AGENDA AND MINUTES

FOR

ANNUAL MEETING FOR THE BOARD OF DIRECTORS

MARCH 22, 2017

Thomas Niemann
Chair

Anthony Scott
President
This board packet includes the Agenda and Minutes for the following DHA entities:

Development Ventures Incorporated  Page 3
Edgemont Elms Housing, Inc.          Page 6
Learning Assistance Incorporated     Page 14
Preiss–Steele Place Housing, Inc.    Page 22
DEVELOPMENT VENTURES INCORPORATED

MEMORANDUM

TO: Board of Directors

FROM: Thomas M. Niemann, Chair

SUBJECT: Annual Meeting Held March 22, 2017

DATE: March 16, 2017

OFFICERS: Chair – Thomas M. Niemann; President – Anthony Scott; Vice President – Larry D. Yon, II; Secretary/Treasurer – Anthony Scott

The Board of Directors of Development Ventures Incorporated will be holding its Annual meeting on Wednesday, March 22, 2017, immediately following the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham. The meeting will be held at 330 E. Main Street, Board Room, Durham, North Carolina.

AGENDA

I. Call to Order

II. Public Hearing(s)
   • General Comments from the Public

III. Changes to the Agenda

IV. General Business Action Item(s)
   1. Approval of Minutes– Regular Meeting held February 22, 2017
   2. Election of Officers: Chair, President, Vice-President, Secretary/Treasurer

V. Information Items

VI. Consent Agenda Action Item(s)

VII. New Business

VIII. Closed Session

IX. Adjournment
MINUTES OF REGULAR MEETING  
DEVELOPMENT VENTURES, INCORPORATED  
JJ HENDERSON, 807 S. DUKE STREET  
DURHAM, NORTH CAROLINA  
February 22, 2017

AGENDA ITEM I  
Call to Order

The regular meeting was called to order by the Chair, Thomas M. Niemann at 6:37 pm.

Present:
Thomas M. Niemann, Chair  
George K. Quick, Vice Chair  
Robert "Bo" Glenn  
Daniel C. Hudgins  
Gloria M. Nottingham  
Steve Schewel  
Larry D. Yon, II

Absent:
Barbara F. Lofton (excused)

Staff Present:
Anthony Scott, CEO  
Meredith J. Daye  
Jonathan Blum  
Elvert Dorsey  
Charles Lyon  
Sabrina Sinegal  
Denita Johnson  
Pamela Davis  
William Bryant  
Zelda Everson

Also Present:  
Eric Pristell, Attorney, The Banks Law Firm  
Nicole Barbour Wilson, Attorney, The Banks Law Firm  
Stephanie Poley, Attorney, CSH Law  
Dan Hartzog, Attorney, CSH Law  
Rachel Riley, The Herald Sun

A quorum was present and the meeting was called into session at 6:37 pm.
AGENDA ITEM II
Public Hearing(s)
ACTION 1: General Comments from the Public
There was none.

AGENDA ITEM III
Changes to the Agenda
There was none.

AGENDA ITEM IV
General Business Action Items
ACTION 1: Approval of Minutes Board of Commissioners Regular Meeting Held on January 25, 2017

Motion: Commissioner Nottingham; Seconded: Commissioner Quick; Approved: Unanimously

AGENDA ITEM V
Information Items

AGENDA ITEM VI
Consent Agenda Action Item(s)

AGENDA ITEM VII
New Business

AGENDA ITEM VIII
Closed Session

AGENDA ITEM IX
Adjournment

Meeting was adjourned at 6:38pm.

Motion: Commissioner Glenn; Seconded: Commissioner Hudgins; Approved: Unanimously

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Chair

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Secretary
EDGEMONT ELMS HOUSING, INC.

AGENDA AND MINUTES

FOR

ANNUAL MEETING OF THE BOARD OF DIRECTORS

MARCH 22, 2017

Thomas M. Niemann
Chair

Anthony Scott
President
EDGEMONT ELMS HOUSING, INC.

MEMORANDUM

TO: Board of Directors

FROM: Thomas M. Niemann, Chair

SUBJECT: Annual Meeting Held March 22, 2017

DATE: March 16, 2017

OFFICERS: Chair – Thomas M. Niemann; President – Anthony Scott; Vice President – Barbara F. Lofton; Secretary/Treasurer – George K. Quick

The Board of Directors of Edgemont Elms Housing Inc. will be holding its annual meeting immediately following regular meetings of the Board of Commissioners of the Housing Authority of the City of Durham and the Board of Directors of Development Ventures Incorporated, Wednesday, March 22, 2017, at 5:30 p.m. The meeting will be held at 330 E. Main Street, Board Room, Durham, North Carolina.

AGENDA

I. Call to Order

II. Public Hearings(s)
   • General Comments from the Public

III. Changes to the Agenda

IV. General Business Action Items
   1. Approval of Minutes of Special Meeting held January 3, 2017 8 – 10
   2. Approval of Minutes of Regular Meeting held December 21, 2016 11 – 13
   3. Election of Officers: Chair, President, Vice President, Secretary/Treasurer

V. Information Item(s)

VI. Consent Agenda Action Item(s)

VII. New Business

VIII. Closed Session

IX. Adjournment
MINUTES OF SPECIAL MEETING
EDGEMONT ELMS HOUSING, INC.
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
January 3, 2017

AGENDA ITEM I
Call to Order

The special meeting was called to order by the Chair, Thomas M. Niemann (via phone), at 5:40 p.m.

Present:
Thomas M. Niemann, Chair (via phone)
George K. Quick
Robert “Bo” Glenn
Daniel C. Hudgins
Gloria M. Nottingham

Absent:
Larry D. Yon, II (Excused)
Steve Schewel (Excused)
Barbara F. Lofton

Staff Present:
Anthony Scott, CEO
Jonathan Blum
Elvert Dorsey
Denita Johnson
Zelda Everson

Also Present:
Eric Pristell, Attorney, The Banks Law Firm

Board Meeting was called into session at 5:40PM

AGENDA ITEM II
Public Hearing(s)

ACTION 1: General Comments from the Public
There was none.

AGENDA ITEM III
Changes to the Agenda
There was none.

AGENDA ITEM IV
General Business Action Items
There was none.

AGENDA ITEM VI
Consent Agenda Action (Items)

ACTION 1:

RESOLUTION NO. 3475

RESOLUTION APPROVING FY2017 BUDGET FOR EDGEMONT ELMS HOUSING, INC.

WHEREAS, a proposed annual budget for Edgemont Elms Housing, Inc., for the fiscal year beginning January 1, 2017 and ending December 31, 2017 was presented before the members of the Board of Commissioners of the Housing Authority of the City of Durham at its public meeting held on December 21, 2016; and

WHEREAS, the proposed annual budget reflects total operating revenues and operating expenses as presented in the Operating Budget document for the year ending December 31, 2017; and

WHEREAS, the proposed revenues are estimated to be available during the fiscal year to fund the proposed expenditures.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors finds as follows:

1. That the budget as presented is approved for the fiscal year ending December 31, 2017;

2. That the Chief Executive Officer or his designee may authorize the transfer of line item appropriations between activities, objects and line items within the budget;

3. That any change in the budgeted expenditures or revenues which serves to change the overall budget amount may be made only by the Board of Directors;

4. That any operating funds encumbered as of December 31, 2016, or otherwise designated, are hereby re-appropriated for the fiscal year ending December 31, 2017;

5. That this resolution shall take effect January 4, 2017.
Done this 3\textsuperscript{rd} day of January 2017.

Motion: Commissioner Nottingham; Seconded: Commissioner Quick; Approved: Unanimously

AGENDA ITEM VIII
Closed Session
None

AGENDA ITEM IX
Adjournment

Motion: Commissioner Nottingham; Seconded: Commissioner Hudgins; Approved: Unanimously

(Seal)

Chair

Secretary
MINUTES OF REGULAR MEETING
EDGEMONT ELMS HOUSING, INC.
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
December 21, 2016

AGENDA ITEM I
Call to Order

The regular meeting was called to order by the Chair, Thomas M. Niemann.

Present:
  Thomas M. Niemann, Chair
  Barbara F. Lofton
  Robert “Bo” Glenn
  Daniel C. Hudgins
  Gloria M. Nottingham
  George K. Quick
  Larry D. Yon, II
  Steve Schewel

Absent:    None

Staff Present:
  Anthony Scott, CEO
  Jonathan Blum
  Elvert Dorsey
  Charles Lyon
  Sabrina Sinegal
  Denita Johnson
  Pamela Davis
  Zelda Everson

Also Present:
  Eric Pristell, Attorney, The Banks Law Firm
  Ted Edwards, Attorney, The Banks Law Firm
  Danielle Barbour Wilson, Attorney, The Banks Law Firm

A quorum was present and the meeting was called into session at 7:30 pm.

AGENDA ITEM II
Public Hearing(s)

ACTION 1: General Comments from the Public
There was none.

AGENDA ITEM III
Changes to the Agenda

AGENDA ITEM IV
General Business Action Items

ACTION 1:

Motion: Hudgins; Seconded: Bo Glenn; Approved: Unanimously.

AGENDA ITEM V
Information Items

AGENDA ITEM VI
Resolutions for Approval

ACTION 1:

RESOLUTION NO. 3467

EDGEMONT ELMS HOUSING, INC.

A CONTINUING RESOLUTION TO AUTHORIZE EXPENDITURES FOR
EDGEMONT ELMS HOUSING, INC. UNTIL THE ADOPTION OF ITS
FY 2017 BUDGET

WHEREAS, Edgemont Elms Housing, Inc. ("EEHI") is a North Carolina non-
profit corporation and an instrumentality of the Housing Authority of the City of Durham
("DHA");

WHEREAS, the Local Government Budget and Fiscal Control Act (North
Carolina General Statutes 159-42(c)) requires DHA to operate under an annual budget;

WHEREAS, Section 11(D) of the Consolidated Annual Contributions Contract,
between DHA and the United States Department of Housing and Urban Development,
dated August 1, 2003 (the "ACC"), prohibits DHA from incurring any operating expenses
except pursuant to an approved operating budget;
WHEREAS, DHA's (including EEHI's) fiscal year 2017 operating budget ("FY 2017 Operating Budget") will not be adopted prior to the beginning of the 2017 fiscal year on January 1, 2017.

NOW THEREFORE, BE IT RESOLVED by EEHI, through its Board of Directors, that EEHI hereby adopts a continuing resolution whereby EEHI is authorized to pay all ordinary, necessary and proper obligations of EEHI, including but not limited to employee payroll, which are of the nature and at the level appropriated in the EEHI fiscal year 2016 approved budget, until such time as the FY 2017 Operating Budget has been properly adopted by EEHI.

Effective this the 21st day of December, 2016.

Motion to approve: Approved Unanimously.

AGENDA ITEM VIII
Closed Session

AGENDA ITEM IX
Adjournment

Motion: Commissioner Quick; Seconded: Commissioner Lofton; Approved: Unanimously

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Chair

(SEAL)

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Secretary
LEARNING ASSISTANCE INCORPORATED

AGENDA AND MINUTES

FOR

ANNUAL MEETING OF THE BOARD OF DIRECTORS

MARCH 22, 2017

Gloria M. Nottingham
Chairperson

Anthony Scott
President
LEARNING ASSISTANCE, INC.

MEMORANDUM

TO: Board of Directors
FROM: Gloria M. Nottingham, Chairperson
SUBJECT: Annual Meeting Held March 22, 2017
DATE: March 16, 2017

OFFICERS: Chairperson – Gloria M. Nottingham; President – Anthony Scott; Vice President – George K. Quick; Secretary – Barbara F. Lofton

The Board of Directors of Learning Assistance, Inc. will be holding its annual meeting immediately following annual meetings of the Board of Commissioners of the Housing Authority of the City of Durham and the Board of Directors of Development Ventures Incorporated, March 22, 2017, at 5:30 p.m. The meeting will be held at 330 E. Main Street, Board Room, Durham, North Carolina.

AGENDA

Page(s)

I. Call to Order

II. Public Hearing(s)
   • General Comments from the Public

III. Changes to the Agenda

IV. General Business Action Items
   1. Approval of Minutes – Special Meeting held January 3, 2017 16 - 18
   2. Approval of Minutes – Regular Meeting held December 21, 2016 19 - 21
   3. Election of Officers: Chair, President, Vice President, Secretary/Treasurer

V. Information Items

VI Consent Agenda Action Item(s)

VII. New Business

VIII. Closed Session

IX. Adjournment
MINUTES OF SPECIAL MEETING
LEARNING ASSISTANCE, INC.
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
January 3, 2017

AGENDA ITEM I
Call to Order

The special meeting was called to order by the Chair, Gloria Nottingham, at 5:45 p.m.

Present:
Gloria Nottingham, Chair
George K. Quick
Robert “Bo” Glenn
Daniel C. Hudgins
Larry D. Yon, II (via phone)

Absent:
Steve Schewel (Excused)
Barbara F. Lofton

Also Present:
Eric Pristell, Attorney, The Banks Law Firm

Staff Present:
Anthony Scott, CEO
Jonathan Blum
Elvert Dorsey
Denita Johnson
Zelda Everson

Board Meeting was called into session at 5:45PM

AGENDA ITEM II
Public Hearing(s)

ACTION 1: General Comments from the Public
There was none.

AGENDA ITEM III
Changes to the Agenda
There was none.
AGENDA ITEM IV
General Business Action Items
There was none.

AGENDA ITEM VI
Consent Agenda Action (Items)

ACTION 1:

RESOLUTION NO. 3474

RESOLUTION APPROVING FY2017 BUDGET FOR LEARNING ASSISTANCE, INC.

WHEREAS, a proposed annual budget for Learning Assistance, Inc., for the fiscal year beginning January 1, 2017 and ending December 31, 2017 was presented before the members of the Board of Commissioners of the Housing Authority of the City of Durham at its public meeting held on December 21, 2016; and

WHEREAS, the proposed annual budget reflects total operating revenues and operating expenses as presented in the Operating Budget document for the year ending December 31, 2017; and

WHEREAS, the proposed revenues are estimated to be available during the fiscal year to fund the proposed expenditures.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors finds as follows:

1. That the budget as presented is approved for the fiscal year ending December 31, 2017;

2. That the Chief Executive Officer or his designee may authorize the transfer of line item appropriations between activities, objects and line items within the budget;

3. That any change in the budgeted expenditures or revenues which serves to change the overall budget amount may be made only by the Board of Directors;

4. That any operating funds encumbered as of December 31, 2016, or otherwise designated, are hereby re-appropriated for the fiscal year ending December 31, 2017;

5. That this resolution shall take effect January 4, 2017.

Done this 3rd day of January 2017.
Motion: Commissioner Quick; Seconded: Commissioner Hudgins; Approved: Unanimously

AGENDA ITEM VIII
Closed Session
None

AGENDA ITEM IX
Adjournment

Motion: Commissioner Hudgins; Seconded: Commissioner Glenn; Approved: Unanimously

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Chair

(SEAL)

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Secretary
MINUTES OF REGULAR MEETING
LEARNING ASSISTANCE, INC.
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
December 21, 2016

AGENDA ITEM I
Call to Order

The regular meeting was called to order by the Chair, Gloria M. Nottingham.

Present:
  Gloria M. Nottingham, Chair
  George K. Quick
  Barbara F. Lofton
  Robert “Bo” Glenn
  Daniel C. Hudgins
  Thomas M. Niemann
  Larry D. Yon, II
  Steve Schewel

Absent: None

Staff Present:
  Anthony Scott, CEO
  Jonathan Blum
  Elvert Dorsey
  Charles Lyon
  Sabrina Sinegal
  Meredith J. Daye
  Denita Johnson
  Pamela Davis
  Zelda Everson

Also Present:
  Eric Pristell, Attorney, The Banks Law Firm
  Ted Edwards, Attorney, The Banks Law Firm
  Danielle Barbour Wilson, Attorney, The Banks Law Firm

A quorum was present and the meeting was called into session at 7:40pm.

AGENDA ITEM II
Public Hearing(s)
ACTION 1: General Comments from the Public
There was none.

AGENDA ITEM III
Changes to the Agenda

AGENDA ITEM IV
General Business Action Items

ACTION 1:

AGENDA ITEM V
Information Items

AGENDA ITEM VI
Resolutions for Approval

ACTION 1:

RESOLUTION NO. 3468

LEARNING ASSISTANCE, INC.

A CONTINUING RESOLUTION TO AUTHORIZE EXPENDITURES FOR
LEARNING ASSISTANCE, INC. UNTIL THE ADOPTION OF ITS
FY 2017 BUDGET

WHEREAS, Learning Assistance, Inc. ("LAI") is a North Carolina non-profit corporation and an instrumentality of the Housing Authority of the City of Durham ("DHA");

WHEREAS, the Local Government Budget and Fiscal Control Act (North Carolina General Statutes 159-42(c)) requires DHA to operate under an annual budget;

WHEREAS, Section 11(D) of the Consolidated Annual Contributions Contract, between DHA and the United States Department of Housing and Urban Development, dated August 1, 2003 (the "ACC"), prohibits DHA from incurring any operating expenses except pursuant to an approved operating budget;

WHEREAS, DHA’s (including LAI’s) fiscal year 2017 operating budget ("FY 2017 Operating Budget") will not be adopted prior to the beginning of the 2017 fiscal year on January 1, 2017.
**NOW THEREFORE, BE IT RESOLVED** by LAI, through its Board of Directors, that LAI hereby adopts a continuing resolution whereby LAI is authorized to pay all ordinary, necessary and proper obligations of LAI, including but not limited to employee payroll, which are of the nature and at the level appropriated in the LAI fiscal year 2016 approved budget, until such time as the FY 2017 Operating Budget has been properly adopted by LAI.

Effective this the 21st day of December, 2016.

Motion: Commissioner Quick; Seconded: Commissioner Lofton; Approved: Unanimously

**AGENDA ITEM VIII**
Closed Session

**AGENDA ITEM IX**
No new business.

Adjournment
Approved: Unanimously

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Chair

(SEAL)

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Secretary
PREISS-STEELE PLACE HOUSING, INC.

AGENDA AND MINUTES

FOR

ANNUAL MEETING OF THE BOARD OF DIRECTORS

MARCH 22, 2017

Thomas M. Niemann
Chair

Anthony Scott
President
PREISS-STEEL PLACE HOUSING, INC.

MEMORANDUM

TO: Board of Directors

FROM: Thomas M. Niemann, Chair

SUBJECT: Annual Meeting Held March 22, 2017

DATE: March 16, 2017

OFFICERS: Chair – Thomas M. Niemann; President – Anthony Scott; Vice President – George K. Quick; Secretary /Treasurer – Anthony Scott

The Board of Directors of Preiss-Steele Place Housing, Inc. will be holding its annual meeting on Wednesday, March 22, 2017, immediately following annual meetings of the Board of Commissioners of the Housing Authority of the City of Durham and the Board of Directors of Development Ventures Incorporated, at 5:30 p.m. The meeting will be held at 330 E. Main Street, Activity Room, Durham, North Carolina.

AGENDA

I. Call to Order

II. Public Hearing(s)
   • General Comments from the Public

III. Changes to the Agenda

IV. General Business Action Items
   1. Election of Officers: Chairman, President, Vice President, and Secretary/Treasurer

V. Information Items

VI. Consent Agenda Action Item(s)

VII. New Business

VIII. Closed Session

IX. Adjournment