

**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

May 8, 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 May 15, 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.

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



**INTERIM EXECUTIVE DIRECTOR**  
DAWN E. SANDERS-GARRETT

**Agenda**  
**May 15, 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 April 17, 2024, Regular Meeting.
6. Executive Director's Report
  - A. Operations Update
  - B. Asset Management Update

**Mission Statement**

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

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  
April 17, 2024

The Board of Commissioners met at the Clarksville Housing Authority's main office on April 17, 2024. Chairman Burchett called the meeting to order at 3:34 PM, paused for a moment of silence, and upon roll call, the following were present and absent:

Present	Absent	CHA	Also Present
Betty Burchett	James Little	Dawn E. Sanders-Garrett	Brad Gilmore
John Hunt		Sedrick Blake	Marshall Albritton
Mary Franklin			Deanay Cox
Calvin Lockett			
Wayne Wilkinson			
Trina Hill – joined at 4:07pm			

Public Comment: None

The motion to review and approve the minutes of the March 20, 2024, regular board meeting was approved as presented by Commissioner Wilkinson and seconded by Commissioner Lockett.

AYES	NAYES	ABSTAIN	EXCUSED
Burchett			Hill
Hunt			Little
Franklin			
Lockett			
Wilkinson			

Executive Directors Report

A. Update

- Staff Updates
  - Celebrated staff birthdays
  - Annual Fair housing training taught by Angelita Fisher was completed by all staff.
  - Several staff will be attending the TAHRA Spring Workshop in Murfreesboro from April 22- April 24.
- State of TN Audit
  - Accepted and approved.
- CHA has been labeled a high performer for FY22 by HUD. CHA scored a 91 out of 100. The previous score was 71.

B. Asset Management Update

- Vacancy Update: Move-outs for this month can be attributed to nonpayment of rent, policy violations, and unit abandonment.
- Leasing Update: As of today, we have leased to 5 families. Some of the issues we are facing are area preferences, unit preferences, and the inability to collect a security deposit and first month's rent.

C. Resident Service Update

- The Nurture House currently provides tutoring for 24 kids.
- Yaipak donated personal care items for kids who stop by the Resident Engagement Center.
- The Christ the Healer Church made a monetary donation in order to purchase Easter Baskets for the CHA families.

- The Department of Children's Services donated Easter Baskets for the CHA families.

**D. Development Update**

- In-depth review of QAP, compilation of all required THOMAS documents at initial submission, list of all documents and information needed for submittal compiled in a shared tracking document, and Project has been registered under THOMAS.
- Tax Credit application submitted on April 5<sup>th</sup>, 2024.

**Committee Reports - None**

**E. Financials**

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

AYES	NAYES	ABSTAIN	EXCUSED
Burchett			Hill
Hunt			Little
Franklin			
Lockett			
Wilkinson			

The motion to review and approve the CHA Concord Garden Financials for February 2024 was approved as presented.

AYES	NAYES	ABSTAIN	EXCUSED
Burchett			
Hunt			Little
Franklin			
Hill			
Lockett			
Wilkinson			

**F. Old Business**

**G. New Business**

- Resident Services Committee Report –
  - report on meeting with the mayor and his staff regarding the streets within our community.
  - grants that can be used for the purchase of storm doors for our apartments.
  - Bringing food boxes to residents.
  - Upcoming events and services for residents ( Summer programs, CPR classes, etc.)
  - Matthew Walker Clinic is on site once a week and would like to come out more often if they had more residents using the service.
  - Photos of units that have been abandoned, vacated, and in process for unit turn were presented to get an idea of what the process looks like from beginning to end.
  - Various organizations to rent office space to provide services to the community.

The meeting adjourned at 5:07 pm.

\_\_\_\_\_  
Betty Burchett, Chairman

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