

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF DANVILLE
HELD ON MARCH 1, 2016**

The Commissioners of the Housing Authority of Danville met in regular session on 1 March 2016 at the Housing Authority of Danville central office located at 1014 Rosemont Avenue in Danville Kentucky. The meeting was called to order Chair Handloser and upon roll call; the following members were present and absent:

PRESENT

Chairman Thomas Handloser
Vice-Chairwoman Ann Young
Commissioner Isabel Price
Commissioner Paul Lewis
City Commissioner James H Atkins

ABSENT

Also present were : J. Hadden Dean, Board Attorney; and Rachel White who serves as Executive Director for the Housing Authority of Danville and Secretary-Treasurer to the Board.

Executive Director White informed the Board that documentation has been received that the City of Danville's commission has designed Commissioner James H. Atkins as the Mayor's representative on the Housing Authority of Danville Board. He has all the rights and privileges afforded by the Ex-Officio position

The minutes for the Board Meeting held on 19 January 2016 were reviewed and considered. The motion to approve the minutes was made by Vice-Chair Young and seconded by Commissioner Lewis with the following vote:

AYES: Chair Handloser, Vice-Chair Young, Commissioner Lewis, Commissioner Atkins, and Commissioner Price

NAYS: None

The Chair declared the minutes approved.

The Board of Commissioners reviewed the Paid Bills for January and February 2016 for approval. The motion to accept the paid bills was made by Vice-Chair Young and seconded by Commissioner Lewis with the following vote:

AYES: Chair Handloser, Vice-Chair Young, Commissioner Lewis, Commissioner Atkins, and Commissioner Price

NAYS: None

The Chair declared the Paid Bills report approved. The following item was presented for consideration by the Board.

RESOLUTION #2258
APPROVING COLLECTION LOSS FOR MARCH 2016

WHEREAS, due to evictions, deaths and move-outs, this Authority has had a number of accounts on its books deemed uncollectible following at least 30 days from the vacate date.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of Danville, that the amount of \$3,668.99 as shown per the following list to this resolution, be transferred from Account 1122 - Tenants Accounts Receivable to Account 4570 - Collection Loss.

VACATES WITH BALANCES

NAME, APARTMENT & ACCOUNT NUMBER:	DATE VACATED	BALANCE
Roy Farmer, ZPD800, Z248-09	2/11/2016	\$102.62
Rent = \$81.00 Other = \$21.62		
Cinjin Hadley, ZLI802, Z195-30 (Corrected Bad Debt)	12/17/2015	\$691.80
Rent = \$76.62 Other = \$615.18		
Community Service \$500.25		
Timothy Mills, ZLA605, Z241-12	1/12/2016	\$265.78
Rent = \$265.78 Other = \$0.00		
Timothy Monteith, ZWD119, Z057-29 (Corrected Bad Debt)	12/11/2015	\$786.11
Rent = \$457.00 Other = \$329.11		
Community Service \$311.75		
Stephen Nicholas, ZBU36, Z297-27	2/13/2016	\$650.44
Rent = \$350.48 Other = \$299.96		
Tracy Royalty, ZWD1116, Z054-33	12/23/2015	\$1,172.24
Rent = \$803.60 Other = \$368.64		
TOTAL:		
Rent = \$2,034.48 Other = \$1,634.51		\$3,668.99
COLLECTIONS PAID TO H.A.D. (NET)		
COLLECTIONS (IN-HOUSE)	\$11,413.21	2/18/2016
COLLECTION FEES	\$0.00	
BANKRUPTCY WRITE-OFF	\$0.00	
DECEASED WRITE-OFF	\$0.00	
TOTAL AMOUNT RECEIVED ON COLLECTION LOSS DURING		
FISCAL YEAR BEGINNING APRIL 1, 2015 = \$11,413.21		

Vice-Chair Young made the motion to approve the resolution, seconded by Commissioner Lewis. The Chair called for the vote.

AYES: Chair Handloser, Vice-Chair Young, Commissioner Lewis, Commissioner Atkins, and Commissioner Price

NAYS: None

The Chair declared the motion approved and announced the next action.

**RESOLUTION # 2259
DISPOSITION OF PROPERTY
FOR MARCH 2016**

WHEREAS, there are items that are obsolete and of no value to this agency;

THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of Danville that the following items be removed from the fixed assets inventory. Items that are beyond usefulness will be disposed of or traded for newer items. Surplus items that may have use are to be donated to residents in educational programs, given to other non-profit agencies, or used for trade-in value, with the remainder sold through sealed bid.

ITEM	ID NUMBER	SERIAL NUMBER	MODEL NUMBER	DATE PURCHASED	ORIGINAL COST	COMMENTS
RANGE	3618	WORN OFF	WORN OFF			CM116
REFRIGERATOR	3826	VSR4172740	FT6WSKYKQ01	11/18/2004	\$388.00	NT309
REFRIGERATOR	3873	ER3634140	ET8WTKXKQ05	10/13/2004	\$388.00	CM092
WASHER	3789	XC60600035	41724182301	03/07/2006	\$949.05	4 TH FLOOR

Vice-Chair Young made the motion to approve the resolution, seconded by Commissioner Lewis. The Chair called for the vote.

AYES: Chair Handloser, Vice-Chair Young, Commissioner Lewis, Commissioner Atkins, and Commissioner Price

NAYS: None

The Chair declared the motion approved and announced the next action.

**RESOLUTION # 2260
APPROVING MAINTENANCE CHARGES**

WHEREAS, the maintenance charges for tenant damages are reviewed annually; and

WHEREAS, the charges were found to be in need of updating; and

WHEREAS, the charges are based on an actual cost with no regard to profit.

THEREFORE BE IT RESOLVED by the Board of Commissioners for the Housing Authority of Danville that the maintenance charges be adopted. Residents will receive copies of the new charges with their April 2016 rent statements.

Vice-Chair Young made the motion to approve the resolution, seconded by Commissioner Price. The Chair called for the vote.

AYES: Chair Handloser, Vice-Chair Young, Commissioner Lewis, Commissioner Atkins, and Commissioner Price

NAYS: None

The Chair declared the motion approved and announced the next action.

RESOLUTION # 2261

**APPROVING ANNUAL STATEMENT FOR
CAPITAL FUND PROGRAM 501-16**

WHEREAS, the Housing Authority has received notification of Capital Funds made available to Housing Authorities; and

WHEREAS, the Annual Statement for the Capital Fund Program 501-16 consists of funding for building improvements; and

WHEREAS, the proposed improvements are contained in the 5-Year Plan.

THEREFORE BE IT RESOLVED by the Board of Commissioners that the Annual Statement for CFP 501-16 be approved.

Vice-Chair Young made the motion to approve the resolution, seconded by Commissioner Lewis. The Chair called for the vote.

AYES: Chair Handloser, Vice-Chair Young, Commissioner Lewis, Commissioner Atkins, and Commissioner Price

NAYS: None

The Chair declared the motion approved and announced the next action.

RESOLUTION # 2262

**APPROVING THE OPERATING BUDGET REVISION
FOR FISCAL YEAR ENDING MARCH 31, 2016**

WHEREAS, the Operating Budget for the Housing Authority of Danville for the Fiscal Year Ending March 31, 2016 has been reviewed, and;

WHEREAS, the expenditures for the year need to be revised to actual reflect expenditures.

The Board of Commissioners of the Housing Authority of Danville has reviewed the Operating

Budget, it is found:

A. That expenditures are necessary in the efficient and economical operating of housing for the purpose of serving low-income families.

B. That the financial plan is reasonable in that:

1. It indicates a source of funding adequate to cover all expenditures.
2. It does not provide for funding in excess of the payable under HUD regulations.

C. That all charges and expenditures will be consistent with provisions of law and the annual contributions contract.

D. That no employee of this Authority is serving in a variety of positions, which will exceed 100% allocation of his or her time.

THEREFORE, BE IT RESOLVED, that this revision is hereby approved and adopted as the Operating Budget Revision 2 for Fiscal Year Ending March 31, 2016.

Vice-Chair Young made the motion to approve the resolution, seconded by Commissioner Price.

The Chair called for the vote.

AYES: Chair Handloser, Vice-Chair Young, Commissioner Lewis, Commissioner Atkins, and Commissioner Price

NAYS: None

The Chair declared the motion approved and announced the next action.

RESOLUTION # 2263

APPROVING OPERATING BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2017 FOR THE HOUSING AUTHORITY OF DANVILLE

WHEREAS, the Operating Budget for the Housing Authority of Danville for the Fiscal Year Ending March 31, 2017 has been developed; and

After review by the Board of Commissioners of the Housing Authority of Danville, it is found, based on the continuing resolution and anticipated funding cuts:

A. That proposed expenditures are necessary in the efficient and economical operating of housing for the purpose of serving low income families.

B. That the financial plan is reasonable in that:

1. It indicates a source of funding, supplemented by reserves are adequate to cover all

proposed expenditures.

2. It does not provide for funding in excess of the payable under HUD regulations.

C. That all proposed charges and expenditures will be consistent with provisions of law and the annual contributions contract.

D. That no employee of this Authority is serving in a variety of positions which will exceed 100% allocation of his or her time.

E. The capital expenditure (and local stimulus) for unit renovations and repairs are in keeping with the Capital Improvements Program approved by HUD.

THEREFORE, BE IT RESOLVED, that the budget is hereby approved and adopted as the Operating Budget for Fiscal Year Ending March 31, 2017.

Vice-Chair Young made the motion to approve the resolution, seconded by Commissioner Price. The Chair called for the vote.

AYES: Chair Handloser, Vice-Chair Young, Commissioner Lewis, Commissioner Atkins, and Commissioner Price

NAYS: None

The Chair declared the motion approved and announced the next action.

RESOLUTION # 2264

APPROVING TRAVEL TO PHADA ANNUAL CONVENTION IN LAS VEGA, NEVADA

WHEREAS, the Board did not attend the PHADA Commissioner training held in Miami, Florida in January 2016, and;

WHEREAS, the PHADA Annual Convention on housing regulations, program changes and program updates will be provided in Las Vegas, Nevada from May 22 to 25, 2016, and;

WHEREAS, the conference provided workshops designed to educate the Housing Board on changes occurring in the area of public housing, and;

WHEREAS, the Commissioners, Board Attorney and Executive Director will benefit from these workshops.

THEREFORE BE IT RESOLVED by the Board of Commissioner for the Housing Authority of Danville that Commissioners, Board Attorney and the Executive Director attend the training.

Vice-Chair Young made the motion to approve the resolution, seconded by Commissioner

Atkins. The Chair called for the vote.

AYES: Chair Handloser, Vice-Chair Young, Commissioner Lewis, Commissioner Atkins, and Commissioner Price

NAYS: None

The Chair declared the motion approved.

The commissioners discussed the Executive Director's evaluation documents. Attorney Dean plans to submit a summary of the completed evaluations to Chairman Handloser by April 2016.

Chair Handloser requested the April meeting be rescheduled for April 12, 2016 since he will be out of town on the day of the regular meeting. The Board agreed to hold the meeting as requested at the Housing Authority of Danville central office.

In preparation for a search for the Executive Director in Training, the Board has requested information on the Danville-Boyle County community. Director White and Vice-Chair Young will check with Centre College and the Chamber on promotional packets that might be available.

With no other business to come before the Commission, the Chair declared the meeting adjourned.

CHAIR

SECRETARY/TREASURER