

MINUTES
Low Rent Housing Board of Knoxville Annual Meeting
June 15, 2020

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

Absent: None

The Annual Meeting of the Housing Board convened at 4:35 PM, Monday June 15, 2020 at the Housing Agency.

The first agenda item was the Election of Officers. Jerrold Jordan nominated Don Croghan as Board Chairman and Jerrold Jordan as Board Vice-Chairman. No other nominations were made. Jerrold Jordan moved to close nominations with second by Annie Leonard. All voted aye. Jerrold Jordan moved to appoint Don Croghan as Board Chairman and Jerrold Jordan as Board Vice-Chairman with second by Annie Leonard. All voted aye. This is subject to approval by the Mayor.

Motion by Jerrold Jordan and second by Teresa Higginbotham to re-appoint Mel Vander Weil as the Hearing Officer with any available board member serving as substitutes should Mel Vander Weil be unavailable. All voted aye.

Motion to accept the Annual Report was moved by Brent Hanna with second by Annie Leonard. All voted aye.

Reviewed the year-end Financial Statements. Motion to approve year-end Financial Statements by Annie Leonard and second by Teresa Higginbotham. All voted aye.

Discussed/Reviewed Ethics policy, no changes proposed.

Compliance Officer, Don Croghan, reviewed the procedures covered in the Risk Assessment and Ethics policies. He presented a report covering issues from Ethics/Whistleblower Policy. There were no deviations noted. In the financial testing, Executive Director was unable to locate the voucher check registers prior to the start of the meeting from April-November of 2019, 2 pulls were in this timeframe. After the meeting concluded, the statements were located. Staff had accidentally placed the PH Registers in the middle of the Voucher Registers, causing a split in sequence. Executive Director located both of the requested items and accounted for all of the entire missing registers.

Results of the inventory certification were reviewed. The changes were consistent with the inventory deletions approved in March 2020. No deviations were noted and no action was taken.

The financial risk assessment & internal control procedures were reviewed. Motion by Brent Hanna and second by Annie Leonard with no proposed changes. All voted aye.

The Board reviewed the Emergency Preparedness Plan and found it to be adequate. The vendors to be contacted in case of emergency had been updated. Motion by Jerrold Jordan with second by Annie Leonard to accept the Emergency Preparedness Plan. All voted aye.

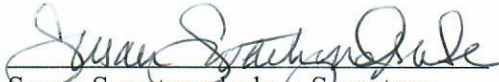
Executive Director reported the Agency has had a Chemical Hazard Communication Policy and a Blood borne Pathogen Policy since February 18, 2013. Training is in the process of being set for July 2020 for both plans. This will be held in conjunction with Ethics/Whistleblower Policy for employees.

Reviewed the 2020 Annual and Five Year Plan. Briefly discussed goals and planned projects. No changes were proposed at this time.

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



Don Croghan, Chairman



Susan Swartzendruber, Secretary