

MINUTES

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

Present: Chairman, Don Croghan, Board Member(s) Teresa Higginbotham & Executive Director Susan Swartzendruber, Secretary for the Board.

Present via Zoom: Jerrold Jordan, Annie Leonard & Brent Hanna.

Absent: None.

Motion by Teresa Higginbotham with second by Brent Hanna to approve the consent agenda. All voted aye. The consent agenda included the minutes of the regular Housing Board Meeting of March 16, 2020, the Occupancy Report and Stop Loss Monitoring Report.

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

Discussion/Resolution to implement a change to existing Personnel Policy to include a 2-week sick leave/paid leave for regular full-time and for regular part-time employees, an equivalent to hours worked in a 2-week period during COVID-19, expiring 12/31/2020. Eligibility guidelines must be met. Resolution made by Brent Hanna with second by Teresa Higginbotham. All voted aye.

Brief update on COVID-19's impact on both existing programs and on staff.

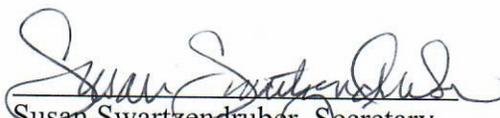
Discussion/Resolution to write off uncollectible debts made by Jerrold Jordan with second by Annie Leonard. While debts will be written off the books, per FA guidance, the HA will continue to collect on debts listed.

Discussion of monthly financial statements. Motion by Jerrold Jordan with second by Annie Leonard to approve the March monthly financial statements. All voted aye.

Motion by Annie Leonard and second by Teresa Higginbotham to adjourn the meeting. All voted aye.



Don Croghan, Board Chairman



Susan Swartzendruber, Secretary