

MINUTES

Low Rent Housing Agency of Knoxville
Location: Conference Room of the Housing Agency
March 16, 2020

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

Absent: Board Members: Chairman, Don Croghan.

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 February 17, 2020, the Occupancy Report and Stop Loss Monitoring Report.

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

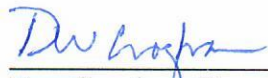
Discussion of operating budget for fiscal year ending March 31, 2020. Resolution to approve budget made by Annie Leonard with second by Brent Hanna. All voted aye.

Discussion of Executive Director's employment contract and possible increase in wages. The Board agreed that another 1-year contract should be signed. There is a place on the contract for the Executive Director and the Chairman to sign in the presence of a notary. Ms. Swartzendruber agreed to sign the contract with Mr. Croghan. Motion made by Brent Hanna with second by Annie Leonard to provide a salary increase in accordance with operating budget, to begin on April 1, 2020. All voted aye. Board recommendation is for the ED's contract to align with operating budget discussion moving forward.

Teresa Higginbotham entered at this time.

Discussion of monthly financial statements. Motion by Brent Hanna with second by Annie Leonard to approve the February 2020 monthly financial statements. All voted aye.

Motion by Brent Hanna and second by Annie Leonard to adjourn the meeting. All voted aye.



Don Croghan, Board Chairman



Susan Swartzendruber, Secretary