

MINUTES

Low Rent Housing Agency of Knoxville
Location: Conference Room of the Housing Agency
October 15, 2018

Present: Board Chairman Don Croghan, Vice Chairman Jerrold Jordan and Board Member(s) Annie Leonard, Teresa Higginbotham & Brent Hanna. Also present was Executive Director Susan Swartzendruber, Secretary for the Board.

Absent Board Member(s): None.

Motion by Brent Hanna with second by Annie Leonard to accept the consent agenda. The consent agenda included the minutes of the regular Housing Board Meeting of September 17, 2018, the minutes of the Special Board Meeting of September 19, 2018 the occupancy report, and the stop loss monitoring report. All voted aye.

Motion by Jerrold Jordan with second by Brent Hanna to approve the payment of claims. All voted aye.

Discussion on 2019 Annual Plan update and CFP budget. The Board reviewed the 2019 Annual Plan, CFP budget and 6 year plan/spreadsheet of budgeted projects. Motion by Brent Hanna with second by Annie Leonard to post the 2019 Annual Plan update and 2019 CFP budget for a 45 day public comment period. All voted aye.

Discussion for revision to 2017 Capital Funds Program grant (CFP) focused on changing the existing grant allocations. The original grant was based on a \$70,000 anticipated budget, with \$53,000 allocated for Dwelling Structures. The actual CFP grant received for 2017 was \$66,899. This caused a needed revision to the Dwelling Structures category from \$53,000 to \$ 49,899. The revision also captures the current obligated and expended amounts. The 2017 grant must be fully obligated no later than April 12, 2019. Motion by Jerrold Jordan with second by Annie Leonard to approve the 2017 CFP revised budget. All voted aye.

At this point, the Board revisited a consent agenda item, Stop Loss Monitoring Report. The current layout of the report proves difficult to follow and a more detailed listing is requested. The Executive Director agreed to have a detailed, modified version of the existing Stop Loss Monitoring Report in place by the next Board Meeting in November. The portion needing attention involves certified letters mailed to PH tenants. (Modifications will include listing the type of violation)

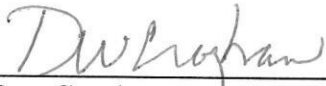
Brief discussion on HAP usage. The Housing Agency made another pull of 45 families from the HCV waitlist. Low Rent Housing Agency of Knoxville has the ability to provide assistance to 263 families monthly, if fully funded. The Executive Director answered questions pertaining to both HCV and Public Housing programs, providing an explanation of what HAP is, how both programs work and a brief overview of the tenant's voucher and lease up process.

At this point, Teresa Higginbotham entered the meeting.

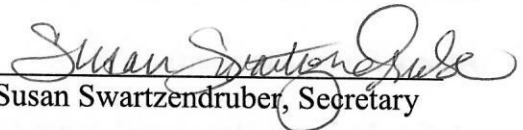
Motion by Annie Leonard with second by Teresa Higginbotham to approve the monthly financial statements for August 2018 for both programs. All voted aye.

At this point, Jerrold Jordan exited the meeting.

Motion by Brent Hanna and second by Teresa Higginbotham to adjourn the meeting. All voted aye.



Don Croghan, Board Chairman



Susan Swartzendruber, Secretary