

## MINUTES

Low Rent Housing Agency of Knoxville  
Location: Conference Room of the Housing Agency  
July 15, 2019

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

Absent Board Member(s): Annie Leonard.

Motion by Jerrold Jordan with second by Brent Hanna to accept the consent agenda. The consent agenda included the minutes of the Annual Board Meeting of June 24, 2019, minutes of the regular Housing Board Meeting of June 24, 2019, the occupancy report, and the stop loss monitoring report. All voted aye.

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

Resolution by Jerrold Jordan with second by Brent Hanna to accept the PHAS score rating for March 31, 2018. This score rates the Public Housing program. The Housing Agency received a 78 out of a 100 possible points and is considered a high performer. All voted aye.

Resolution by Brent Hanna with second by Jerrold Jordan to accept the SEMAP score rating. This score rates the Housing Choice Voucher program. The Housing Agency received a 92% and is considered a high performer. Teresa Higginbotham entered at this time. All voted aye.

Discussion/Resolution to approve the Declaration of Trust for the 2018 Operating Funds was made by Brent Hanna with second by Jerrold Jordan. All voted aye.

Discussion/Motion to approve the 2017 CFP final budget. Motion made by Jerrold Jordan to accept the 2017 CFP final budget with second by Teresa Higginbotham. All voted aye.

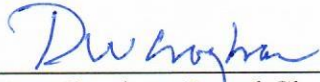
There was a line item on the agenda for budget revision. However; it's not back from the fee accountant yet. Will again place it on next month's agenda.

Discussion and Resolution to approve updated General Depository Agreement. Housing Agencies are required to select depositories of its funds with financial institutions whose deposits or accounts are insured by FDIC or NCUSIF. Brent Hanna made the Resolution to approve the updated General Depository Agreement with second by Teresa Higginbotham. All voted aye.

Brief discussion on HAP usage. HAP usage is steady and in the \$65-70,000 range monthly. However; our overall numbers (UML's) are holding steady and not increasing significantly. If fully funded, our HA could serve up to 263 families monthly.

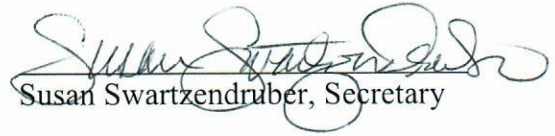
Motion by Jerrold Jordan with second by Teresa Higginbotham to approve the monthly financial statements for May 2019 for both programs. All voted aye.

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



---

Don Croghan, Board Chairman



---

Susan Swartzendruber, Secretary