

JONESBORO HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, MARCH 19, 2019
AGENDA

1. Call to Order
2. Resolution to Approve January 15, 2019 Meeting Minutes
3. Write-Offs for Section 8
4. Audit Recap
5. Executive Session if needed

Mar 19

March 19, 2019

ISSUE SUMMARY:

RESOLUTION TO APPROVE MEETING MINUTES FOR JANUARY 15, 2019

FROM: PAUL G. WRIGHT, EXECUTIVE DIRECTOR

IMPORTANCE:

High

ACTION REQUIRED:

A Resolution is required to Approve Meeting Minutes for January 15, 2019.

**HOUSING AUTHORITY OF THE CITY
OF JONESBORO, GEORGIA
COMMISSIONERS MEETING
JANUARY 15, 2019**

The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on January 15, 2019 at 6:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commissioner Chairman Allen Roark, Commissioner Vice Chairman Roger Swint, Commissioner Therese Guidry, and Commissioner Tammy Stanley were in attendance. Executive Director Paul Wright along with Deputy Director Demetrice Mitchell were present. Rebekah Lester was also in attendance to take minutes.

Call to Order:

The meeting was called to order by Commissioner Chairman Allen Roark

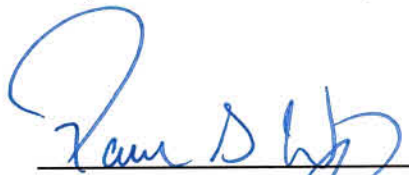
RESOLUTION #1033

A RESOLUTION TO APPROVE SEPTEMBER 27, 2018 MINUTES

A Motion to Approve September 27, 2018 Meeting Minutes was made by Commissioner Vice Chairman Roger Swint and was seconded by Commissioner Therese Guidry. The Motion passed unanimously. **(RESOLUTION #1033)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve September 27, 2018 Meeting Minutes. **(Resolution #1033)**


Chairman, Allen M. Roark


Executive Director, Paul G. Wright

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OF JONESBORO, GEORGIA
COMMISSIONERS MEETING
JANUARY 15, 2019**

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RESOLUTION #1034

**RESOLUTION TO APPROVE GEORGIA MUNICIPAL EMPLOYEES
BENEFIT SYSTEM**

A Motion to Approve the Georgia Municipal Employees Benefit System was made by Commissioner Therese Guidry and was seconded by Commissioner Vice Chairman Roger Swint. The Motion passed unanimously. **(RESOLUTION #1034)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve the Georgia Municipal Employees Benefit System. **(Resolution #1034)**


Chairman, Allen M. Roark


Executive Director, Paul G. Wright

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OF JONESBORO, GEORGIA
COMMISSIONERS MEETING
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**RESOLUTION #1035
A RESOLUTION TO APPROVE REVISION OF POLICY
ON ABSENCES.**

A Motion to Approve Revision of Policy in Absences was made by Commissioner Therese Guidry and was seconded by Commissioner Vice Chairman Roger Swint. The Motion passed unanimously. **(RESOLUTION #1035)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Revision of Policy in Absences. **(Resolution #1035)**

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



Chairman, Allen M. Roark



Executive Director, Paul G. Wright



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



TTY (770)478-4805

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Sign in sheet for Meeting held on March 19, 2019

- | | |
|-------------------------------|-----------|
| 1. <u>ALLEN ROARK</u> | 11. _____ |
| 2. <u>Roger Swint</u> | 12. _____ |
| 3. <u>Tammy Stanley</u> | 13. _____ |
| 4. <u>Demitri H. Mitchell</u> | 14. _____ |
| 5. <u>Paul S. Wray</u> | 15. _____ |
| 6. <u>Rebekah Lester</u> | 16. _____ |
| 7. <u>Theresa Gundry</u> | 17. _____ |
| 8. _____ | |
| 9. _____ | |
| 10. _____ | |

The JHA is an Equal Opportunity Employer and Does Not Discriminate on the Basis of Race, Color, Sex, Creed, Religion, Handicap or National Origin



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Write-Offs for Section 8 Retro Accounts for February 2019

Tyra Albro No Agreement	\$7,156.00
Danielle Brown Broken Agreement	\$3,500.00
Jameliah Collins Broken Agreement	\$10,744.00
Maxine Coleman Broken Agreement	\$1,602.20
Tomeka Dixon No Agreement	\$4,317.00
Amy Glaspy Broken Agreement	\$221.82
Nakita Jackson Broken Agreement	\$2,732.00
Jaquona Jones Broken Agreement	\$1,547.50
Tyrique Jones Broken Agreement	\$720.75
Patricia Lindsey Broken Agreement	\$281.00
Natasha Mitchell Broken Agreement	\$273.00
Sonya Morris Broken Agreement	\$1,293.00

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Briana Patillo Broken Agreement	\$2,643.00
Jennnifer Rosser No Agreement	\$5,676.00
Shawanda Walker Broken Agreement	\$888.00
Michele Ward Broken Agreement	\$5,669.00
Amilya Wilson No Agreement	\$4,552.00
<u>TOTAL:</u>	<u>\$ 53,786.27</u>

Resolution: # 1037
Date Approved:

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

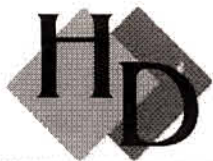
Will not propose a write –off until tenant has been vacated

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



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, 2019

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, 2018. 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, 2019