

## MINUTES

Low Rent Housing Agency of Knoxville  
Location: Conference Room of the Housing Agency  
January 20, 2020

Present: Board Chairman, Don Croghan, Board Vice-Chairman, Jerrold Jordan and Board Member(s) Brent Hanna, Annie Leonard and Teresa Higginbotham. Also present was Executive Director Susan Swartzendruber, Secretary for the Board.

Absent: Board Members: None.

Motion by Brent Hanna with second by Annie Leonard to approve the consent agenda. All voted aye. The consent agenda included the minutes of the regular Housing Board Meeting of December 16, 2019, Public Hearing minutes of December 16, 2019, the Occupancy Report and Stop Loss Monitoring Report.

Motion by Jerrold Jordan with second by Brent Hanna to approve the payment of claims. All voted aye.

Motion by Annie Leonard with second by Jerrold Jordan to accept the mileage rate update paid for private vehicle use by employees to the 2020 IRS rate of \$.57.5 cents per mile. All voted aye.

Discussion and motion to revise the 2018 CFP budget made by Brent Hanna with a second by Annie Leonard. All voted aye. Teresa Higginbotham entered at this time.

Discussion and motion to approve continuation of existing 28E Agreement with State of Iowa DIA made by Jerrold Jordan with a second by Annie Leonard. All voted aye. Executive Director will sign agreement. This agreement will be reviewed annually.

Discussion of operating budget for fiscal year ending March 31, 2021. Board reviewed budget spreadsheets and agreed it was ready to send to Fee Accountant for preparation. Final Budget will be reviewed at the April meeting.

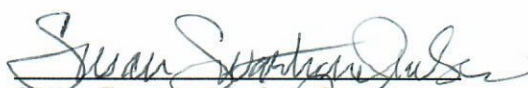
Discussion and motion to approve vacation carryover for all employees with vacation in excess of the allowable 80-hour carryover, as stated in policy. This affected only one employee this year who was in excess of 47.40 hours. Motion by Jerrold Jordan to approve the carryover with a second by Annie Leonard. All voted aye.

Motion by Brent Hanna with second by Teresa Higginbotham to accept the December 2019 financial statements. All voted aye to approve December 2019 financial statements.

Motion by Brent Hanna and second by Teresa Higginbotham to adjourn the meeting. All voted aye.

  
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Don Croghan, Board Chairman

VICE  
JERROLD W. JORDAN

  
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Susan Swartzendruber, Secretary