section 8 Manager Janet Wiggins, and FSS Coordinator Lawanda Hughes. Executive Director Paul Wright was present. Administrative Assistant Rebekah Lester was also in attendance to take minutes.

Call to Order:

The meeting was called to order by Commissioner Chairman Curtis Burrell.

RESOLUTION #992
RESOLUTION TO APPROVE MAY 16, 2017

A Motion to Approve May 16, 2017 Meeting Minutes were made by Vice Commissioner Carol Cannon and was seconded by Commissioner Therese Guidry. The Motion passed unanimously. **(RESOLUTION #992)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Meeting Minutes for May 16, 2017. **(Resolution #992)**

Nice

Carol Cannon

Chairman, Curtis D. Burrell

Paul G. Wright

Executive Director, Paul G. Wright

**HOUSING AUTHORITY OF THE CITY
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RESOLUTION #993
**RESOLUTION TO APPROVE CHANGES TO ACOP, LEASE, AND SECTION
8 ADMINISTRATIVE PLAN**

A Motion to Approve Changes to ACOP, Lease, and Section 8 Administrative Plan were made by Commissioner Therese Guidry and was seconded by Vice Commissioner Carol Cannon. The Motion passed unanimously. **(Resolution #993)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Changes to ACOP, Lease, and Section 8 Administrative Plan. **(Resolution #993)**

Chairman, Curtis D. Burrell
Carroll Cannon

Executive Director, Paul G. Wright
Paul G. Wright

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RESOLUTION #994
**RESOLUTION TO APPROVE FISCAL YEAR 2017 CFP ANNUAL
STATEMENT-PROJECTED BUDGET**

A Motion to Approve Fiscal Year 2017 CFP Annual Statement-Projected Budget were made by Commissioner Therese Guidry and was seconded by Vice Commissioner Carol Cannon. The Motion passed unanimously. (**Resolution #994**)

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Fiscal Year 2017 CFP Annual Statement-Projected Budget. (**Resolution #994**)

Vice Chairman, Curtis D. Burrell
Chairman, Curtis D. Burrell

Paul G. Wright
Executive Director, Paul G. Wright

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RESOLUTION #995
RESOLUTION TO APPROVE FIVE-YEAR CFP ACTION PLAN FOR FISCAL
YEARS 2017-2021

A Motion to Approve Five-Year CFP Action Plan for Fiscal Years 2017-2021 were made by Commissioner Therese Guidry and was seconded by Vice Commissioner Carol Cannon. The Motion passed unanimously. **(Resolution #995)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Five-Year CFP Action Plan for Fiscal Years 2017-2021. **(Resolution #995)**

Carol Cannon

Vice Chairman, Curtis D. Burrell

Paul G. Wright

Executive Director, Paul G. Wright

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RESOLUTION #996
RESOLUTION TO APPROVE PHA ANNUAL AGENCY PLAN FOR FISCAL
YEAR BEGINNING OCTOBER 1, 2017.

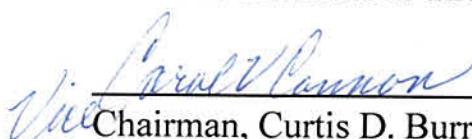
A Motion to Approve PHA Annual Agency Plan for Fiscal Year Beginning October 1, 2017 were made by Commissioner Therese Guidry and was seconded by Vice Commissioner Carol Cannon. The Motion passed unanimously.

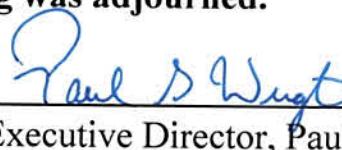
(Resolution #996)

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve PHA Annual Agency Plan for Fiscal Year Beginning October 1, 2017.

(Resolution #996)

Being no further business, a motion to adjourn was made by Commissioner Therese Guidry, and was seconded by Commissioner Chairman Burrell, 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
P.O. Box 458
Jonesboro, Georgia 30237***

TTY (770)478-4805

Fax((770)-478-2528

(770)478-7282 ext 21

June 30, 2017

WRITE OFFS FOR PUBLIC HOUSING

Pamela Greeson 308 Wilburn Street

(vacated 3/27/2017

\$1,465.71

No forwarding address

Balance include rent, excess utility, work order charges

RESOLUTION #

Total write off \$ 1,465.71

TENANT TRANSACTION HISTORY

PH-Wilburn

Tenant: Greeson, Pamela
308 Wilburn Street
Jonesboro, GA 30236

Name: Greeson, Pamela

Unit ID/Acct #: 00010308-8

| Trans Date | Ref # | Code / Description | Charges | Credits | Balance |
|------------|---------|-------------------------------------|---------|---------|----------|
| | | Total Debits and Credits for Month: | 02/2017 | 614.66 | 0.00 |
| 03/01/2017 | 9601 | DR/Dwelling Rental - Computer | 735.00 | | 1,376.66 |
| 03/01/2017 | 11043 | AC/Garbage Pickup | 7.13 | | 1,383.79 |
| 03/01/2017 | 10316 | EU/Excess Utilities | 55.91 | | 1,439.70 |
| 03/06/2017 | 10318 | AC/Late Fees | 10.00 | | 1,449.70 |
| 03/15/2017 | 1000193 | EU/Electric - Extra Charge | 10.78 | | 1,460.48 |
| 03/27/2017 | 10024 | DR/Dwelling Rental Adjustment | (95.00) | | 1,365.48 |
| 03/27/2017 | 10024 | AC/Garbage Pickup | (1.00) | | 1,364.48 |
| | | Total Debits and Credits for Month: | 03/2017 | 706.69 | 0.00 |
| 04/01/2017 | 10326 | EU/Excess Utilities | 101.23 | | 1,465.71 |
| | | Total Debits and Credits for Month: | 04/2017 | 101.23 | 0.00 |

Vacated Write-Offs for June 2017

| Name | Balance |
|----------------------------|--------------------|
| Tommaston Battle | \$310.00 |
| Willie Brown (2 Retros) | \$2,717.60 |
| Terry Brownridge | \$7,357.80 |
| Stephanie Burton | \$1,659.00 |
| Nedra Butler | \$8,299.50 |
| Modesty Carson | \$3,180.00 |
| Neako Conner | \$2,847.00 |
| Kim Coudray | \$2,227.00 |
| Lakisha Duffy | \$4,581.47 |
| Nakia Ferguson | \$1,632.00 |
| Sandra Fernandez | \$2,126.00 |
| Shantell Fryman (2 Retros) | \$3,085.59 |
| Shani Gamble | \$180.71 |
| Tobias Lowe | \$977.00 |
| Joyce Kelly | \$2,348.00 |
| Melinda Smoot | \$1,138.00 |
| Beltina Strozier | \$3,252.00 |
| Vanessa Williams | \$2,091.00 |
| Total: | \$50,009.67 |



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Jonesboro, Georgia 30237



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(770) 478-7282

Write-Offs for Section 8 Retro Accounts for June 2017

| | |
|-------------------------|------------|
| Tommaston Battle | \$310.00 |
| Broken Agreement | |
| Willie Brown | \$2,717.60 |
| Broken Agreement | |
| Terry Brownridge | \$7,357.80 |
| No Agreement | |
| Stephanie Burton | \$1,659.00 |
| No Agreement | |
| Nedra Butler | \$8,299.50 |
| No Agreement | |
| Modesty Carson | \$3,180.00 |
| No Agreement | |
| Neako Connor | \$2,847.00 |
| Broken Agreement | |
| Kim Coudray | \$2,227.00 |
| Broken Agreement | |
| Lakisha Duffy | \$4,581.47 |
| Broken Agreement | |
| Nakia Ferguson | \$1,632.00 |
| No Agreement | |
| Sandra Fernandez | \$2,126.00 |
| Broken Agreement | |
| Shantell Fryman | \$3,085.59 |
| Broken Agreement | |
| Shani Gamble | \$180.71 |
| Broken Agreement | |

JONESBORO HOUSING AUTHORITY

EXECUTIVE SUMMARY

TO: BOARD OF COMMISSIONERS

FROM: PAUL WRIGHT, EXECUTIVE DIRECTOR

DATE: July 18, 2017

**RE: FINANCIAL REPORT PERIOD ENDING MAY 31, 2017
(UNAUDITED)**

Agency-wide Financial Statements reflect **Total Income** of \$9,505,019 and **Total Expenses** of \$9,728,168 with a **Net Income (Loss)** of (\$223,149). Net income (loss) consists of \$116,363 from administrative operations and (\$339,512) from housing assistance payments (HAP).

Below are highlights for the period October 1, 2016 thru May 31, 2017:

➤ **Section 8:**

The Section 8 Financial Statements represent all of the Section 8 programs combined including Housing Choice Voucher (HCV).

Housing Choice Voucher (HCV)

Total Income: \$9,313,795

Total Expenses: \$9,552,464

Net Income / (Loss): (\$238,669)

Net Income for the Section 8 program consists of two components reflecting HAP Net Income in the amount of (\$339,512) and Administrative Fees Earned Net Income (Loss) in the amount of \$100,843.

The HAP Net Income (Loss) is due to the following:

- HUD's transition of PHA-held reserve funds to HUD-held reserves. This practice will continue with the cash reconciliation methodology under the cash management process. This process allows HUD to retain funds (cash) at the HUD level as opposed to disbursing funds to the PHA monthly based on the funding award. As a result, cash on hand balances will remain low. PHAs are aware that HUD-held reserves are protected and available upon request.

- HUD offset of HAP fraud recovery and FSS escrow forfeiture income against current budget authority.

The 2017 HCV HAP renewal funding award was released in late June. Renewal funding for 2017 increased to \$12,320,730 from \$11,904,237 in 2016. However, the eligibility proration is down in 2017 to 97% compared to 99.58% in 2016. Although HAP funding is higher than last year, we must maintain the current leasing levels in order to stabilize HAP costs that support the current budget authority. The lower leasing levels will result in lower administrative fees earned.

In addition, the 2017 funding provision allocated set-aside funding primarily for HAP shortfall prevention and opted for a small offset based on excess reserves. JHA had no excess funds available for offset based on the offset reallocation calculation.

The Administrative Net Income (Loss) is primarily due to the following

- Higher administrative fees earned early in the year from higher lease levels
- Transition to lower staffing levels which has resulted in fewer administrative costs at this point in the fiscal year
- Increase in fraud recovery collections and portable administrative fees earned.

The administrative fee proration decreased from 84% to 77% in 2017. The administrative fee rate increases for 2017 were minimal compared to 2016. As the year progresses, administrative reserves may be impacted due to a lower lease up level and proration. Management continues to maintain a conservative approach to spending and monitoring costs.

As the year closes, we will be investing in staff training to improve internal processes and procedures.

➤ **Cash on Hand:**

Cash on hand consist of cash in the bank as of this period.
Section 8: \$231,992
Disaster Housing Assistance Program (DHAP): \$8,567
Public Housing: \$183,588
Total Cash on Hand: \$424,147

➤ **Investments:**

Investments consist of Certificates of Deposits with various banking institutions.
Section 8: \$122,921
Public Housing: \$-0-
Local Fund: \$251,884
Total Investments: \$374,805

➤ **Reserves:**

The reserve balances reflect cumulative retained earnings. These funds are for intended uses within HUD guidelines.

Section 8

Section 8 HAP (HCV): \$9,003 - Prior Year FY 2016: \$348,515
Section 8 Admin (HCV): (\$42,554) - Prior Year FY 2016: (\$143,397)
Total Section 8 Reserves: (\$33,551) - Prior Year FY 2016: \$205,118
Note: Section 8 Admin Reserves without the pension liability adjustment is \$437,610

DHAP

| | |
|------------------------------|---------------------------------|
| DHAP HAP: \$10,216 | - Prior Year FY 2016: \$10,216 |
| DHAP Admin: (\$1,645) | - Prior Year FY 2016: (\$1,647) |
| Total DHAP Reserves: \$8,571 | - Prior Year FY 2016: \$8,569 |

Public Housing

Public Housing Operating: \$117,814 - Prior Year FY 2016: \$102,480
Public Housing Replacement: \$-0-
Total Public Housing Reserves: \$117,814

Note: Public Housing Operating Reserves without the pension liability adjustment is \$160,404

Local Fund

Local Fund Operating: \$252,042 - Prior Year FY 2016: \$251,857
Total Local Fund Reserves: \$252,042

Total Reserves: \$344,876

The contract for auditing services has been secured with Henderson & DeJohn for the next three (3) fiscal years 2017 – 2019. The 2018 Operating Budgets will be presented in the coming months. Please let me know, if you have any questions.