

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

1. Call to Order
2. Resolution to Approve March 21, 2017 Meeting Minutes
3. Resolution to Approve an increase in Petty Cash for Public Housing
4. Discuss "Purchase of Safe" by an Individual Buyer
5. Propose a time change for Monthly Board Meetings
6. Discuss a change in the Bi-Laws for combining Annual Meeting with a scheduled Monthly Board Meeting. 308
Tuesday
Aug
2:PM
7. Financial Report
8. Executive Session if needed

April 18, 2017

ISSUE SUMMARY:

RESOLUTION TO APPROVE MEETING MINUTES FOR MARCH 21, 2017

FROM: PAUL G. WRIGHT, EXECUTIVE DIRECTOR

IMPORTANCE:

High

ACTION REQUIRED:

A Resolution is required to Approve Meeting Minutes for March 21, 2017.

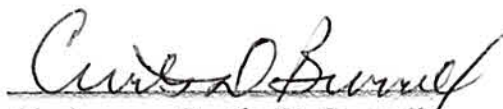
**HOUSING AUTHORITY OF THE CITY
OF JONESBORO, GEORGIA
COMMISSIONERS MEETING
March 21, 2017**

The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on March 21, 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, Commissioner Allen Roark, and Commissioner Therese Guidry. Executive Director Paul Wright was present along with Financial Director Demetrice Mitchell. Rebekah Lester was also in attendance to take minutes.

**RESOLUTION #984
RESOLUTION TO APPROVE JANUARY 17, 2016**

A Motion to Approve January 17, 2017 Meeting Minutes was made by Vice Commissioner Carol Cannon and was seconded by Commissioner Therese Guidry. The Motion passed unanimously. **(RESOLUTION #984)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Meeting Minutes for January 17, 2017. **(Resolution #984)**


Chairman, Curtis D. Burrell


Executive Director, Paul G. Wright

**HOUSING AUTHORITY OF THE CITY
OF JONESBORO, GEORGIA
COMMISSIONERS MEETING
March 21, 2017**

The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on March 21, 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, Commissioner Allen Roark, and Commissioner Therese Guidry. Executive Director Paul Wright was present along with Financial Director Demetrice Mitchell. Rebekah Lester was also in attendance to take minutes.

RESOLUTION #985

RESOLUTION TO APPROVE SIGNING OF ACCOUNTS PAYABLE CHECKS

A Motion to Approve Signing of Accounts Payable Checks was made by Commissioner Therese Guidry and was seconded by Vice Commissioner Carol Cannon. The Motion passed unanimously. **(RESOLUTION #985)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Signing of Accounts Payable Checks. **(Resolution #985)**

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



TTY (770)478-4805

Fax (770)-478-2528

(770) 478-7282

Sign in sheet for Board Meeting held on April 18, 2017.

1. Therese Gundry

11. _____

2. Carol Cannon

12. _____

3. Curtis Burrell

13. _____

4. ALLEN ROARK

14. _____

5. John De N. SKEG

15. _____

6. Marcella Harden PHM

16. _____

7. Paul Wright

17. _____

8. Demetree Mitchell

18. _____

9. Rebekah Lester

19. _____

10. _____

20. _____

Old Herring-Hall-Marvin Safe

1 viewed per hour

Item condition: -






Seller information
billybobwood (387 ★)
100% Positive feedback

Follow this seller
See other items



Shipping: Free Local Pickup | [See details](#)
Item location: Niles, Michigan, United States
Ships to: Local pick-up only

Deliver: Varies

Payments:     

PayPal® CREDIT
6 months to pay on \$99+. Apply Now | See Terms
See details

Returns: Seller does not offer returns.

Guarantee: **ebay** MONEY BACK GUARANTEE | See details

JONESBORO HOUSING AUTHORITY DISPOSITION POLICY

Personal property belonging to the Jonesboro Housing Authority shall not be sold or exchanged for less than fair value. Any personal property belonging to the Housing Authority that is no longer needed for Housing Authority operations shall be declared excess. Any such excess property valued at Five Hundred Dollars (\$500.00) or more, which is not being sold to a public body for a public use or to a non-profit organization for low-income housing related purposes (e.g. a resident organization), shall be sold at a public sale.

Sales of excess personal property shall be conducted in the following manner:

- A. The Executive Director shall declare personal property that is worn out, obsolete or surplus to the needs of the Housing Authority excess. All such declarations shall be documented in writing. A survey to identify such property shall be conducted at least once a year following the inventory.
- B. If the estimated market value of the personal property offered for sale is less than Five Hundred Dollars (\$500.00), the Executive Director may negotiate a sale in the open market after such informal inquiry as he or she considers necessary to ensure a fair return to the Housing Authority. The sale shall be documented by an appropriate bill of sale.
- C. For sales of excess property valued between Five Hundred Dollars (\$500.00) and One Thousand Dollars (\$1000.00), the Executive Director shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent record. The sale shall be documented by an appropriate bill of sale.
- D. For sales of excess property valued at more than One Thousand Dollars (\$1000.00), a contract of sale shall be awarded only after advertising for formal bids. The advertisement shall be posted at least fifteen (15) days prior to award of the sale contract and shall be published in newspapers or circular letters to all prospective purchasers. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as part of the permanent record. The award shall be made to the highest bidder as to price.
- E. Notwithstanding the above, the sale or donation of personal property to a public body for public use or a non-profit organization for low-income housing related purposes may be negotiated at its fair value subject to approval by the Board of Commissioners. The transfer shall be documented by an appropriate bill of sale.

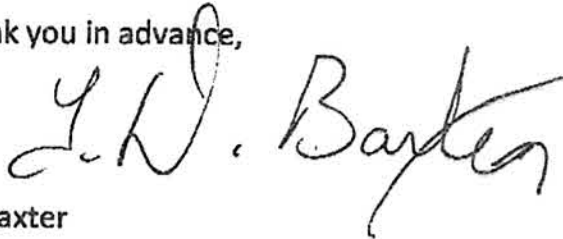
Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Board of Commissioners. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, the Executive Director shall prepare a statement detailing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Board of Commissioners for its approval. A copy of the Board's approval, together with the complete documentation in support of destruction, abandonment, or donation, shall be retained as a part of the permanent records.

To whom it may concern,

I am offering \$50 for the Safe that is in the building occupied by the Jonesboro Housing Authority. The estimated value is \$249, however the moving expense of the safe has been estimated at \$350 to \$450 by the moving company.

Please let me know if you are interested at that price.

Thank you in advance,

A handwritten signature in black ink, appearing to read "T.D. Baxter". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

TD Baxter

500 West Lanier Avenue

Suite 912

Fayetteville, GA 30214

Cell 678-770-3352

JONESBORO HOUSING AUTHORITY

EXECUTIVE SUMMARY

TO: BOARD OF COMMISSIONERS
FROM: PAUL WRIGHT, EXECUTIVE DIRECTOR
DATE: April 18, 2017
RE: **FINANCIAL REPORT PERIOD ENDING FEBRUARY 28, 2017**
(UNAUDITED)

Agency-wide Financial Statements reflect **Total Income** of \$5,727,209 and **Total Expenses** of \$5,999,375 with a **Net Income (Loss)** of (\$272,349). Net income (loss) consists of \$64,932 from administrative operations and (\$337,281) from housing assistance payments (HAP).

Below are highlights for the period October 1, 2016 thru February 28, 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: \$5,633,980

Total Expenses: \$5,893,091

Net Income / (Loss): (\$259,111)

Net Income for the Section 8 program consists of two components reflecting HAP Net Income in the amount of (\$337,281) and Administrative Fees Earned Net Loss in the amount of \$78,170.

The HAP Net Income is due to the following:

- HUD transitioned PHA-held reserve funds to HUD-held reserves in November 2016. 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. JHA HUD-Held Fund balance as of December 31, 2016 was \$563,435. As a result, cash on hand balances will be low.

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

HUD has not released the HCV HAP renewal funding award nor the eligibility proration for 2017. The proration funding for 2016 was 99.58%. We anticipate leasing levels to decrease in order to stabilize HAP costs which support the current budget authority. As a result, lower administrative fees will be earned.

The Administrative Net Income is primarily due to higher administrative fees earned and transition staff changes which resulted in fewer administrative costs at this point in the fiscal year. 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.

➤ **Disaster Housing Assistance Program (DHAP):**

The Disaster Housing Assistance Program (DHAP) was funded by the Federal Emergency Management Agency (FEMA) and administered by HUD in 2007. The program ended in 2010 and eligible families were converted to the Housing Choice Voucher program. Although this program is no longer active, financial reporting requirements remain as long as the program retains assets. Income generated on this program consisted of interest earned on the money market savings account.

Total Income: \$-0-

Total Expenses: \$1

Net Income / (Loss): \$1

Net Income (Loss) for the DHAP program consists of two components reflecting HAP Net Income (Loss) in the amount of \$0 and Administrative Fees Earned Net Income (Loss) in the amount of \$1.

➤ **Public Housing:**

The Public Housing Financial Statements represent low rent public housing for 30 units. All units are on line.

Total Income: \$93,045

Total Expenses: \$106,284

Net Income / (Loss): (\$13,239)

Budget Over (Under): \$13,239

The Public Housing Net Loss is primarily due to operating funds allocated under the Capital Fund Program not being drawn down. It is our practice to monitor costs before drawing on Capital Funds to prevent recapture or offsets of excess reserves. In March 2017, JHA drew down \$40,522 in operating funds from the Capital Fund Program (CFP) 2016 budget to absorb any losses during this fiscal year.

HUD has not released 2017 proration rates for the final obligation of Operating Subsidy. The proration funding for 2016 was 89.73%. We do not anticipate much change to funding levels in 2017.

➤ **Local Fund:**

The Local Fund consists of administrative fees earned by the Section 8 program prior to HUD restrictions requiring that Section 8 administrative fee earned remain in the program. The Local Fund includes interest on CD investments and sundry administrative costs.

Total Income: \$183

Total Expenses: \$-0-

Net Income / (Loss): \$183

➤ **Cash on Hand:**

Cash on hand consist of cash in the bank as of this period.

Section 8: \$264,014

Disaster Housing Assistance Program (DHAP): \$8,566

Public Housing: \$164,787

Total Cash on Hand: \$437,367

➤ **Investments:**

Investments consist of Certificates of Deposits with various banking institutions.

Section 8: \$122,921

Public Housing: \$-0-

Local Fund: \$251,882

Total Investments: \$374,803

➤ **Reserves:**

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

Section 8

Section 8 HAP (HCV): \$11,234 - Prior Year FY 2016: \$348,515

Section 8 Admin (HCV): (\$188,109) - Prior Year FY 2016: (\$266,278)

Total Section 8 Reserves: (\$176,875) - Prior Year FY 2016: \$82,237

Note: Section 8 Admin Reserves without the pension liability adjustment is \$414,936

DHAP

DHAP HAP: \$10,216 - Prior Year FY 2016: \$10,216

DHAP Admin: (\$1,646) - Prior Year FY 2016: (\$1,647)

Total DHAP Reserves: \$8,865 - Prior Year FY 2016: \$8,569

Public Housing

Public Housing Operating: \$77,177 - Prior Year FY 2016: \$90,417

Public Housing Replacement: \$-0-

Total Public Housing Reserves: \$77,177

Note: Public Housing Operating Reserves without the pension liability adjustment is \$131,832

Local Fund

Local Fund Operating: \$252,040 - Prior Year FY 2016: \$251,847

Total Local Fund Reserves: \$252,040

Total Reserves: \$160,912

The 2016 Audit was conducted the week of March 13-17, 2017. The draft audit report is in progress and pending final review. The audited Financial Data Schedule (FDS) is due June 30, 2017. Please let me know, if you have any questions.

Bill Of Sale

THIS BILL OF SALE is executed this 21st day of April, 2017, by Jonesboro Housing Authority, (hereinafter "Seller") residing at 203 Hightower Street, Jonesboro, GA 30236 for the Benefit of T. Dean Baxter (hereinafter "Buyer"), residing at 500 West Lanier Avenue, Suite 912, Fayetteville, GA 30214.

Seller hereby transfers to Buyer, all rights of Seller in the following property:

Vintage Fireproof Safe, located in Clayton County, Georgia.

For and in consideration of \$50.00, which has been acknowledged to have been received by Seller.

The form of payment used will be Check # 1760.

The sale and transfer of property is made on an "AS IS" basis, without any express or implied warranties, with no recourse to the Seller, provided that Seller can issue proof that it has title to the property without any liens or encumbrances.

The Buyer has been given the opportunity to inspect, or have inspected, any and all property defined above. The Buyer agrees to accept all property in its existing state.

In witness, the parties execute on this Bill of Sale on 4/21/2017,


Signature of Buyer

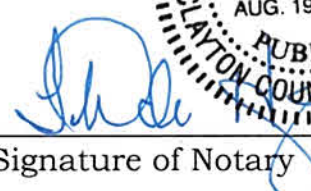
4.21.17
Date


 Executive Director
Signature of Seller/Title

4/21/2017
Date

This 21 Day of April, 2017.

Witness My Hand and Official Seal.


Signature of Notary



TDB Financial Services, LLC
500 West Lanier Avenue Suite 912
Fayetteville, GA 30214

1760

64-5610

4-21-07

Date

Pay to the
Order of

JHA

\$ 50.00

bill and 00/100

Dollars



Security
Features
Detailed on
Back.

Bank of America

For

Safe

J.D. Balf

⑆061000052⑆ 334021987730⑈ 1760