

**REGULAR BOARD MEETING
OF THE BOARD OF COMMISSIONERS
OPELIKA HOUSING AUTHORITY
March 20th, 2020**

The Board of Commissioners for the Housing Authority of the City of Opelika met for its regular meeting “*VIA Call*” on Friday, March 20th, 2020 at 6:00 p.m. The meeting was called to order by the Chairwoman, Mrs. Henrietta Snipes.

ROLL CALL:

The Chairwoman asked Mr. McClammey to call the roll. Those present on the call were as follows:

PRESENT: Henrietta Snipes, William Whatley III,
John Pruitt Sr., Mary Bryant

ABSENT: Jimmy Wright

ALSO

PRESENT: Matthew McClammey, Executive Director
Jennifer Chambliss, Attorney

The Chairwoman stated that a quorum has been established and business could be conducted as usual.

**APPROVAL OF MINUTES OF THE PREVIOUS MEETING HELD ON
Monday, February 17th, 2019 AT 6:00 P.M.:**

The Chairwoman asked if there were any corrections, additions, deletions or comments to the Monday, February 17th, 2020 Board Meeting Minutes. There were no proposed corrections, additions, deletions or comments to the Monday, February 17th, 2020 Board Meeting Minutes. The Chairwoman entertained a motion to approve the minutes as written for the last meeting, held on Monday, February 17th, 2020. Commissioner Pruitt put forth a motion to approve the Minutes as written. The motion was seconded by Commissioner Whatley. The Chairwoman then asked “all in favor, say ‘I,’ any oppose?” The minutes were unanimously approved.

DISCUSSION AND ADOPTION OF RESOLUTION NO. 2020 – 08
RESOLUTION APPROVING THE MANAGEMENT AGREEMENT BETWEEN
THE OPELIKA HOUSING AUTHORITY (“OHA”) AND THE TALLASSEE
HOUSING AUTHORITY (“THA”)

Mr. McClammey presented that this resolution came before the Housing Authority’s Board of Directors at a prior meeting and at the meeting, this resolution was tabled until Commissioners had the opportunity to travel to Tallassee, see the facilities and meet with that Housing Authority’s Board.

On March 10th, 2020 Mr. McClammey, Commissioner (Chair) Snipes and Commissioner Bryant traveled to Tallassee, toured their properties, attended that agency’s BOC meeting and met with their Board.

After both Commissioners Snipes and Bryant conveyed their observations of the visit to the other Board members present and after clarity of the contract as well as other general discussion, the Chairwoman entertained a motion to approve the resolution approving the Management Agreement between the Opelika Housing Authority (“OHA”) and the Tallassee Housing Authority (“THA”). Commissioner Whatley made the motion to approve the resolution. Commissioner Bryant seconded the motion. The Chairwoman asked all in favor, say “I,” any oppose? There were none opposed and the resolution was unanimously passed.

DISCUSSION AND ADOPTION OF RESOLUTION 2020-09:
RESOLUTION APPROVING VOUCHER MANAGEMENT SYSTEM
(“VMS”) POLICIES AND PROCEDURES

Mr. McClammey presented that as part of the proposed and accepted Corrective Action Plan (“CAP”), submitted and accepted by HUD, this request is for the Board of Commissioners to approve the Voucher Management System (“VMS”) Policies and Procedures.

Mr. McClammey also presented that OHA was required to create and implement Voucher Management System (“VMS”) policies and procedures, governing the HCVP assigned voucher program. This requirement was one of two corrections required at the conclusion of HUD’s Quality Assurance Division and as the final compliance component of the agreed upon Corrective Action Plan.

Mr. McClammey presented that the policies and procedures were completed and implemented in August of 2019, but he overlooked the Board approval review and approval process requirement.

After some general discussion, the Chairwoman entertained a motion to approve the resolution approving the Voucher Management System (“VMS”) Policies and Procedures. Commissioner Bryant made the motion to approve the resolution. Commissioner Whatley seconded the motion. The Chairwoman asked all in favor, say “I,” any oppose? There were none opposed and the resolution was unanimously passed.

**DISCUSSION AND ADOPTION OF RESOLUTION NO. 2020 – 10:
RESOLUTION APPROVING THE POLICY AND ADMINISTRATIVE
GUIDELINES FOR EMPLOYMENT AND WORKPLACE
CONSIDERATION RELATED TO THE CORONAVIRUS (COVID-19)”**

Mr. McClammey presented the Housing Authority of the City of Opelika (“OHA”) has developed this Policy and Administrative Guidelines to address employment and workplace considerations related to the novel coronavirus, COVID-19. This document attempts to provide clarity about policies, practices, and procedures that may be impacted in response to COVID-19.

He stated he anticipated that the content of this document will continue to evolve as new information becomes available and based on new, or changes to, guidance provided by the Centers for Disease Control and Prevention (CDC), the Equal Employment Opportunity Commission (EEOC), the Alabama Department of Public Health (ADPH) and the City of Opelika’s COVID-19 updates.

He also stated, as indicated by the CDC, the guidance provided by this Policy focuses on leave policies, teleworking options, encouraging or requiring employees with flu-like symptoms to stay at home, communicating personal protective measures among staff including hand washing and respiratory etiquette, enhanced environmental cleaning, and ensuring hand hygiene supplies are available.

After some general discussion, the Chairwoman entertained a motion to approve the resolution approving the Policy and Administrative Guidelines for Employment and Workplace consideration related to the Coronavirus (COVID-19). Commissioner Whatley made the motion to approve the resolution. Commissioner Pruitt seconded the motion. The Chairwoman asked all in favor, say “I,” any oppose? There were none opposed and the resolution was unanimously passed.

**DISCUSSION AND ADOPTION OF RESOLUTION 2020-11:
RESOLUTION APPROVING CORRECTION OF RESOLUTION
NUMBERS FOR FY 2020**

Mr. McClammey presented that the Opelika Housing Authority (“OHA”) maintains formal resolutions as a form of tracking all of its operation policies and governance actions, voted on by its Board of Commissioners as required by law.

Mr. McClammey also presented that in a prior BOC meeting, the Chair pointed out that current year’s resolutions reflect 2019 and she felt that they should reflect 2020. He committed to verifying that correct required year for current resolutions and after his research he was able to validate the Chair’s observation.

As a result of that verification, he determined that there were eight (8) previously Board approved resolutions that require correction and that drafts of each resolution have been prepared and ready for signature, should this resolution be approved.

After some general discussion, the Chairwoman entertained a motion to approve the resolution approving the Correction of Resolution Numbers for FY 2020. Commissioner Whatley made the motion to approve the resolution. Commissioner Pruitt seconded the motion. The Chairwoman asked all in favor, say "I," any oppose? There were none opposed and the resolution was unanimously passed.

COMMUNICATIONS:

None.

A. CORRESPONDENCES RECEIVED

B. STAFF REPORTS

None

C. ATTORNEY'S REPORT

None

D. EXECUTIVE DIRECTOR'S REPORT

None.

EXECUTIVE SESSION:

None

TRANSACTION OF ANY OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE BOARD:

None

ADJOURN:

The Chairwoman entertained a motion to adjourn the meeting. Commissioner Whatley put forth a motion to adjourn; Commissioner Pruitt seconded the motion. The Chairwoman asked all in

favor, say "I," any oppose? There were none opposed, the motion was unanimously passed and the meeting was adjourned.

HENERIETTA SNIPES, Chair

MATTHEW K. MCCLAMMEY, Secretary