

There was a Regular meeting of the Wise County Redevelopment and Housing Authority Board of Commissioners on Tuesday February 13, 2018 at 4:30 p.m. at the John Vandiver Community Center in Coeburn, Virginia.

Upon roll call, the following members were present:

Robert Harrison  
Terry Bates  
Randy Carter  
Eula Hughes  
Gail Luntsford  
Helen Markham  
Darinda Hood

Absent: Karon Johnson

Attorney Greg Gilbert was also present.

Randy Carter opened the meeting with prayer, which was followed by the Pledge of Allegiance.

Chairman Harrison asked if there was any public comment. Mr. Salyer said he just wanted to inform the Board that the staff would be going to Abingdon on March 26 for Fair Housing Training. Mr. Salyer also wanted to inform the Board of a PIH alert he had received on the Presidents proposed budget. One of the items that he has stated that he would like to eliminate is the Capital Fund Program. That is money we receive to do repairs and upgrades to our properties. Other changes are, he would like to increase the amount of the family contributions, eliminate child care expenses and medical expense deductions. Another program that may be in jeopardy is the Community Development Block Grant Program, which could impact a lot of towns and cities.

The next item on the agenda is the approval of minutes from the December 12, 2017 meeting. Chairman Harrison asked if there were any changes to the minutes. Eula Hughes made a motion to approve the minutes as received. Gail Luntsford seconded the motion, all members voted aye.

Chairman Harrison asked if there were any changes to the agenda. Mr. Salyer said he had one addition to New Business, PHAS Score. There were no other changes. Randy Carter made a motion to approve the agenda including the change. Helen Markham seconded the motion. All members voted aye.

The first item of business on the agenda is SEMAP. Mr. Salyer said this is a scoring system used in the Housing Choice Voucher Program. The overall performance rating that was received was "High Performer". This assessment is for year ending September 30, 2017.

Chairman Harrison continued on to the next item on the agenda under New Business, HVAC Bid. Mr. Salyer said we advertised that we were accepting bids for a contract for heat pump services. All bids were to be submitted to our A&E firm The Lane Group, Inc. by 2:00 p.m. on February 6, 2018. The Lane Group gives a score to all of the bid packets that were submitted and makes a recommendation to the Housing Authority. The Lane Group recommended Buchanan Electric from Norton. Randy Carter made a motion to go with the recommendation of The Lane Group and sign a contract with Buchanan Electric. Gail Luntsford seconded the motion; all member voted aye.

The next item on the agenda is Consultant RFQ's. Mr. Salyer said that he is advertising for RFQ's from Consulting Firms. The firm we use now is located in Atlanta, Georgia. Mr. Salyer stated, there are not many HUD related consulting firms available and he will be putting this out to bid. Mr. Salyer asked if the Board would allow him to hire a firm, once all RFQ's have been received. Eula Hughes made a motion to allow Monty Salyer to proceed with the hiring of a Consulting Firm when all RFQ's have been received. Darinda Hood seconded the motion. All members voted aye.

Chairman Harrison continued on to the next item on the agenda, Personnel Policy. Mr. Salyer said that the current personnel policy needs to be updated and one section needs to be revised. Currently the policy states that employees can request to work 4 ten hour days. Mr. Salyer said he wishes to remove that from the handbook and make the regular work week Monday through Friday, 8:00 a.m. until 4:30 p.m. with a 30 minute lunch. Randy Carter made the motion to change the Employee Handbook to state the work week is Monday through Friday, 8:00-4:30. Terry Bates seconded the motion. All members voted aye.

Mr. Salyer continued to the next item, PHAS Score. Mr. Salyer said he had received the score for the REAC inspection and HUD scored WCRHA 78 out of 100, which designated us a Standard Performer. Mr. Salyer said he was pleased with that score and wanted to share with the Board the final score.

Chairman Harrison asked for a motion to adjourn. Helen Markham made a motion to adjourn, seconded by Terry Bates. All members voted aye.

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Attest

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Chairman Robert G. Harrison