

COMMISSIONERS
CALVIN LOCKETT, CHAIRMAN
MARY FRANKLIN, VICE CHAIRMAN
TRINA HILL
WILLIAM SUMMERS
KAITLAN MCLAUGHLIN
WAYNE WILKINSON



INTERIM EXECUTIVE DIRECTOR
DAWN E. SANDERS-GARRETT

June 12, 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 June 18, 2025 will take place at 3:30pm at 721 Richardson St. Clarksville, TN 37040.

THE CLARKSVILLE HOUSING AUTHORITY

Dawn E. Sanders-Garrett, Executive Director

DIRECTORS

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Agenda
June 18, 2025
3:30 PM

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

Chairman Lockett
Vice Chairman Franklin
Commissioner Hill
Commissioner McLaughlin
Commissioner Summers
Commissioner Wilkinson

4. Public Comment (3 min limit)
5. Executive Directors Report
 - a. Resolutions
 - b. Operations Updates
 - c. Redevelopment Updates
6. Approval of Minutes
7. Old Business
8. New Business
9. Adjournment

MINUTES OF THE BOARD MEETING
OF THE CLARKSVILLE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
May 21, 2025

The Board of Commissioners met at the Clarksville Housing Authority's main office on May 21, 2025. Chairman Lockett 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
Calvin Lockett	Trina Hill	Dawn E. Sanders-Garrett	Brad Gilmore
Mary Franklin	William Summers	Sedrick Blake	Rachel Ramsey
Kaitlan McLaughlin			Rachel Lewis
Wayne Wilkinson			Anna Fredricks
			Kirsha Wilson-Smith

Public Comment:

Rachel Ramsey, resident of Summit Heights, asked about future events and upcoming projects for residents.

Rachel Lewis, resident of Summit Heights, asked about the ASL classes through APSU.

Kirsha Wilson Smith – Nurture House has wrapped all tutoring sessions and will be out of the building on May 29, 2025.

Executive Directors Report

- Updates to CHA Policies and Procedures:
 - **ACOP Updates** – Residents who wish to remain on the transfer list must submit a new request each year. All transfer requests will be purged on the last business day of the current year, and a new list will begin on January 1st of the following year. To maintain eligibility, residents must ensure their transfer request is submitted annually.
 - **Lease Updates:** Incorporate into lease that Renters insurance is recommended but not required. This will ensure that tenants' belongings are covered in the event of a flood, fire or other damage.

- **Resident Charges Increase** – An increase in charges was recommended by staff and contractors. All fees will be charged at cost based on prices provided by the authority and vendor costs.
- **Flat Rents:** CHA residents have the choice of selecting an income-based rent or a flat rent. In the past, flat rents were based on the market rent charged for comparable units in the private unassisted market. HUD regulations require that flat rents must be the lower of 135% of market-based rents or 80% of the current Fair Market Rent (FMR) for our locality.
- **Annual Plan:** CHA is a Qualified PHA and will not need to submit an annual plan. CHA will still need to complete the 50077 HUD forms.
- **Five Year Plan / CFP Budget** – Budget will include various projects from replacing windows, doors, roofs to playgrounds.
- **Employee Handbook** – Amend handbook to include Good Friday as a holiday.
- **Vacancy Update:** There was a total of 11 move outs. Move-outs for this month can be attributed to nonpayment of rent, relocation and deceased tenant. A total of 24 Recertifications were completed for April.
- **Leasing Update:** Over 300 applicants were pulled from the waiting list since the beginning of this year. As of May 21, 2025, CHA has leased units to 18 families.
- **Ross Grant Update:** The extension and appeal requests have been submitted. The summer activities slated for June and July will continue and the tutoring program will begin pending finalization of the funding.
- **Redevelopment Update:** An update on the redevelopment plan and the current needs of Lincoln Homes & Summit Heights. This includes aging housing units, unsafe playground equipment, traffic issues, outdated amenities and more.

A. Financials

The motion to review and approve the CHA Financials for March 2025 and April 2025 was approved as presented by Commissioner McLaughlin and seconded by Commissioner Franklin.

AYES	NAYES	ABSTAIN	EXCUSED
Lockett			Summers
Franklin			Hill
McLaughlin			
Wilkinson			

The motion to review and approve the Concord Financials for March 2025 was approved as presented by Commissioner McLaughlin. The motion was carried.

AYES	NAYES	ABSTAIN	EXCUSED
Lockett			Summers
Franklin			Hill
McLaughlin			
Wilkinson			

The motion to review and approve the minutes of the March 2025 and April 2025 board meeting was approved as presented by Commissioner McLaughlin and seconded by Commissioner Franklin.

AYES	NAYES	ABSTAIN	EXCUSED
Lockett			Summers
Franklin			Hill
McLaughlin			
Wilkinson			

B. Committee Reports - None

C. **Old Business** – Chairman Lockett gave an update on the ROSS grant and the Executive Director Search.

D. New Business – None

The meeting adjourned at 5:10 pm.

Calvin Lockett, Chairman

Dawn E. Sanders-Garrett, Secretary