



# The Housing Authority Of The City of Commerce, GA

**A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE COMMERCE HOUSING AUTHORITY, WAS HELD ON  
TUESDAY, JUNE 22, 2021.**

The Commissioners of The Commerce Housing Authority of Commerce, Georgia, met for a Regular meeting at the Commerce Housing Authority Main Office, at 8:30 a.m. on Tuesday, June 22, 2021.

The meeting was called to order at 8:30 a.m. by the Chairman. Those present and absent were recorded as follows:

**Present:** Archie Chaney  
Stella Strickland  
Linda Potts

**Staff:** Beth Brown  
Shanna Kennedy

**Absent:** Trey Spear  
Melissa Morris

There being a quorum present, Mrs. Linda Potts called the meeting to order at 8:30 a.m.

## **MINUTES**

Minutes from the last meeting of May 14, 2021 were presented for approval. On Motion made by A. Chaney and seconded by S. Strickland, the minutes were approved.

Ayes: L. Potts, A. Chaney, S. Strickland  
Nays: None  
Absent: T. Spear, M. Morris

## **FINANCIAL REPORT**

Beth Brown reviewed the financials for April 2021 with the Board. The financials were approved on motion made by A. Chaney and seconded by L. Potts.

Ayes: L. Potts, A. Chaney, S. Strickland  
Nays: None  
Absent: T. Spear, M. Morris

## **SECRETARY REPORT**

Beth Brown informed the Board that Gainesville Housing Authority (GHA) has been at the office reviewing policies, reviewing files, and managing maintenance. Our staff has purchased a new computer and connected the main printer. We have also uploaded SACS Software into the computer so that we are able to access tenant files. We also have all tenant accounts receivables loaded as well. We will be taking rent payments and posting directly into the computer.

Beth Brown advised the Board that we completed the Paychex setup. This will allow all payroll be completed on the computer. We also added "time and attendance" so that maintenance can clock in and out daily. Also, any time ff request will go through this portal.

Beth Brown informed the Board that CHA did have a community cleanup day. Three truck and trailer loads of old furniture and large items were taken to the landfill.

Beth Brown informed the Board that all tenant files have been reviewed and imputed 50058's into SACS and uploaded to PIC. We have also reviewed all outstanding security deposits and correct the books. Our staff is scheduling to complete an Interim Recertification with each tenant to bring all tenant files to compliance.

Beth Brown also informed the Board that we have initiated a contract to update the utility allowance. We are also reviewing the ACOP, which we are recommending updating and adopting new preferences. We are reviewing the over/under housed reports.

Beth brown informed the Board that we have inspected all units and grounds. We have created a work item spreadsheet to track maintenance progress. We have also ordered maintenance a tablet so that we will be able to account for the maintenance time.

## **NEW BUSINESS**

On motion made by A. Chaney and seconded by L. Potts the FY2022 Board Meeting Schedule was approved. Resolution 256.

Ayes: L. Potts, A. Chaney, S. Strickland

Nays: None

Absent: T. Spear, M. Morris

On motion made by A. Chaney and seconded by S. Strickland the Board approved Beth Brown and Hilda Cardenas to be authorized on the South State bank account. Resolution 257.

Ayes: L. Potts, A. Chaney, S. Strickland

Nays: None

Absent: T. Spear, M. Morris

On motion made by A. Chaney and seconded by S. Strickland the approval of the Disposition of Ford Fusion and Trailer was approved. Resolution 258.

Ayes: L. Potts, A. Chaney, S. Strickland

Nays: None

Absent: T. Spear, M. Morris

On motion made by S. Strickland and seconded by A. Chaney the approval to update the ACOP Preferences was approved. Resolution 259.

Ayes: L. Potts, A. Chaney, S. Strickland

Nays: None

Absent: T. Spear, M. Morris

On motion made by A. Chaney and seconded by S. Strickland the approval to complete drainage issues and repairs was approved. Resolution 260.

Ayes: L. Potts, A. Chaney, S. Strickland

Nays: None

Absent: T. Spear, M. Morris

On motion made by A. Chaney and seconded by S. Strickland the approval to update the lease was approved. Resolution 261.

Ayes: L. Potts, A. Chaney, S. Strickland

Nays: None

Absent: T. Spear, M. Morris

There being no further business, on Motion made by A. Chaney and seconded by L. Potts, the meeting was adjourned.

SEAL

ATTEST:

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Secretary to the Board:  
Beth Brown, Executive Director