

MINUTES

Low Rent Housing Agency of Knoxville
Location: Conference Room of the Housing Agency
November 23, 2020

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

Absent Board Member(s): Brent Hanna

Motion by Jerrold Jordan with second by Teresa Higginbotham to accept the consent agenda. The consent agenda included the minutes of the regular Housing Board Meeting of October 19, 2020, the occupancy report, and the stop loss monitoring report. All voted aye.

Motion by Annie Leonard with second by Teresa Higginbotham to approve the payment of claims. All voted aye.

Resolution 11-11-23-2020 to adopt the updated Housing Choice Voucher (S8) Rental Assistance Payment Standards was moved by Annie Leonard with a second by Jerrold Jordan. Payment Standard amounts were increased for bedroom sizes, excluding the 0 bedrooms in Knoxville and Pella to maintain its lease up rate and reflect the higher housing costs for the city of Pella. The rates remained the same for the 0 bedroom size. The proposed payment standards have been posted for a 60-day comment period and no written comments were received. All voted aye.

Resolution 12-11-23-2020 to adopt a Flat Rent structure for Public Housing was moved for adoption by Jerrold Jordan with second by Annie Leonard. The proposed changes have been posted for a 60-day comment period and no written comments were received. Housing and Urban Development requires an annual review of the flat rents. All voted aye.

Resolution 13-11-23-2020 to adopt Housing Choice Voucher (S8) Rental Assistance Utility Allowance was moved for adoption by Annie Leonard with a second by Teresa Higginbotham. The proposed allowances have been posted for a 60-day comment period and no written comments were received. Housing and Urban Development requires an annual review of utility allowances. All voted aye.

Resolution 14-11-23-2020 for annual review and update of the Public Housing Utility Allowances was moved by Annie Leonard with a second by Jerrold Jordan. The proposed allowances have been posted for a 60-day comment period and no written comments were received. Housing and Urban Development requires an annual review of utility allowances. All voted aye.

Brief review and discussion to increase the micro purchase limit in the procurement policy from \$3,500 to \$10,000. This was posted for public comment for 45 days. Resolution 15-11-23-2020 to increase the procurement policy made by Jerrold Jordan with a second by Teresa Higginbotham. All voted aye.

Motion by Jerrold Jordan with second by Annie Leonard to approve the monthly financial statements for both programs. All voted aye.

Motion by Jerrold Jordan with second by Annie Leonard to adjourn the meeting. All voted aye.



Don Croghan, Board Chairman



Susan Swartzendruber, Secretary