

JONESBORO HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
TUESDAY, February 20, 2018  
**AGENDA**

1. Call to Order
2. Resolution to Approve January 16, 2018 Meeting Minutes
3. Discussion on Sale of Company Trucks
4. Discussion on Changing our Policy on Bedroom Sizes for our Agency
5. Board of Commissioners Letter of Engagement Audit for Fiscal Year 9/30/17
6. Finance Report
7. Executive Session if needed

**February 20, 2018**

**ISSUE SUMMARY:**

RESOLUTION TO APPROVE MEETING MINUTES FOR JANUARY 16, 2018

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

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**IMPORTANCE:**

High

**ACTION REQUIRED:**

A Resolution is required to Approve Meeting Minutes for January 16, 2018.

**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
JANUARY 16, 2018**

The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 16, 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 Allen Roark, and Commissioner Therese Guidry were in attendance. Executive Director Paul Wright along with Financial Director Demetrice Mitchell were 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

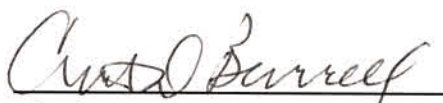
**RESOLUTION #1011**

**A RESOLUTION TO APPROVE DECEMBER 19, 2017 MINUTES**

A Motion to Approve December 19, 2017 Minutes was made by Commissioner Therese Guidry and was seconded by Vice Commissioner Allen Roark. The Motion passed unanimously. **(RESOLUTION #1011)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Meeting Minutes for December 19, 2017. **(Resolution #1011)**

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

  
Chairman, Curtis D. Burrell

  
Executive Director, Paul G. Wright



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Not Running 2004 Vin # 2FTRF17254CA93549-PH \$ 300.00  
Ford F-150 Heritage 8ft

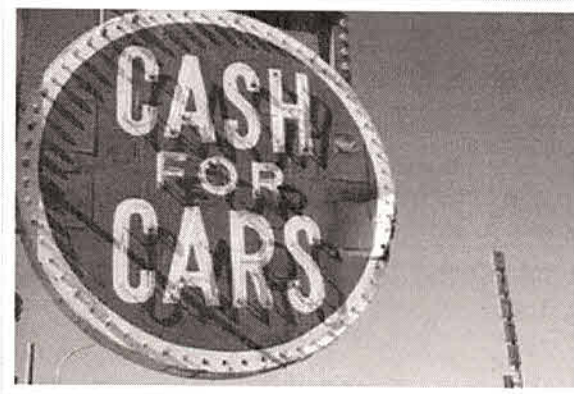
Not Running 2005 Vin # 1FTRF12295NB16575-SB \$ 300.00  
Ford F-150 XL

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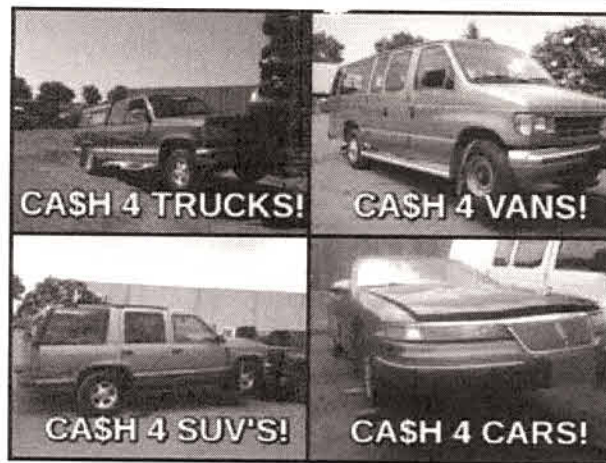
*Step 2. We'll have your vehicle picked up for Free at a time that is convenient for you. Same day removal is usually available.*

*Step 3. You'll get paid cash on the spot by the tow truck driver.*

2004                      \$ 485.00

2005                      \$ 1,000.00

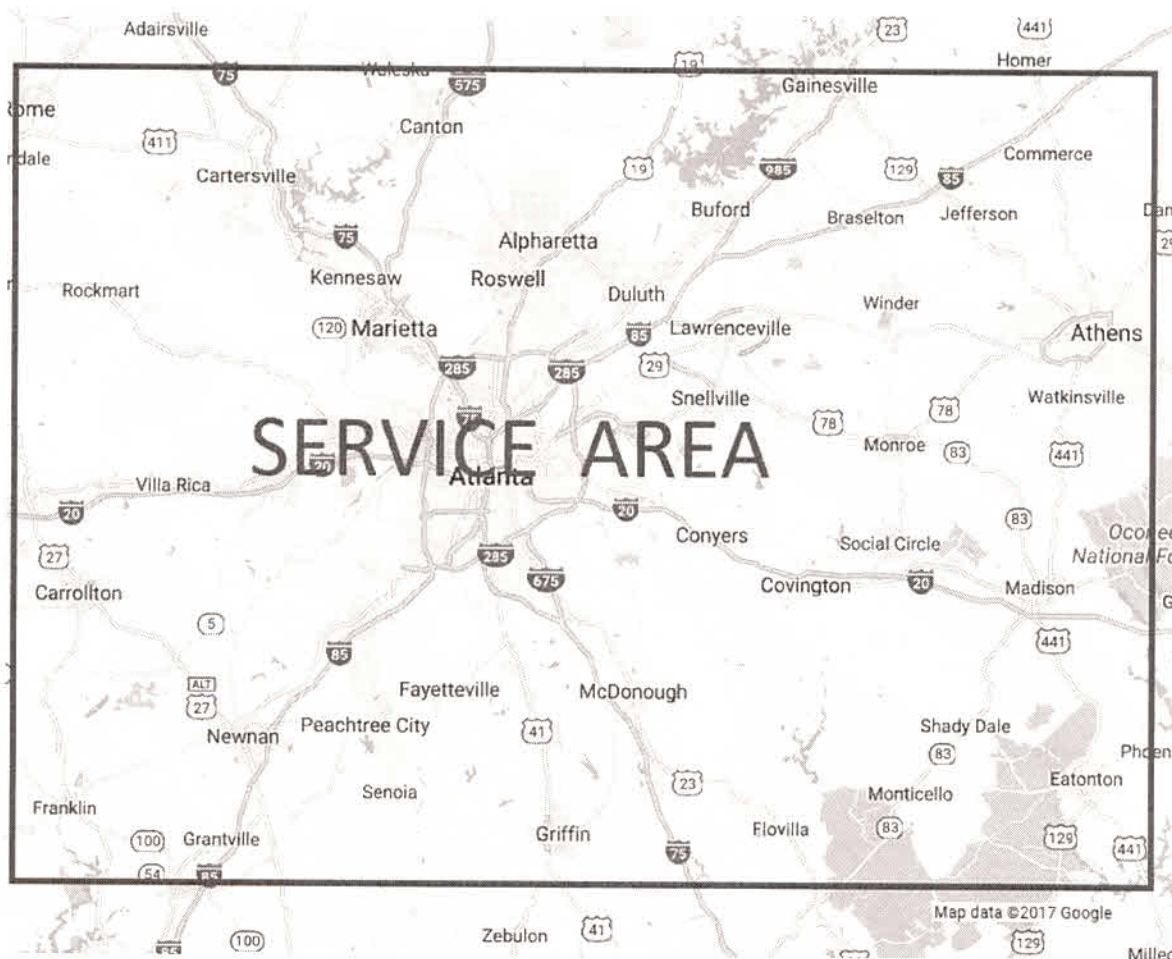




Atlanta Cash 4 Junk Cars we pay you the most money possible for your automobile. When you call us a friendly and professional representative will guide you through the simple and profitable process of selling your junk car. We offer Fast Free Removal and in most cases can have your vehicle picked up the same day.

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**Call 855-782-3777 now & put cash in your pocket today!**



**Paul Wright**

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**From:** Peddle [mailto:offers@peddle.com]

**Sent:** Tuesday, February 20, 2018 3:00 PM

**To:** pwright@jonesborohousing.com

**Subject:** [Peddle] We'd still love to buy your 2000 Ford Explorer!



## Still selling your car?

Sell your 2004 Ford F150 with Peddle, the fast and easy way.  
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We'll pick it up and pay

**\$485**



List for sale

up to **\$1,100**

[Get started](#)

Act now! This offer was generated on 2/20/18 and may change prior to being accepted. Your offer request will be closed if not accepted by 3/22/18.

Not interested? [Decline](#)

Offer ID 4145419

Sent from Peddle HQ in Austin, TX • [Facebook](#) • [Twitter](#)





**Paul Wright**

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**From:** Peddle <offers@peddle.com>  
**Sent:** Tuesday, February 20, 2018 3:00 PM  
**To:** pwright@jonesborohousing.com  
**Subject:** [Peddle] We'd still love to buy your 2005 Ford F150!



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**\$3,300**

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JEEP WRANGLER



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**SEARCH INVENTORY**

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## 2004 Ford F150 (Heritage) Regular Cab Pricing Report



**Style:** XL Pickup 2D 8 ft  
**Mileage:** 75,000

### Vehicle Highlights

Fuel Economy: N/A	Max Seating: 3
Doors: 2	Engine: V6, 4.2 Liter
Drivetrain: 2WD	Transmission: Automatic
EPA Class: Standard Pickup Trucks	Body Style: Styleside Pickup
Country of Origin: United States	Country of Assembly: United States

### Trade In To a Dealer



Valid for ZIP Code 30236 through 02/22/2018

### Your Configured Options

Our pre-selected options, based on typical equipment for this car.

✓ Options that you added while configuring this car.

#### Engine

V6, 4.2 Liter

#### Transmission

Automatic

#### Drivetrain

2WD

#### Braking and Traction

ABS (4-Wheel)

#### Comfort and Convenience

Air Conditioning

#### Steering

Power Steering

#### Entertainment and Instrumentation

AM/FM Stereo

Cassette

#### Safety and Security

Dual Air Bags

#### Wheels and Tires

Steel Wheels

#### Exterior Color

✓ White

### Glossary of Terms

**Kelley Blue Book® Trade-in Value** - This is the amount you can expect to receive when you trade in your car to a dealer. This value is determined based on the style, condition, mileage and options indicated.

#### Tip:

It's crucial to know your car's true condition when you sell it, so that you can price it appropriately. Consider

**Trade-In Range** - The Trade-In Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week based on the style, condition, mileage and options of your vehicle when you trade it in to a dealer. However, every dealer is different and values are not guaranteed.

Having your mechanic give you an objective report.

**Kelley Blue Book® Private Party Value** - This is the starting point for negotiation of a used-car sale between a private buyer and seller. This is an "as is" value that does not include any warranties. The final price depends on the car's actual condition and local market factors.

**Private Party Range** - The Private Party Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week for a vehicle with stated mileage in the selected condition and configured with your selected options, excluding taxes, title and fees when selling to a private party.

**Excellent Condition** - 3% of all cars we value. This car looks new and is in excellent mechanical condition. It has never had paint or bodywork and has an interior and body free of wear and visible defects. The car is rust-free and does not need reconditioning. Its clean engine compartment is free of fluid leaks. It also has a clean title history, has complete and verifiable service records and will pass safety and smog inspection.

**Very Good Condition** - 23% of all cars we value. This car has minor wear or visible defects on the body and interior but is in excellent mechanical condition, requiring only minimal reconditioning. It has little to no paint and bodywork and is free of rust. Its clean engine compartment is free of fluid leaks. The tires match and have 75% or more of tread. It also has a clean title history, with most service records available, and will pass safety and smog inspection.

**Good Condition** - 54% of all cars we value. This car is free of major mechanical problems but may need some reconditioning. Its paint and bodywork may require minor touch-ups, with repairable cosmetic defects, and its engine compartment may have minor leaks. There are minor body scratches or dings and minor interior blemishes, but no rust. The tires match and have 50% or more of tread. It also has a clean title history, with some service records available, and will pass safety and smog inspection.

**Fair Condition** - 18% of all cars we value. This car has some mechanical or cosmetic defects and needs servicing, but is still in safe running condition and has a clean title history. The paint, body and/or interior may need professional servicing. The tires may need replacing and there may be some repairable rust damage.

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**Paul Wright**

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**From:** Elijah Fleming <elijah.fleming@copart.com>  
**Sent:** Tuesday, February 13, 2018 3:01 PM  
**To:** pwright@jonesborohousing.com  
**Subject:** Your Offer From Copart



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2/13/2018

Hello Paul Wright,

Thank you for contacting CopartDirect, where we make selling your car fast and hassle-free.

Based on the information you've provided on the condition of your vehicle, we are happy to provide you with the following purchase offer:

**Copart Vehicle Purchase Offer: USD 300.00**  
Including Pickup!

Offer Expires: 2/19/2018

**Name: Paul Wright**  
**Vehicle Year: 2004**  
**Vehicle Make: FORD**  
**Vehicle Model: F150**  
**Miles: 100,000**  
**VIN: 2FTRF17254CA93549**

**Is It Registered?**  
**Vehicle is titled to:**  
**Title Type: Clean**  
**Ever been in an accident?**

**Conditions Noted**

**Exterior: OK - NORM WR, COMPANY LOGO ON DOORS**

**Interior: OK - NORM**



## **Mechanical: NOT RUNNING FOR A FEW YEARS, TRANSMISSION ISSUE , BATTERY DEAD**

If our inspection report differs from your assessment of your vehicle's condition, the final offer amount could be adjusted based on our findings.

**To accept this offer or discuss sale options, please contact us at 925-235-2095, ext.. We want to buy your car today!**

Remember, CopartDirect offers a quick, easy way to sell your car:

- No more waiting for the phone to ring
- No more strangers at your door
- No more "no-shows" for appointments
- No more worries about collecting payment
- No more DMV hassles after the sale

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Sincerely,

Elijah Fleming  
925-235-2095

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We're proud to be a part of a company that was the top performer on Deloitte's "The Exceptional 100" Top Companies in 2015 and has been placed on Forbes "Top 200 Small Businesses" for more than 10 years in a row.

This email was sent from Copart Direct, 81 Apollo Street, 4th Floor, Brooklyn, NY 11222

Unit # 2005-2  
 Year 2005  
 Make FORD  
 Model F150  
 Miles 45214  
 Vin# 5NB16575  
 RO # 16039668  
 Date: 11/6/2017



**Allan Vigil Ford Lincoln**  
 6790 Mt Zion Blvd  
 Morrow, Ga. 30260

**Advisor:** MARIA MILLER/LINDA BAKER  
**Phone#** 678-364-3061/678-364-3067

**Customer:** JONESBORO HOUSING AUTHORITY  
**Attn:** PHILLIP

Quantity	Description	Labor	Parts
	DIAG,	\$ 89.95	
	REPLACE FUEL PUMP	\$ 269.85	\$ 560.87
	FUEL PUMP O RING		\$ 6.93
	FUEL LINES		\$ 320.92
	REPLACE FLY WHEEL	\$ 719.60	\$ 130.07
	STARTER		\$ 245.40
	TRANS FLUID		\$ 5.00
	PLASTIC BEDLINER		\$ 299.99
	REPLACE PINION SEAL	\$ 134.92	\$ 22.20
	PINION NUT		\$ 14.42
	FLUID		\$ 20.00
	WIPER BLADES		\$ 29.95
	TUNE UP		\$ 191.99
	AIR FILTER		\$ 29.95
	CLEAN INJECTOR AND THROTTLE BODY		\$ 209.95
	FUEL FILTER		\$ 89.95
	TWO FRONT TIRES		\$ 313.68
	ALIGNMENT		\$ 89.95
	OIL CHANGE		\$ 42.95
	TOW BILL		\$ 101.25
		Labor Total	\$ 1,214.32
		Parts Total	\$ 2,725.42
		Sub Total	\$ 3,939.74
		Tax	
		Total	\$ 3,939.74



## 6.0 ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)

The Jonesboro Housing Authority will issue a housing choice voucher for a particular bedroom size – the bedroom size is a factor in determining the family's level of assistance. The following guidelines will determine each family's unit size without overcrowding or over-housing:

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the Jonesboro Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children currently under a 50% or more joint custody decree, children who are temporarily away at school or temporarily in foster-care.

Bedroom size will also be determined using the following guidelines:

- A. Children of the same sex **will** share a bedroom
- B. Children of the opposite sex, both under the age of ten (10), will share a bedroom.
- C. Children, age ten (10) and older, will not be required to share a bedroom unless they are the same sex.
- D. Foster adults and children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.
- F. Children five years and older shall not be required to share a bedroom with Head of Household.

The Jonesboro Housing Authority will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a disability or a medical reason why the larger size is necessary.

The family unit size will be determined by the Jonesboro Housing Authority in accordance with the above guidelines and will determine the maximum rent subsidy for the family; however, the family may select a unit that may be larger or smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.

CURRENT ADMIN PLAN



# HENDERSON & DEJOHN, LLC

## CERTIFIED PUBLIC ACCOUNTANTS

200 CHASE PARK SOUTH, SUITE 220  
PHONE : (205) 982-0992

WWW.HENDERSONCPA.COM

BIRMINGHAM, AL 35244  
FAX: (205) 982-0997

February 6, 2018

Board of Commissioners  
Housing Authority of the City of Jonesboro  
P.O. Box 458  
Jonesboro, GA 30237-0458

Dear Board of Commissioners:

This letter is provided in connection with our engagement to audit the financial statements and to audit compliance over major federal awards of Housing Authority of the City of Jonesboro (the "Authority") as of and for the year ended September 30, 2017. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit, the compliance audit, and the planned scope and timing of our audits.

As stated in our engagement letter dated May 25, 2017, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), *Government Auditing Standards* of the Comptroller General of the United States of America, the requirements of the Single Audit Act, as amended; and the provisions of the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and, if applicable, in accordance with any state or regulatory audit requirements for the purpose of forming and expressing opinions about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with *accounting principles generally accepted in the United States of America*, and on major federal award program compliance. Our audits of the financial statements and of major federal award programs does not relieve you or management of your respective responsibilities.

Our responsibility as it relates to the schedule of expenditures of federal awards is to evaluate its presentation for the purpose of forming and expressing an opinion as to whether it is presented fairly in all material respects in relation to the financial statements as a whole.

Our audits will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit procedures will also include determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or material noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards* of the Comptroller General of the United States of America, the requirements of the Single Audit Act, as amended; and the provisions of the Uniform Guidance.

Our audits will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements, the risk of material noncompliance in the major federal award programs, and as a basis for designing the nature, timing, and extent of further audit procedures. Our audit is not designed to express an opinion or provide assurance on internal control over financial reporting. However, we will communicate to you at the conclusion of our audit, significant matters that are relevant to your responsibilities in overseeing the financial reporting process, including any material weaknesses, significant deficiencies, and violation of laws or regulations that come to our attention.

This information is intended solely for the information and use of the Board of Commissioners and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

*Henderson & DeJohn, LLC*

Birmingham, AL

February 6, 2018



# JONESBORO HOUSING AUTHORITY

## *EXECUTIVE SUMMARY*

**TO:** BOARD OF COMMISSIONERS  
**FROM:** PAUL WRIGHT, EXECUTIVE DIRECTOR  
**DATE:** February 20, 2018  
**RE:** **FINANCIAL REPORT PERIOD ENDING SEPTEMBER 30, 2017**  
**(UNAUDITED)**

Agency-wide Financial Statements reflect **Total Income** of \$14,305,554 and **Total Expenses** of \$14,597,307 with a **Net Income (Loss)** of (\$291,753). Net income (Loss) consists of (\$52,150) from administrative operations and (\$239,603) from housing assistance payments (HAP).

Below are highlights for the period October 1, 2016 thru September 30, 2017:

➤ **Section 8:**

The Section 8 Financial Statements represent all of the Section 8 programs combined including Housing Choice Voucher (HCV) with 1,877 units under ACC (Annual Contribution Contract).

**Housing Choice Voucher (HCV)**

Total Income: \$14,030,870

Total Expenses: \$14,224,006

Net Income / (Loss) Before Depreciation: (\$184,508)

Net Income / (Loss) After Depreciation: (\$193,136)

Net Income (Loss) for the Section 8 program consists of two components reflecting HAP Net Income (Loss) in the amount of (239,603) and Administrative Fees Earned Net Income (Loss) in the amount of \$55,095 before depreciation and \$46,467 after depreciation. Depreciation expense for the year totaled \$8,628.

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.
- Units leased for the fiscal year decreased to 20,462 in 2017 from 20,766 in 2016 due to a pull back on leasing to prevent a shortfall.

The 2017 HCV HAP renewal funding award was released in June, 2017. Renewal funding for 2017 increased to \$12,320,730 from \$11,904,237 in 2016. The eligibility proration was down in 2017 to 97% compared to 99.58% in 2016. Although HAP funding was higher than last year, we maintained the current leasing levels in order to stabilize HAP costs that support the current budget authority. HAP costs were higher in 2017 compared to 2016 due to aggressive leasing levels early in the fiscal year and higher payment standards. This approach allowed us to utilize HAP reserves and pull from the waiting list while maintaining stable leasing levels.

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

- Higher administrative fees earned early in the year due to higher leasing levels
- Transition to lower staffing levels which resulted in fewer administrative costs in 2017 as compared to 2016. Human capital expenses make up a substantial portion of our operating budget. In an effort to control costs, we must maintain the current staffing level.
- Fraud recovery income increased from \$16,754 in 2016 to \$44,823 in 2017. This was the result of aggressive retro additions and collections on repayment agreements.
- Portability income was up 9% in 2017 compared to 2016 due to more families being leased up in our jurisdictions.

The administrative fee proration decreased from 84% to 77% in 2017. The administrative fee rate increases for 2017 were minimal compared to 2016. Despite the decrease in administrative fee proration and lower leasing levels, we closed the year with a surplus. As we look forward to the coming year with uncertainty and a constant administrative fee proration of 77% in 2018, management must continue 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. In the past, income generated on this program consisted of interest earned on the checking account. Now, interest earned is offset against bank service charges from our new banking institution.

Total Income: \$3

Total Expenses: \$9,144

Net Income / (Loss) Before Depreciation: \$3

Net Income / (Loss) After Depreciation: (\$9,141)

Depreciation expense for the year totaled \$9,144

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 \$3 before depreciation and (\$9,141) after depreciation.

The administrative net income is due to minimal interest earnings on the money market savings account.

➤ **Public Housing:**

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

Total Income: \$274,483

Total Expenses: \$364,157

Net Income / (Loss) Before Depreciation: (\$35,071)

Net Income / (Loss) After Depreciation: (\$89,675)

Budget Over (Under): \$35,071

Budget Over (Under) After Depreciation: \$89,675

Depreciation expense for the year totaled \$54,603

The Public Housing program operated over budget primarily due to lower funding levels. There was a minimal increase in proration funding up from 89.73% in 2016 to 92.81% in 2017. This resulted in more operating subsidy for the current year than we had anticipated. JHA drew down \$40,522 in operating funds from the Capital Fund Program (CFP) 2016 budget and accessed reserves to absorb losses during this fiscal year.

In addition, costs increased significantly for contract services in 2017 as compared to 2016 primarily due to plumbing issues. Utility costs increased as well due to rate increases and increased consumption. Collection losses (bad debt expenses) increased from \$1,635 in 2016 to \$4,661 in 2017 due to the write-off of uncollectible tenant account receivables.

➤ **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: \$198

Total Expenses: \$-0-

Net Income / (Loss): \$198

➤ **Cash on Hand:**

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

Section 8: \$432,764

Public Housing: \$153,486

Total Cash on Hand: \$586,250

➤ **Investments:**

Investments consist of Certificates of Deposits and Money Market accounts with various banking institutions.

Section 8: \$122,921

Disaster Housing Assistance Program (DHAP): \$8,568

Public Housing: \$-0-

Local Fund: \$251,897

Total Investments: \$383,386

➤ **Reserves:**

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

**Section 8**

Section 8 HAP (HCV): \$108,912 - Prior Year FY 2016: \$348,515

Section 8 Admin (HCV): (\$92,634) - Prior Year FY 2016: (\$143,397)

Total Section 8 Reserves: \$16,278 - Prior Year FY 2016: \$205,118

Note: Section 8 Admin Reserves without the pension liability adjustment is \$387,531

DHAP

DHAP HAP: \$10,216	- Prior Year FY 2016: \$10,216
DHAP Admin: (\$1,644)	- Prior Year FY 2016: (\$1,647)
Total DHAP Reserves: \$8,572	- Prior Year FY 2016: \$8,569

Public Housing

Public Housing Operating: \$60,309 - Prior Year FY 2016: \$102,480

Public Housing Replacement: \$-0-

Total Public Housing Reserves: \$60,309

Note: Public Housing Operating Reserves without the pension liability adjustment is \$102,900

Local Fund

Local Fund Operating: \$252,054 - Prior Year FY 2016: \$251,857

Total Local Fund Reserves: \$252,054

Total Reserves: \$337,213

The fiscal year end closeout is complete and the unaudited Financial Data Schedule (FDS) was submitted on December 14, 2017. The 2017 Audit is scheduled for the week of March 5-8, 2018. The audited Financial Data Schedule (FDS) is due June 30, 2018.

Please let me know, if you have any questions.





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



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***Sign in sheet for Board Meeting held on February 20, 2018.***

1. Therese Guidry

2. Curtis Burrell

3. ALLEN ROARK

4. Demetrius H. Mitchell

5. Paul S. Wyo

6. Rebekah Lester

7. \_\_\_\_\_

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

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

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