

**SPECIAL CALLED MEETING  
HOUSING AUTHORITY OF FULTON COUNTY  
BOARD OF COMMISSIONERS**

**August 29, 2024  
12:00 PM**



ZOOM;

<https://us02web.zoom.us/j/85081816421?pwd=gDfMba7ZAeJsJcQ7yIUaSQJ5p7pc3L.1>

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**POST AGENDA MINUTES**

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**I. CALL TO ORDER:**

The Special Called Meeting of the Housing Authority of Fulton County (HAFC) Board of Commissioners was called to order by Acting Chair Felicia Moore at the Housing Authority of Fulton County (HAFC0, Georgia located at 4273 Wendell Drive, Atlanta, GA 30036 on Thursday, August 29, 2024, at 12:00 p.m.

**ROLL CALL:**

Felicia Moore (At-Large)	Attended
Stephen Davis- Commissioned (District 1)	Attended
Holly York- Commissioned (District 2)	Attended
Laura Waites- Commissioned (District 3)	Attended
Vacant- Commissioned (District 4)	
Vacant- Commissioned (District 5)	
Ryan Glover- Commissioned (District 6)	Virtual

**II. APPROVAL OF AGENDA**

Acting Chair Moore entertained a motion to approve the agenda. Motion to approve the agenda was moved by Commissioner Davis, seconded by Commissioner York.

**III. EXECUTIVE SESSION**

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12:00 PM – 1:00 PM (Personnel, potential and current litigation)

Acting Chair Moore entertained a motion to go into Executive session. Motion was moved by Acting Vice Chair Waits, seconded by Commissioner Davis.

Acting Chair Moore entertained a motion to exit the Executive session. Motion to exit the Executive Session was moved by Commissioner Davis, seconded by Commissioner York.

#### **IV. PUBLIC COMMENTS**

Ms. Tamika Dozier, voucher holder for the Housing Authority of Fulton County stated that prior to her becoming a voucher holder, she was struggling with the rise in Atlanta's rate increases and trying to stay abroad to keep shelter for her kids. Getting on the program was a tremendous help for her. Her goal is to create generational wealth by becoming a homeowner and getting off the program. In addition, she has been communicating with her loan officer to be told that the homebuyer's program was on hold. She is requesting clarification or feedback from the agency as to when the hold will be released. Acting Chair Moore advised Ms. Dozier that Ms. Hinton, interim executive director, should get her contact information to call her regarding this matter.

Mr. Adrian Coleman thanked the board members for doing an excellent job by allowing the public and tenants to join the board meetings by zoom and posting the board agendas on the HAFC website.

#### **V. NEW BUSINESS**

##### **A. Anthem III**

Eldrick Harris, of Prestwick Development Company stated that Prestwick Development is looking to continue their partnership with Anthem development. The company is moving on to Anthem Phase III where the company is looking to develop sixty homes for individuals fifty-five and older. This development was awarded tax credits in 2021. They are looking to close that transaction and look for the Board's support to move forward with closing. Additional documents are needed from the Board for further review.

This is Phase III of a three phase overall master plan community where Prestwick Development and the HAFC have come together seeking approval of a ground lease where both PDC and HAFC ground lease the land back to facilitate the development of housing for individuals fifty-five and older. Other documents are associated with the closing that the housing authority must sign.

Prestwick Development is seeking eighteen vouchers from the Housing Authority of Fulton County (HAFC) to move forward. There must be some communication with HUD and other personnel to make sure that this number meets HUD requirements. Also, there are \$600,000 in replacement housing funds that were pledged to the community to facilitate the development.

Prestwick Development has partnered with a health provider. The health provider will provide on-site health services and health eating that are being done monthly. Prestwick started the program two months ago at Anthem.

Acting Chair Moore entertained a motion to continue to finalize the partnership with Prestwick Development. Motion was moved to finalize the partnership with Prestwick Development by Acting Vice Chair Waits, seconded by Commissioner York.

**B. CVR 30-day Assessment Report**

Assessment Report presented by Tracey Sheffield of CVR Associates

Exhibit A (attached)

**C. Posting the Executive Director's position**

Acting Chair Moore informed the Board that HUD is looking for the Board to hire a permanent executive director.

Acting Chair Moore entertained a motion to approve the posting of the Executive Director's position. The motion was moved to approve the posting of the Executive Director's position by Commissioner York, seconded by Acting Vice Chair Waits.

**D. Voting Matters – Acting Vice Chair Waits**

**a. CVR Management Contract**

Acting Vice Chair Waits thanked CVR Associates for the services they have provided thus far. She recommends continuing to work with CVR. The Board will discuss the proposals from CVR and will authorize the Acting Chair to enter into a contract so that they follow HUD policies. CVR's management contract is to take over the operation of the Housing Choice Voucher program within the housing authority.

Acting Vice Chair Waits motioned to authorize the Acting Chair to contract with CVR Management. Motion was moved to contract with CVR Management by Acting Chair Moore, seconded by Commissioner York.

**b. Contract for 2022-2023 Annual Finance Reporting and for Accounting Services**

Acting Vice Chair Waits advised that the Board is aware that financial statements of the organization have not been audited for fiscal years 2022 or 2023. To perform those audits, an audit firm will need monthly financial statements for each of those fiscal years. She also expressed appreciation for Emerge Accounting, a local accounting firm that has done work for HUD clients across the HUD providers, housing authorities and others across the country. When Emerge Accounting became aware of the needs that HAFC is facing and HUD requested those audits, they submitted, without being requested, a proposal to do fee-based accounting, Emerge expressed a willingness to come on-site and become operational as soon as the Board provides them with the contract. The Board also spoke with another vendor who was recommended by CVR and is not located in Atlanta. To reduce travel expenses, she authorizes the Acting Chair to contract with Emerge Accounting for the 2022 and 2023 annual finance reporting. The Board does realize that they do not have anyone organizing monthly financial statements for the fiscal year 2024 which runs through this September 30<sup>th</sup> so the Board will be inviting Emerge Accounting to take on that business under the emergency procurement authorized by HUD.

Acting Vice Chair Waits recommends the Board to authorize the Acting Chair to contract with Emerge Accounting for 2022-2023 annual financial reporting and accounting services. Motioned by Acting Chair Moore, seconded by Commissioner Davis. Unanimously approved.

**c. Contract for HR and Risk Management**

Acting Vice Chair Waits advised that Mrs. Hinton is currently serving as Interim Executive Director and that the Executive Director's position needs to be posted to solicit applications. Also, as a new Board, unknown risks may be or may not be covered adequately by insurance contracts for the full range of activities, properties, and leases that HAFC is responsible for. The Perkins group reached out to the Board regarding some of the concerns they heard about. The Perkins group have twenty years in the field and understand HAFC needs.

Acting Vice Chair Waits motioned to authorize the Acting Chair to contract with the Perkins Group for HR and Risk Management services. The motion to authorize the Acting Chair to contract with the Perkins Group was moved by Acting Chair Moore, seconded by Commissioner York. Unanimously approved.

**d. Utility Allowance Updates Approval of Proposal**

Acting Vice Chair Waits stated that the Board has been made aware of the utility allowances update urgently.

Mrs. Hinton explained the time limit for updating the utility allowances.

Acting Chair Moore motioned the move to authorize the Acting Chair to contract with Goodwin and Associates for the utility allowance update. Motioned by Chair Moore, seconded by Acting Vice Chair Waits. Unanimously approved.

**e. Future Needs**

Acting Vice Chair Waits stated that the Board will need to have an audit of the books for fiscal year 2024 and a need to hire a forensic accountant.

**E. Granting the Interim Executive Director Authority to Make Necessary Administrative Staffing Decisions**

Acting Vice Chair Moore entertained a motion to give Mrs. Hinton full authorization to make necessary administrative staffing decisions. Motion was moved by Commissioner York, seconded by Commissioner Davis.

**VI. ANNOUNCEMENTS**

**Next Regular Meeting Date/Location**

Acting Chair Moore stated that the next Board meeting will be held on September 19, 2024, at 10:00 a.m., at the Housing Authority of Fulton County (HAFC).

**Annual Meeting to Vote on Officers**

Acting Chair Moore stated that the Board will be voting for the Chair and Vice Chair.

**Approve the Budget for FY 2024-2025**

Acting Chair stated that it is hopeful that there will be a Budget for FY 2024-2025

**Approve HUD Related Year-End Requirements**

**VII. RESOLUTIONS**

NONE

**VIII. LEGAL MATTERS**

Acting Chair Moore stated that she has asked the Interim Executive Director to start work on the RFP for legal services so that the Board can review and approve.

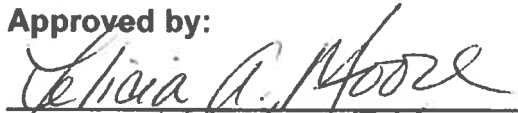
**IX. LEGISLATIVE MATTERS**

Attorney Patterson mentioned to the Board that the Housing Authority of Fulton County is entitled to have two Resident Commissioners.

**X. ADJOURNMENT**

Acting Chair Moore entertained a motion to adjourn the Special Called Meeting. Motion was moved by Vice Chair Waits, seconded by Commissioner Davis.

Approved by:

  
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9/19/2024

Felicia Moore, Acting Board Chair

Date