

**MINUTES OF THE REGULAR BOARD MEETING  
HOUSING AUTHORITY OF THE CITY OF DURHAM**  
Durham Housing Authority  
330 E. Main Street Durham, North Carolina 27701  
February 27, 2019

**AGENDA ITEM I**

Call to Order

Present:

Daniel C. Hudgins  
George K. Quick  
Deborah "Deb" Anderson  
Gloria Nottingham  
Jillian Johnson, City Council Liaison

Absent:

Robert "Bo" Glenn (Excused)

Conference:

None

Staff Present:

Anthony Scott, CEO  
Barbara Newman  
Sabrina Sinegal  
Meredith Daye  
Matt Scaparro  
Denita Johnson  
Lorraine Erhunmwunsee  
Charles Lyons  
Doris Jackson

Also Present:

Eric Pristell, Attorney, The Banks Law Firm

The meeting was called to order by the Chair, Daniel C. Hudgins at 5:30 p.m.

A quorum was present and the *Regular Meeting* was called into session.

**AGENDA ITEM II – GENERAL COMMENTS FROM THE PUBLIC**

♦ **PUBLIC HEARING (s)**

**AGENDA ITEM III -- CHANGES TO THE AGENDA**

- Resolution No. 2 had one minor change. On the last page of the resolution entitled, "SEMAP Self-Certification Analysis," the Points Earned for Indicator #14, Family Self-Sufficiency was changed from 10 to 8.
- There were no additional changes.

#### **AGENDA ITEM IV – BOARD ACTION**

Approval of the Minutes of the Board of Commissioners' Regular Meeting held on January 23, 2019

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

#### **AGENDA ITEM V -- PRESENTATIONS**

There were none.

#### **AGENDA ITEM VI -- CHIEF EXECUTIVE OFFICER'S BUSINESS REPORTS**

- CEO, Anthony Scott, confirmed the Purpose Built visit to Louisville, Kentucky on February 28-March 2, 2019.
- Also, CEO mentioned his testimony in the U. S. House of Representatives Appropriations Subcommittee on Transportation, Housing and Urban Development ("THUD"). He would be speaking before this committee on March 7<sup>th</sup> on behalf of Council of Large Housing Authorities (CLPHA).
- CEO advised that he would be on vacation March 11-15, 2019. During his absence, the CFO, Barbara Newman, would be acting.

There were no additional questions or comments regarding the CEO's Business Report.

#### **VII. GENERAL BUSINESS ACTION ITEMS (COMMITTEE REPORTS)**

*Chairman Hudgins stated that this is for the purpose of accepting reports from the three (3) standing committees. The information from these committees were also included in the previously distributed board package. The reports were as follows:*

##### **Development Committee Report (Chaired by Commissioner Deb Anderson)**

Chairman Anderson recommended acceptance of the January 16, 2019 minutes.

**Motion: Commissioner Anderson; Seconded: Commissioner Quick;**  
**Approved: Unanimously**

There were no additional comments.

##### **Finance Committee Report (Chaired by Commissioner George Quick)**

Commissioner Quick recommended acceptance of the minutes of the January 16, 2019 meeting.

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

There were no additional comments.

**Operations Committee Report (Chaired by Commissioner Bo Glenn - absent)**

In the absence of Commissioner Glenn, Chairman Daniel Hudgins recommended acceptance of the January 16, 2019 meeting.

**Motion: Commissioner Quick; Seconded: Commissioner Anderson;  
Approved: Unanimously**

There were no additional comments.

**AGENDA ITEM VIII -- RESOLUTIONS FOR APPROVAL**

***The Chair, Daniel Hudgins, introduced the following resolutions:***

**RESOLUTION NO. 3564**

**RESOLUTION AUTHORIZING THE WRITE-OFF OF CONVENTIONAL HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING DECEMBER 1, 2018 AND ENDING DECEMBER 31, 2018**

**WHEREAS**, the Housing Authority of the City of Durham has determined that it has exerted all efforts to collect monies owed from former residents; and

**WHEREAS**, the property management staff has notified each former resident of the amount owed; and

**WHEREAS**, the regulations of the U.S. Department of Housing and Urban Development require a housing authority to write off any and all monies owed that cannot be collected.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Durham approves the write-off of rents, utilities, repair charges, court costs and late fees owed as per the listing of delinquent accounts shown in the amount of **\$1,859.86** for the period beginning December 1, 2018 and Ending December 31, 2018.

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

**RESOLUTION NO. 3565**

**RESOLUTION AUTHORIZING SUBMISSION OF THE DURHAM HOUSING AUTHORITY'S SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM SELF-CERTIFICATION TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

**Comments:**

Chairman Hudgins, recommended that Denita Johnson, Director of the Housing Choice Voucher Program, provide a brief summary regarding this resolution given that a new commissioner was on board.

Ms. Johnson stated that *"The purpose of this resolution is to present DHA's Section 8 Management Assessment Program (SEMAP) annual performance score. This is the Housing Choice Voucher Program (HCVP) report card where we are graded on 14 indicators to determine our performance. The housing authority can be a high performer, standard, or troubled performer. There are a total of 145 points available. This year she is proud to say we received 145 out of 145 or 100%. This is DHA's self-certification which HUD still reviews and approves accordingly."*

**WHEREAS**, on October 13, 1998, the U.S. Department of Housing and Urban Development established the Section Eight Management Assessment Program to objectively measure a Public Housing Agency's performance standards in key Section Eight tenant-based program areas; and

**WHEREAS**, the U.S. Department of Housing and Urban Development has established 14 performance indicators that address key areas in the management of the Housing Choice Voucher program; and

**WHEREAS**, 24 CFR 985.101 requires a Housing Authority administering a Housing Choice Voucher tenant-based assistance program to submit annually a Section Eight Management Assessment Program certification within 60 days after the end of its fiscal year; and

**WHEREAS**, the Section Eight Management Assessment Program certification is due to the U.S. Department of Housing and Urban Development by March 1, 2019.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Durham, as follows:

1. That the Chief Executive Officer or his designee is hereby authorized and directed to prepare a Section Eight Management Assessment Program certification attesting that there is no evidence to indicate seriously deficient performance in the operation of the Housing Authority's, Housing Choice Voucher Program; and
2. That the Chief Executive Officer or his designee are hereby authorized to electronically transmit said certification on behalf of the Housing Authority of the City of Durham.
3. That all motions, orders, resolutions and parts thereof in conflict with this Resolution are hereby repealed and all acts of the Chairman and Chief Executive Officer that are in conformity with the purposes and intent of this Resolution are hereby ratified, confirmed and approved, including previous actions taken by the Chairman and Chief Executive Officer in consultation with a majority of the Board of Commissioners
4. This resolution shall take effect immediately.

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

**AGENDA ITEM IX -- INFORMATION ITEMS**

There were none.

**AGENDA ITEM X -- CLOSED SESSION**

None

**AGENDA ITEM XI -- ADJOURNMENT**

The meeting was adjourned at 5:49 p.m.

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

(SEAL)

  
Secretary

  
Chair

