

MINUTES
Of a
"Regularly Scheduled Board Meeting"
"October Board Meeting Agenda"
For
October 17, 2024, at 3:00 pm

for
The Housing Authority of the City of Blue Ridge, Georgia

Secretary Aiken noted, this is a regularly Scheduled October 2024 Monthly Board Meeting. The first item on the agenda was to call the meeting to order; a Board Meeting, with the Board of Commissioners of the Housing Authority of the City of Blue Ridge was held at 3:00 p.m. EDT on October 17, 2024, in the community room at the offices of the Authority located at 30 Ouida St. in Blue Ridge, Georgia.

a) Call meeting to order.

Secretary Aiken called meeting to order at 3:01 pm

Present – Ginger Rogers, Grant Fitts Laura Ray and Teresa Skinner

Not Present –Donna Thompson

Commissioners present were as follows:

Ginger Rogers – Board Member

Grant Fitts – Board Member

Laura Ray – Vice Board chair

Teresa Skinner – Board Member

Commissioners not present were as follows:

Donna Thompson – Board Chair

"Ayes":

Teresa Skinner

Ginger Rogers

Grant Fitts

Laura Ray

"Nays":

None

b) Approval of 10-17-2024 Board Agenda.

Motion made to approve agenda.

Motion – Ginger Rogers, second – Teresa Skinner Approved – Unanimous

c) Approval of 9-19-2024 Regular Called Board Minutes. No Executive Session Affidavit for 9/19/24

Board Member Laura Ray abstained from voting due to being absent from that meeting.

Motion made to approve minutes for 9-19-24

Motion – Ginger Rogers; Second – Grant Fitts. Approved – Unanimous

d) Discussion– BRHA, D3G and general resident related October 2024 newsletter.

1. BRHA October Newsletter

2. Review of Draft Records Request Policy dated 10-3-2024

3. Status with D3G and the GRRP Grant status.

No Action on any item discussed.

Continued next page

a) Public Comment – No Comments


b) Adjourn to Executive Session – N/A – No Executive Session.

c) Adjourn Meeting.

The Meeting was adjourned.

Motion – Ginger Rogers; Second – Grant Fitts. Approved – Unanimous – 3:17 pm

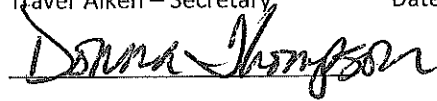
Respectfully submitted: Traver Aiken – Executive Director/Secretary



Traver Aiken – Secretary

Date

11/14/24



Date

Donna Thompson -Chairperson

Or

Date

Laura Ray - Vice-Chairperson

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Email: traver@blueridgeha.org



HOUSING AUTHORITY OF CITY OF BLUE RIDGE
30 OUIDA ST. BLDG G1
BLUE RIDGE, GA. 30513

Grant Fitts – Board Member
Ginger Rogers – Board Member
Laura Ray – Board Member
Donna Thompson – Board Member
Teresa Skinner – Resident Member

November 7, 2024

“BRHA Regularly Scheduled November 2024 Board Meeting”
“Annual Board Meeting Agenda”
For
November 14, 2024, at 3:00 pm

- a) **Call meeting to order.**
- b) **Approval of 11-14-2024 Board Agenda.**
- c) **Approval of 10-17-2024 Board Minutes.** No Executive Session Affidavit for 10/17/24
- d) **Board Chair and Vice Chair** - This process does not have to change but it can be done during the Annual Board Meeting, per the BRHA By-Laws; current Board Chair – Donna Thompson and current Vice-Chair is Laura Ray. Laura Ray’s term ends November 30, 2024. New Board member, Dale Green, begins his 5-year term beginning December 1, 2024.
- e) **Discuss 2023 Audited Financials**
- f) **Discuss 2025 draft budget**
- g) **Discussion** – BRHA, D3G and general resident related October 2024 newsletter.
 1. BRHA November Newsletter
 2. GMA onsite workers comp standard site assessment
 3. Status with D3G and the GRRP Grant status.
 4. 2025 Annual Re-exams – Apt. Inspections and Lease Renewals
- h) **Public Comment** - All Comments from the public should be made during the public comment portion of the meeting. Speakers will be given a five (5) minute maximum time limit to speak. Please first, state your name and City. Comments shall be addressed to the chairman. Responses are reserved at the discretion of the Board. There will be a 30-minute maximum for public comments.
- i) **Adjourn to Executive Session.** – If Applicable
- j) **Adjourn Meeting.**



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BLUE RIDGE, GA. 30513

Grant Fitts – Board Member
Ginger Rogers – Board Member
Dale Greene – Board Member
Donna Thompson – Board Member
Teresa Skinner – Resident Member

December 9, 2024

“Special Call Board Meeting”
“Re-Scheduled Board Meeting Agenda”
(Original meeting was 12-12-24 at 3:00 pm)
to
TUESDAY, DECEMBER 17, 2024, at 3:00 pm

- a) Call meeting to order.
- b) Approval of 12-17-2024 Special Called Board Agenda.
- c) Approval of 11-14-2024 Board Minutes. No Executive Session Affidavit for 11/14/24
- d) Board Chair and Vice Chair – “Item Tabled from 11-14-24” - This process does not have to change but it can be done during the Annual Board Meeting, per the BRHA By-Laws; current Board Chair – Donna Thompson
New Board member, Dale Green, begins his 5-year term beginning December 1, 2024. Dale Greene is replacing the former V. Chair Laura Ray, so a new V. Chair is to be approved.
- e) Approval for the 2025 BRHA Resident Commissioner appointment recommendation – the 30-day resident solicitation started November 1, 2024, and concluded on November 30, 2024.
- f) Approve 2025 Budget
- g) Discussion – BRHA, D3G and general resident related December 2024 newsletter.
 - 1. BRHA December Newsletter
 - 2. City Water Piping Notice dated 11-15-24
 - 3. Status with D3G
 - 4. Any additional Related Housing, HUD and/or Resident Information
- h) Public Comment - All Comments from the public should be made during the public comment portion of the meeting. Speakers will be given a five (5) minute maximum time limit to speak. Please first, state your name and City. Comments shall be addressed to the chairman. Responses are reserved at the discretion of the Board. There will be a 30-minute maximum for public comments.
- i) Adjourn to Executive Session. – To discuss end of the year personnel matters.
- j) Adjourn Meeting.



MINUTES
Of a
"Annual November Board Meeting"
for

The Housing Authority of the City of Blue Ridge, Georgia
November 14, 2024

Chairperson Thompson noted, this is a regular November monthly and annual Board Meeting. The first item on the agenda was to call the meeting to order; a Board Meeting, with the Board of Commissioners of the Housing Authority of the City of Blue Ridge was held at 3:00 p.m. EDT on November 14, 2024, in the community room at the offices of the Authority located at 30 Ouida St. in Blue Ridge, Georgia.

Commissioners present were as follows:

Donna Thompson – Board Chair
Ginger Rogers – Board Member
Grant Fitts – Board Member
Teresa Skinner -Resident Board Member

Commissioners not present were as follows:

Laura Ray – Vice Board chair

"Ayes":

Ginger Rogers
Donna Thompson
Grant Fitts
Teresa Skinner

"Nays":

None

- a) Call meeting to order.
Chairperson Thompson called meeting to order at 3:00 pm
Present – Donna Thompson, Ginger Rogers, Grant Fitts and Teresa Skinner
Not Present –Laura Ray
- b) Approval of 11-14-2024 Board Agenda
Motion made to approve agenda.
Motion – Ginger Rogers, second – Teresa Skinner Approved – Unanimous
- c) Approval of 10-17-2024 Board Minutes. No Executive Session Affidavit for 10/17/24
Motion made to approve minutes for 10 -17-24
Motion – Ginger Rogers; Second – Grant Fitts. Approved – Unanimous
- d) Board Chair and Vice Chair.– This process does not have to change but it can be done during the Annual Board Meeting, per the BRHA By-Laws; current Board Chair – Donna Thompson and current Vice-Chair is Laura Ray. Laura Ray's term ends November 30, 2024. New Board member, Dale Green, begins his 5-year term beginning December 1, 2024.
Motion made to table to the December 12, 2024, board meeting.
Motion – Ginger Rogers; Second – Teresa Skinner. Approved – Unanimous
- e) Discuss 2023 Audited Financials - No Action
- f) Discuss 2025 draft budget – No Action

g) Discussion -- BRHA, D3G and general resident related October 2024 newsletter.

1. BRHA November Newsletter
2. GMA onsite workers comp standard site assessment
3. Status with D3G and the GRRP Grant status.
4. 2025 Annual Re-exams -- Apt. Inspections and Lease Renewals

No Action on any item discussed.

h) Public Comment -- No Comments

i) Adjourn Meeting.

Motion -- Ginger Rogers, Second -- Teresa Skinner. Approved -- Unanimous -- 4:12 pm
The Meeting was adjourned.

Respectfully submitted: Traver Aiken -- Executive Director/Secretary


Traver Aiken -- Secretary

Date 12/17/24



Date 12/17/24

Donna Thompson -Chairperson

Or

- Vice-Chairperson

Date

MINUTES
Of a

“Special Call Re-Scheduled Board Meeting”
“BRHA December Board Meeting”

December 17, 2024, at 3:00 pm
for

The Housing Authority of the City of Blue Ridge, Georgia

Chairperson Thompson noted, this is a Special Called Rescheduled December monthly Board Meeting. The first item on the agenda was to call the meeting to order; a Board Meeting, with the Board of Commissioners of the Housing Authority of the City of Blue Ridge was held at 3:00 p.m. EDT on December 17, 2024, in the community room at the offices of the Authority located at 30 Ouida St. in Blue Ridge, Georgia. Original Date was 12-12-24

Commissioners present were as follows:

Donna Thompson – Board Chair
Ginger Rogers – Board Member
Grant Fitts – Board Member
Dale Greene- Board Member
Teresa Skinner -Resident Board Member

“Ayes”:

Ginger Rogers
Donna Thompson
Grant Fitts
Dale Greene
Teresa Skinner

Commissioners not present were as follows:

N/A

“Nays”:

None

a) Call meeting to order.

Chairperson Thompson called meeting to order at 3:01 pm

Roll-Call vote - Present – Donna Thompson, Ginger Rogers, Grant Fitts, Dale Greene and Teresa Skinner

Not Present – N/A

b) Approval of 12-17-2024 Special Called Board Agenda.

Motion made to approve agenda.

Motion – Ginger Rogers, second – Teresa Skinner Approved – Unanimous

c) Approval of 11-14-2024 Board Minutes. No Executive Session Affidavit for 11/14/24

Motion made to approve minutes for 11-14-24

Motion – Ginger Rogers; Second – Grant Fitts. Approved – Unanimous

d) Board Chair and Vice Chair – “Item Tabled from 11-14-24” - This process does not have to change but it can be done during the Annual Board Meeting, per the BRHA By-Laws; current Board Chair – Donna Thompson New Board member, Dale Green, begins his 5-year term beginning December 1, 2024. Dale Greene is replacing the former V. Chair Laura Ray, so a new V. Chair is to be approved.

Motion made to approve Donna Thompson as Board Chair and Grant Fitts as Vice Chair

Motion – Ginger Rogers; Second – Grant Fitts. Approved – Unanimous

e) **Approval for the 2025 BRHA Resident Commissioner appointment recommendation** – the 30-day resident solicitation started November 1, 2024, and concluded on November 30, 2024. Motion made to approve the recommendation to the mayor for appointing Teresa Skinner to an additional 1-year term as resident commissioner.

Motion – Donna Thompson; Second – Ginger Rodgers. Approved – Unanimous

f) **Approve 2025 Budget**

Motion made to approve the 2025 Original Budget.

Motion – Ginger Rogers; Second – Teresa Skinner. Approved – Unanimous

g) **Discussion** – BRHA, D3G and general resident related December 2024 newsletter.

1. BRHA December Newsletter
2. City Water Piping Notice dated 11-15-24
3. Status with D3G
4. Any additional Related Housing, HUD and/or Resident Information

No Action Taken.

h) **Public Comment** – No Comments

i) **Adjourn to Executive Session.** – To discuss end of the year personnel matters.

Motion made to adjourn to executive session

Motion – Ginger Rogers; Second – Grant Fitts. Approved – Unanimous – 3:49 pm

Adjourn from Executive Session

Motion made to adjourn from executive session.

Motion – Dale Greene; Second – Ginger Rogers. Approved – Unanimous – 4:10 pm

Executive Session affidavit will be executed at the January 2025 board meeting.

a) **Motion made** on approving 2024 annual performance incentives as discussed.

Motion – Ginger Rogers; Second Grant Fitts. Approved – Unanimous

j) **Adjourn Meeting.**

The Meeting was adjourned.

Motion – Ginger Rogers; Second – Teresa Skinner. Approved – Unanimous – 4:11 pm

Respectfully submitted: Traver Aiken – Executive Director/Secretary



Traver Aiken – Secretary

Date

1-16-2025



1-16-2025

Date

Donna Thompson -Chairperson

Or

Grant Fitts - Vice-Chairperson

Date



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Dale Greene – Board Member
Ginger Rogers – Board Member
Grant Fitts – Board Member
Donna Thompson – Board Member
Teresa Skinner – Resident Board Member

EXECUTIVE SESSION AFFIDAVIT

Comes now, before the undersigned officer duly authorized to administer oaths, the Housing Authority of the City of Blue Ridge Executive Director, and Board of Commissioners, who after duly sworn, state under oath as follows:

1.

I am either the Executive Director or a Board member, and I am over eighteen years of age, and am an appointed officer of the Board of Commissioners of the Housing Authority of the City of Blue Ridge, Georgia. My position on the Board of Commissioners is either Executive Director or Board member, and in this position, I attended an executive session of the Blue Ridge Housing Authority Special Called Board of Commissioners meeting that was held on the 17th day of December 2024.

2.

At a public meeting of the Blue Ridge Housing Authority Board of Commissioners on the same date, the Board of Commissioners, by a majority vote of a quorum of the Board of Commissioners present for the meeting, voted to close the public meeting, and go into an executive session.

3.

The subject matter of the executive session as to which the quorum of the Board of Commissioners devoted its attention to, under my understanding, fell within the exceptions to the Open Meetings Act as provided by law and included one or more of the hereinafter referenced exceptions which have been specifically identified by checking the box by the exceptions considered within the executive session:

[] Attorney-client consultations pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the Blue Ridge Housing Authority or any officer or employee or in which



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Teresa Skinner – Resident Board Member

the Housing Authority or any officer or employee may be directly involved pursuant to O.C.G.A. § 50-14-2(1).

Confidential tax matters pursuant to state law pursuant to O.C.G.A. § 50-14-2(2).

Meetings with staff for investigative purposes under duties or responsibilities imposed by law pursuant to O.C.G.A. § 50-14-3(a)(1).

A discussion regarding the purchase, sale or lease of real estate pursuant to O.C.G.A. § 50-14-3(b)(1)(B).

A discussion or deliberation upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee pursuant to O.C.G.A. § 50-14-3(b)(2).

A discussion or deliberation upon cybersecurity plans, procedures and contracts regarding the provision of cybersecurity services pursuant to O.C.G.A. § 50-14-3(b)(5).

4.

This affidavit shall only certify to the subject matter of the executive session considered by a quorum of the Board of Commissioners and there is no certification as to matters as to which would merely constitute incidental conversation between two members of the Board of Commissioners not involving the quorum of the Board. Further, this affidavit, and nothing contained therein, shall not constitute a waiver of any right or privilege afforded to us as a citizen of the State of Georgia and of the United States of America pursuant to the Georgia Constitution, the United States Constitution, federal law, and Georgia law.

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Teresa Skinner – Resident Board Member

Further affiant sayeth not.

BLUE RIDGE BOARD OF COMMISSIONERS

Traver Aiken, Executive Director/Secretary

Donna Thompson, Board Chair Board member

Grant Fitts, Vice-Chair Board member

Ginger Rodgers, Board member

Dale Greene, Board member

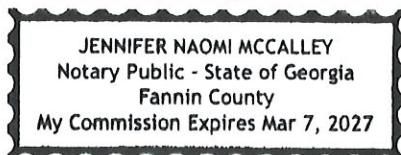
Teresa Skinner, Resident Board member

Sworn to and subscribed,
before me this 16th day
of January, 2025

Notary Public

My Commission Expires: 03/07/2027

[Affix Notary Seal]



RDS/llc/12918/W240269