MINUTES OF THE REGULAR BOARD MEETING
HOUSING AUTHORITY OF THE CITY OF DURHAM
Durham Housing Authority
330 E. Main Street Durham, North Carolina 27701
March 28, 2018

AGENDA ITEM I
Call to Order

Present:
Daniel C. Hudgins
Robert "Bo" Glenn
George K. Quick
Thomas M. Niemann
Patrice Y. Nelson
Gloria Nottingham
Jillian Johnson, City Council Liaison

Absent:
None

Conference:
Larry Yon, II

Staff Present:
Anthony Scott, CEO
Barbara Newman
Sabrina Sinegal
Meredith Daye
Elvert Dorsey
Pamela Davis
Denita Johnson
Lorraine Erhunnwuwansee
Charles Lyons
Ashanti Brown
Doris Jackson

Also Present:
Ted Edwards, Attorney, The Banks Law Firm

The meeting was called to order by the Chair, Daniel C. Hudgins at 5:35 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)
There were none.

AGENDA ITEM III – CHANGES TO THE AGENDA
There were none.

AGENDA ITEM IV – BOARD ACTION
Approval of the Minutes of the Board of Commissioners' Regular and Annual Meetings held on February 28, 2018.

Motion: Commissioner Quick; Seconded: Commissioner Nottingham;
Approved: Unanimously
AGENDA ITEM V – PRESENTATIONS

There were none.

AGENDA ITEM VI – CHIEF EXECUTIVE OFFICER’S BUSINESS REPORTS

- Introduction of Matthew Scaparro — The CEO, Anthony Scott, introduced Matthew Scaparro as DHA’s Director of Operations. Mr. Scott said Mr. Scaparro received his Bachelor of Science degree in Business from Upper Iowa University. He has experience in public housing, finance, procurement maintenance, IT, real estate and the housing choice voucher program. Mr. Scaparro received a warm welcome from those in attendance.

Mr. Scaparro said he was excited about working at Durham Housing Authority and returning back in the public housing field.

- DHA’s Downtown & Neighborhood Planning — Mr. Scott shared a summary of the upcoming schedule. He said on April 18th, there will be a Community Visioning Workshop that focuses on the entire downtown planning area including all of the sites. The meeting will be held in the Human Services building starting at 5:30 p.m. Following this larger meeting, there will be meetings to focus on neighborhood specific areas of Forest Hill Heights, JJ Henderson, Fayette Place, Oldham Towers and Liberty Street apartment areas. This is so there can be more dedicated conversations with the individuals who are more directly impacted in those areas.

Surveys were conducted with the public housing residents in these areas. Overall, a response rate was received of over 85% for those four communities combined with the lowest being 70%.

Prior to this, staff met with the Forest Hill Heights and JJ Henderson residents together and later with the Oldham Towers and Liberty Street apartment residents together to present the results of the surveys. Also, the residents received a broad understanding of what the consultant team had developed and the potential opportunities. He felt that the information was received very well.

Commissioner Bo Glenn asked if there were any underlying concerns from the residents. Mr. Scott responded that there was not any underlying concerns in terms of where we are going and what was presented. However, there were more concerns with what was going to happen and when. Once the process was explained to them, they were much calmer.

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 Thomas Niemann was not present)**

Chairman Niemann recommended acceptance of the February 8, 2018 minutes. The “draft” minutes of the March 6, 2018 minutes were presented for acceptance at the April 28, 2018 meeting.

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

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

Commissioner Quick recommended acceptance of the February 22, 2018 minutes to include the change made in the second paragraph correcting the spelling of Commissioner Niemann’s name from “Neimann” to “Niemann.”

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

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

Commissioner Glenn recommended acceptance of the February 15, 2018 minutes with the recommended changes by the committee at the March 26th meeting.

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

Chairman Glenn highlighted a few topics from the March 26th meeting as follows:

- **Active Shooting Training Staff Survey** – The training was well received and the feedback was positive. Staff is considering taking the lessons learned, going out in the community and sharing this information.
- **Sexual Harassment Policy** – Approved by the Board May 2017. Committee is reviewing it given the most recent publicity regarding this topic. Plans are to include language in DHA’s lease and handbooks.
- **Smoking Cessation (smoke-free)** – deadline is in May and continuing to work with Duke to bring resources to our tenants.
- **Section 8 -- Landlord Workshops** -- These are held to enhance efforts to get more landlords to participate in the Housing Choice Voucher Program. The numbers continue to improve in Section 8.

- **Public Housing – Vacancy unit turnovers** – There have been 10-11 vacancy unit turnover subcontractors added. This should result in more positive numbers within the next month.

- **Safety of Children** – Robert Scott and Charles Lyon continue engagement with community partners to provide outreach for the youth and their families.

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

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

**RESOLUTION NO. 3533**

RESOLUTION AUTHORIZING THE WRITE-OFF OF CONVENTIONAL HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING FEBRUARY 1, 2018 AND ENDING FEBRUARY 28, 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 $3,915.74 for the period beginning February 1, 2018 and Ending February 28, 2018.

This resolution shall take effect immediately.

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

**Discussion:**

Commissioner Quick asked if there was some regulation that required the Board to approve the write off of these receivables versus a policy. Mr. Scott responded that the Board is required to take action on write-offs.

Commissioner Glenn asked if Department of Social Services has a program to help individuals with evictions. Chairman Hudgins responded that there is a joint program which involves legal services and DSS. They have a referral program before it gets to the eviction process.

Anthony Scott added that they had a meeting regarding this topic. Initially, he had some concerns about it from a practical business perspective. In the interim, DHA is working with Alliance Behavior Health to develop a program specifically for them rather than
getting legal involved on how to prevent evictions. Alliance Behavior Health will be looking at the root causes.

**MOTION TO SUSPEND DHA MEETING:**
Chairman Hudgins recommended a motion to suspend DHA’s meeting at 6:05 p.m.

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

**MOTION TO REOPEN DHA MEETING:**
Chairman Hudgins recommended a motion to reopen DHA’s meeting at 6:08 p.m.

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

**AGENDA ITEM IX – INFORMATION ITEMS**
There were none.

**AGENDA ITEM X – CLOSED SESSION**
Commissioner Hudgins recommended a motion to go into closed session at 6:09p.m. to discuss a litigation matter and personnel matter.

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

In Closed Session, the Board reviewed the performance of the CEO.

Also, DHA’s special legal counsel, Cranfill Sumner, provided an update on the case Morris v. DHA. No action was taken.

Commissioner Hudgins recommended a motion to come out of closed session at approximately 7:20 p.m.

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

In open session, the Chairman Hudgins read the following memorandum into record:

“TO: Anthony Scott, Chief Executive Officer
FROM: DHA Board of Commissioners
SUBJECT: Chief Executive Officer Bonus/Salary Adjustment
DATE: March 28, 2018

This memo serves as authorization for Mr. Anthony Scott to receive a 10% bonus and a salary adjustment of 2.5% ($4,875), effective January 1, 2018. These gross amounts are to be paid on the next scheduled pay date. HUD allows PHA’s to use up to $164,200 of Section 8 or Section 9 funds to pay for Executive Schedule Level IV employees for FY 2018. However, Barbara Newman, CFO, has verified that the Chief Executive Officer’s salary is paid from the Central Office Cost Center funds, which are fees generated from the revenues charged to other programs/projects. Therefore, the recommended increase will not be affected by the HUD salary cap provisions.

The awards mentioned above, reflect your excellent performance, the contributions you have made and the goals achieved on behalf of the Durham Housing Authority during FY 2017. We appreciate your ongoing dedication to the continuing development and growth of the agency.
Please accept this 10% bonus and 2.5% salary adjustment with our regards and best wishes for a successful start of the 2018 fiscal period and your continuing contributions to the Authority."

The Chair recommended a motion to give the CEO a 10% bonus and salary adjustment.

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

AGENDA ITEM XI -- ADJOURNMENT

The meeting was adjourned at 7:22 p.m.

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

(SEAL)

Chair

Secretary