

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



INTERIM EXECUTIVE DIRECTOR
DAWN E. SANDERS-GARRETT

March 13, 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 March 19, 2025 will take place at 3:30pm at 721 Richardson St. Clarksville, TN 37040.

THE CLARKSVILLE HOUSING AUTHORITY

Dawn E. Sanders-Garrett, Executive Director

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Agenda
March 19, 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. Review and approve the minutes of March 2025 Board Meeting
6. Executive Directors Report
7. New Business
 - a. Lincoln Homes 2 Corporation
8. Old Business
9. 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
February 24, 2025

The Board of Commissioners met at the Clarksville Housing Authority's main office on February 24, 2025. 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	Calvin Lockett	Dawn E. Sanders-Garrett	Brad Gilmore
Mary Franklin	Wayne Wilkinson	Sedrick Blake	Marshall Albritton
Kaitlan McLaughlin			Michelle Austin
William Summers			
Trina Hill (joined at 3:58pm)			

Public Comment: None

The motion to review and approve November 20, 2024, and December 11, 2024, regular board meeting minutes were approved as presented by Commissioner Hunt and seconded by Commissioner Summers. A quorum was not met therefore the minutes were not approved.

Executive Directors Report

- **Leasing Update**
 - Rent Café has allowed our leasing process to become paperless. Applicants can upload any document requested by CHA via phone, tablet or computer. Applicants are finding it easier for them, especially if they are not local.
 - Documents are approved and saved in their Yardi Voyager profile.
 - Selected a total of 45 applicants in November and 50 applicants on January 29, 2025.
 - Some of the challenges our staff is facing are missing leasing appointments, failed criminal background screening, applicants need additional time to save up for the move or they need to put in 30-day notice.
- **Asset Management Update**
 - Vacancy Update: There was a total of 7 move outs for November to December. Move-outs for this month can be attributed to nonpayment of rent and unit abandonment. A total of 80 Recertifications were completed for November to January. A total of 12 recertifications were late.
- **Operations Update**
 - Information Technology Contract:
 - Surveillance Cameras – Contracts with the Oceans 10 Tsunami company has been signed. CHA, Oceans 10 and CDE are working together on an installation plan/schedule.
 - Annual Audit – March 2025
- **Resident Service Update**
 - CHA Community Garden Group

- PHADA College Scholarship for High School Seniors
- Recover Our Sons Mentorship Program
- Vision Board Party
- Spring Fest
 - March 11 @ Summit Heights (11am-1pm)
 - March 13 @ Chapel/Market (11am-1pm)
- Skill Up TN – Career Training for SNAP recipients
- The Yard of the Month for January was awarded to 188 Chapel Street.
- Matthew Walker Healthcare on Wheels

➤ **CHA Technical Assistance Contract Extension**

- A review of the technical assistance contract Scope of Work included the following:
 - Interim ED & Consulting Services
 - Address the Aged Housing Portfolio
 - Deficiencies & Inspection Prep
 - Right size CHA Portfolio
 - Authority wide Technology Upgrades
 - Transition to an Electronic Waitlist
 - Redevelopment of Lincoln Homes

➤ **Financials**

The motion to review and approve the CHA Financials for November 2024, December 2024, January 2025 and Concord Garden Financials was approved as presented by Commissioner Hunt and seconded by Commissioner Summers.

AYES	NAYES	ABSTAIN	EXCUSED
Hunt			Lockett
Hill			Wilkinson
Franklin			
Mclaughlin			
Summers			

- **Committee Reports - None**
- **Old Business – None**
- **New Business**

A motion to continue the search for a permanent Executive Director was approved as presented by Commission Summers and seconded by Commissioner McLaughlin.

AYES	NAYES	ABSTAIN	EXCUSED
Hunt			Lockett
Hill			Wilkinson
Franklin			
Mclaughlin			
Summers			

A motion to move into Executive Session was approved as presented by Commissioner Hunt and seconded by Commissioner Summers.

AYES	NAYES	ABSTAIN	EXCUSED
Hunt			Lockett
Hill			Wilkinson
Franklin			
Mclaughlin			
Summers			

Meeting adjourned into Executive Session at 5:37 pm.

John Hunt, Chairman

Dawn E. Sanders-Garrett, Secretary