

**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

March 14, 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 March 20, 2024 has been rescheduled for March 19, 2024 and 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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DAWN E. SANDERS-GARRETT

**Agenda**  
**March 19, 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 February 21, 2024, Regular Meeting.
6. Executive Director's Report
  - A. Operations Update
  - B. Asset Management Update

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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  
February 21, 2024

The Board of Commissioners met at the Clarksville Housing Authority's main office on February 21, 2024. Chairman Burchett called the meeting to order at 3:30 PM, paused for a moment of silence, and upon roll call, the following were present and absent:

Present	Absent	CHA	Also Present
Betty Burchett, Chairman	Trina Hill	Dawn E. Sanders-Garrett	Brad Gilmore
John Hunt, Vice Chairman	Mary Franklin	Sedrick Blake	Marshall Albritton
Calvin Lockett	James Little		Sheena Dixon
Wayne Wilkinson			Deanay Cox

Public Comment: None

The motion to review and approve the minutes of the January 18, 2024, regular board meeting was approved as presented by Commissioner Hunt and seconded by Commissioner Lockett.

AYES	NAYES	ABSTAIN	EXCUSED
Burchett			Hill
Hunt			Franklin
Lockett			Little
Wilkinson			

Executive Directors Report

A. Update

- Yardi Voyager Conversion Update
- Ethics Training ( NAHRO)
- Certified Occupancy Specialist Training ( NCHM)
- Staff Updates
- Audit was completed February 5- February 8, 2024.
  - The audit will be available for the board next month.
- Commissioner Site Tour
  - Commissioners were able to visit our sites and see where we need improvement, as well as go over our current Accounts payable process.

B. Asset Management Update

- Vacancy Update
- Leasing Update: We have identified 11 families for move-in.
- HUDS Equity Action Plan: Identifies potential barriers faced by HUD Programs and the communities they serve. This includes Procurement, Fair Housing and Civil Rights Resources, Homeownership and Homelessness.

C. Resident Service Update

Here is a look at all the events to look forward to.

- Spring Fest will take place March 4 in Lincoln Homes and March 6 in Greenwood.
- Christ the Healer Church has donated bus passes to the residents of CHA.

- F&M Banking Classes were rescheduled for February 20 at Lincoln Homes and February 21 at Summit Heights.
- Tennessee Association of Housing and Redevelopment Authorities (TAHRA) What Hime Means to Me Poster contest.
- Aprils Coaching Corner – Our Chance Grant

**Committee Reports - None**

**D. Financials**

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

AYES	NAYES	ABSTAIN	EXCUSED
Burchett			Hill
Hunt			Franklin
Lockett			Little
Wilkinson			

The motion to postpone the approval of the CHA Concord Garden Financials for January 2024 until the next board meeting was approved as presented by Commissioner Hunt and seconded by Commissioner Lockett.

AYES	NAYES	ABSTAIN	EXCUSED
Burchett			Hill
Hunt			Franklin
Lockett			Little
Wilkinson			

- E. Old Business –
- Commissioner Lockett spoke of their tour of the CHA properties. Commissioner Hunt would like to thank Mayor Pitts and the Clarksville Billing & Codes for the cleanup of areas surrounding CHA properties.
  - Dr. Towns with Gorman & Company and Sheila Jones, Selenium Consulting, will be present at the next board meeting to go over the Tax Credit Application.

F. New Business –TAHRA Spring Workshop

The meeting adjourned at 4:35 pm.

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Betty Burchett, Chairman

\_\_\_\_\_  
Dawn E. Sanders-Garrett, Secretary