

COMMISSIONERS

BETTY BURCHETT, CHAIRMAN
JOHN HUNT, VICE CHAIRMAN
MARY FRANKLIN
TRINA HILL
CALVIN LOCKETT
JAMES LITTLE
WAYNE WILKINSON



INTERIM EXECUTIVE DIRECTOR
DAWN E. SANDERS-GARRETT

April 11, 2024

**NOTICE OF REGULAR MEETING
OF THE CLARKSVILLE HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Pursuant to Article III, Section I of the Bylaws of The Clarksville Housing Authority, as amended 3/16/2016, The Clarksville Housing Authority board meeting scheduled for April 17, 2024 will take place at 3:30 pm at 721 Richardson St. Clarksville, TN 37040.

THE CLARKSVILLE HOUSING AUTHORITY

Dawn E. Sanders-Garrett, Executive Director

Mission Statement

To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and community revitalization.

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Agenda
April 17, 2024
3:30 PM

1. Call to Order
2. Moment of Silence
3. Roll Call

Commissioners

Chairman Betty Burchett
Vice Chairman John Hunt
Commissioner Mary Franklin
Commissioner Trina Hill
Commissioner Calvin Lockett
Commissioner James Little
Commissioner Wayne Wilkinson

CHA Staff Members

Interim Executive Director & Consultant Dawn E. Sanders-Garrett

4. Public Comment (3 min. limit)
5. Review and approve the minutes of the March 20, 2024, Regular Meeting.
6. Executive Director's Report
 - A. Operations Update
 - B. Asset Management Update

Mission Statement

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C. Resident Services Update

D. Financial Update

7. Committee reports

8. Old Business

9. New Business

10. Adjournment

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MINUTES OF THE BOARD MEETING
OF THE CLARKSVILLE HOUSING AUTHORITY
BOARD OF COMMISSIONERS HELD
March 20, 2024

The Board of Commissioners met at the Clarksville Housing Authority's main office on March 20, 2024. Chairman Burchett called the meeting to order at 3:35 PM, paused for a moment of silence, and upon roll call, the following were present and absent:

Present	Absent	CHA	Also Present
John Hunt	Betty Burchett	Dawn E. Sanders-Garrett	Brad Gilmore
Trina Hill	James Little	Sedrick Blake	
Mary Franklin			
Calvin Lockett			
Wayne Wilkinson			

Public Comment: None

The motion to review and approve the minutes of the February 21, 2024, regular board meeting was approved as presented by Commissioner Wilkinson and seconded by Commissioner Lockett.

AYES	NAYES	ABSTAIN	EXCUSED
Hunt			Burchett
Hill			Little
Franklin			
Lockett			
Wilkinson			

Executive Directors Report

A. Update

- Staff Updates
 - Celebrated birthdays and staff work anniversaries.
 - Congratulations to staff who have completed and passed the COSP training.
- Audit was completed February 5- February 8, 2024.
 - There were no current findings after a thorough review of CHA tenant files, financial records and property management process.
- State of TN Audit
 - All files have been submitted.
- Concord Garden Audit
 - All files have been submitted.

The motion to approve and accept Resolution 03.19.24.01 Clarksville Housing Authority FY23 Audit was approved as presented by Commissioner Lockett and seconded by Commissioner Hunt.

AYES	NAYES	ABSTAIN	EXCUSED
Hunt			Burchett
Hill			Little
Franklin			
Lockett			
Wilkinson			

B. Asset Management Update

- Vacancy Update: Move-outs for this month can be attributed to nonpayment of rent or abandonment of the unit.
- Leasing Update: We have several families ready to be leased. We sent out additional letters to the next batch of families on the waitlist to let them know we will have an apartment for them in the next 30-90 days. All families were also called and sent an email requesting additional information and to update their profile in the system.
- Pest Control Monthly Schedule – Pest control is completed monthly. Additional pest control is available as needed.

C. Resident Service Update

- Spring Clean Up – April 11 & 12
- Fun Fridays with the Roller Derby
- Poster Contest – What home means to me!
- First Time Homebuyers Program w/ Stephanie from VanDyke Mortgage
- The Nurture House Group – Tutoring for grades K- 12th

D. Development Update

- Meetings with THDA Directors
- THDA Housing Trust Fund Webinar
- Tennessee Housing Conference
- Development Update w/ Dr. Towns
 - invited to speak on the panel regarding Building Affordable Housing in Unaffordable Markets.
 - Cost burdens - families who pay more than 30 percent of their income for housing.
 - Severe Cost burden – families who pay more than 50 percent of their income on rent and utilities.
 - Clarksville Renter Households with cost burdens -44.5%
 - Clarksville Renter Households with severe cost burdens – 23.9%
 - Tax Credit Application—The development team has been working closely to submit all documents and additional information for final review. The application is due April 8, 2024.

Committee Reports - None

E. Financials

The motion to review and approve the CHA Financials for February 2024 was approved as presented by Commissioner Wilkinson and seconded by Commissioner Lockett.

AYES	NAYES	ABSTAIN	EXCUSED
Hunt			Burchett
Hill			Little
Franklin			
Lockett			
Wilkinson			

The motion to review and approve the CHA Concord Garden Financials for December 2023 and January 2024 was approved as presented by Commissioner Hunt and seconded by Commissioner Hill.

AYES	NAYES	ABSTAIN	EXCUSED
Hunt			Burchett
Hill			Little
Franklin			
Lockett			
Wilkinson			

F. Old Business

G. New Business

The meeting adjourned at 5:01 pm.

Betty Burchett, Chairman

Dawn E. Sanders-Garrett, Secretary