

COMMISSIONERS
JOHN HUNT CHAIRMAN
CALVIN LOCKETT, VICE CHAIRMAN
MARY FRANKLIN
TRINA HILL
BILL SUMMERS
KAITLAN MCLAUGHLIN
WAYNE WILKINSON



INTERIM EXECUTIVE DIRECTOR
DAWN E. SANDERS-GARRETT

February 18, 2025

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 for February 19, 2025 has been postponed to February 24, 2025 due to inclement weather. The meeting will take place at 3:30pm at 721 Richardson St. Clarksville, TN 37040.

THE CLARKSVILLE HOUSING AUTHORITY

Dawn E. Sanders-Garrett, Executive Director

COMMISSIONERS
JOHN HUNT CHAIRMAN
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WILLIAM SUMMERS
WAYNE WILKINSON



INTERIM EXECUTIVE DIRECTOR
DAWN E. SANDERS-GARRETT

Agenda

February 24, 2025

3:30 PM

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

Commissioners

Chairman John Hunt
Vice Chairman Calvin Lockett
Commissioner Mary Franklin
Commissioner Trina Hill
Commissioner Kaitlan McLaughlin
Commissioner William Summers
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 November 20, 2024 and December 11, 2024 Board Meeting.
6. Executive Director's Report

A. Operations Update

Mission Statement

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

B. Asset Management Update

C. Resident Services Update

D. Financial Update

7. Committee Reports

8. Old Business

9. New Business

10. Adjournment

Mission Statement

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

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

The Board of Commissioners met at the Clarksville Housing Authority's main office on November 20, 2024. Vice Chairman Hunt called the meeting to order at 3:32 PM, paused for a moment of silence, and upon roll call, the following were present and absent:

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

Public Comment: None

The motion to review and approve September 18, 2024, regular board meeting was approved as presented by Commissioner Franklin and seconded by Commissioner Lockett.

AYES	NAYES	ABSTAIN	EXCUSED
Hunt		Summers	Hill
Franklin			Little
Lockett			
Wilkinson			

Executive Directors Report

A. Operations

- Transformation of CHA
 - Develop plans to address the physical needs of properties
 - Develop plans to address operational functions of the authority to include resident recertification, waitlist, inspections, redevelopment and system upgrades.
 - Develop a plan for the Redevelopment of Lincoln Homes to include selection of a development team to create a master plan for the site
 - Introduced a resident engagement program to include services to include resident self-sufficiency, workforce development and other supportive services
 - Develop a plan for the redevelopment of Summit Heights including upgrading the recreational facilities
 - Develop a plan for the Redevelopment of Lincoln Homes to include selection of a development team to create a master plan for the site
 - Introduced a resident engagement program to include services to include resident self-sufficiency, workforce development and other supportive services
 - Develop a plan for the redevelopment of Summit Heights including upgrading the recreational facilities
 - Assess the CHA staff and develop a training and certification program
- Challenges
 - Addressing the physical conditions of the unit
 - Limited Supply of Low-Income Tax Credits

- **Successes**
 - Reorganized CHA from an underperforming housing authority to it’s current condition
 - Increased the percentage of rent collections
 - Purged the public housing waitlist
 - Aligned a qualified development team for the redevelopment of Lincoln Homes and compile a tax credit application and develop a master plan for the site
 - Developed a certified property management team
 - The authority was audited by the independent CPA & HUD and no findings were reported.
 - All financial statements were on time for the board to review each month.
- **Health & Safety**
 - Onsite NSPIRE inspections have been completed for AMPs 1 & 2 and several deficiencies were identified.
 - There is a new requirement to add a combination smoke and CO2 detector to all 510 units.
 - A third party was hired to do an inspection of all 510 units to meet the NSPIRE Requirement.
 - Monthly safety meetings with CHA staff, CPD, Sheriff representatives are ongoing. The purpose of this meeting is to address any resident complaints, evictions, unit & resident safety, resident event support.
- **CHA Waitlist**
 - Waitlist Opened on November 12, 2024.
 - Waitlist Closed on November 22, 2024.
 - Applicants were able to apply online at <https://portal.cha-tn.org/>

B. Asset Management Update

- Vacancy Update: There was a total of 11 move outs for September and October. Move-outs for this month can be attributed to housekeeping, failure to recertify and transfers. A total of 47 Recertifications were completed for both months.
- Leasing Update: A total of 7 families have been moved in for the months of September and October.

C. Resident Service Update

- Coats Because We Care – 10/26
- Thanksgiving Hot Meal and Coat Drives – 11/23 and 11/24
- CHA Community Garden is starting back up
- Christmas Carolers Needed
- CHA Baby Shower – Free diapers and formula for residents with children.

Committee Reports – None

D. Financials

The motion to review and approve the CHA financials for September 2024 and October 2024 was approved as presented by Commissioner Lockett and seconded by Commissioner Franklin.

AYES	NAYES	ABSTAIN	EXCUSED
Hunt		Summers	Hill
Franklin			Little
Lockett			
Wilkinson			

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

AYES	NAYES	ABSTAIN	EXCUSED
Hunt		Summers	Hill
Franklin			Little
Lockett			
Wilkinson			

E. Resolutions

The motion to review and approve the Resolution 11.20.24.01 IT Support Services which allows the Interim Executive Director to enter into contract negotiations with the selected IT vendor was approved as presented by Commissioner Lockett and seconded by Commissioner Franklin.

AYES	NAYES	ABSTAIN	EXCUSED
Hunt			Hill
Franklin			Little
Lockett			
Summers			
Wilkinson			

F. Old Business – None

G. New Business –

Welcome New Board Members

Vice Chairman Hunt welcomed new Commissioner William Summers to the Board of Commissioners.

Annual Reorganization of the Board

Attorney’s Brad Gilmore and Marshall Albritton presided over the election of officers.

The motion to nominate Commissioner Hunt as Chairman was presented by Commissioner Lockett and seconded by Commissioner Wilkinson.

AYES	NAYES	ABSTAIN	EXCUSED
Hunt			Hill
Franklin			Little
Lockett			
Summers			
Wilkinson			

The motion to nominate Commissioner Lockett as Vice Chairman was presented by Commissioner Hunt and seconded by Commissioner Wilkinson.

AYES	NAYES	ABSTAIN	EXCUSED
Hunt			Hill
Franklin			Little
Lockett			
Summers			
Wilkinson			

Award Presentation

Interim Executive Director & Consultant Dawn E. Sanders-Garrett presented Betty Burchett with an award for her years of service to the Clarksville Housing Authority. Mrs. Burchett accepted the award and thanked Ms. Garrett, the staff of CHA and the Board of Commissioners, for all the work done throughout the years.

The meeting adjourned at 5:12 pm.

John Hunt, Chairman

Dawn E. Sanders-Garrett, Secretary

MINUTES OF THE BOARD MEETING
OF THE CLARKSVILLE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
December 11, 2024

The Board of Commissioners met at the Clarksville Housing Authority's main office on December 11, 2024. Chairman Hunt called the meeting to order at 3:37 PM, paused for a moment of silence, and upon roll call, the following were present and absent:

Present	Absent	CHA	Also Present
John Hunt	Mary Franklin	Dawn E. Sanders-Garrett	Brad Gilmore
Calvin Lockett	Trina Hill	Sedrick Blake	Marshall Albritton
Kaitlan McLaughlin	William Summers		
Wayne Wilkinson			

Public Comment: None

1. Interim Executive Director Dawn E. Sanders-Garrett welcomed Commissioner McLaughlin to the Housing Authority Board of Commissioners.
2. Interim Executive Director Dawn E. Sanders-Garrett thanked Commissioner James Little for his service. He will receive a certificate of service and a letter from Chairman Hunt acknowledging his service to the board.

Executive Directors Report

A. Upcoming Management & Maintenance

- Resident Recertification (Annual)
- Applicant Waitlist Lease Up
- Resident Engagement Activities
- Lease Enforcement Activities
- Safety Committee & Law Enforcement Sweeps
- Unit Preparation (Rightsizing families)
- Health & Safety Deficiencies (GFIs, Combo CO2 Detector Install)
- Year End Close Activities

B. Upcoming CHA Schedule

December 2024

- U.S Inspection Group (3rd party inspection as required by HUD NSPIRE)
- FDS Preparation & Submission
- Redevelopment Site Visit
- Christmas Eve /Christmas Day – Office Closed

January 2025

- New Years Day – Office Closed
- Commissioner’s Conference
- HUD Onsite Visit – NSPIRE to ensure deficiencies were addressed.
- 2024 Agency Audit Preparation
- Commissioner Orientation
- Agency Financial Audit

C. Resident Service Update

- Adult Vision Board Party
- Nashville Predators Get Out and Learn (G.O.A.L) Program- Free Hockey Class for children ages 4 to 9.
- Resource Fair
- Juvenile Engagement Team Holiday Family Food Drive
- Thinking of You (Toy) Drive – First Missionary Baptist Church

D. Financials

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

AYES	NAYES	ABSTAIN	EXCUSED
Hunt			Hill
Lockett			Summer
McLaughlin			
Wilkinson			

E. Committee Reports - None

F. Old Business – None

G. New Business –

- Commissioner McLaughlin requested the link to the board meeting notices, agendas and minutes posted on the website. A Commissioner Learning session will be held in February.
- Chairman Hunt welcomed new Commissioner Kaitlan McLaughlin to the Board of Commissioners.

The meeting adjourned at 4:17 pm.

John Hunt, Chairman

Dawn E. Sanders-Garrett, Secretary