

THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF LEEDS HOUSING AUTHORITY
LHA DEVELOPMENT, LLC
October 14, 2025

<u>COMMISSIONERS:</u>	PRESENT	ABSENT
	Lana Cornelius	
	Dennis Mitchell	
	Sabrina Rose	
	Joe White	
	Rickey Williams	
	Jeff Brumlow, Attorney	

Chairperson Mitchell: Called the meeting to order at 9:00 am and welcomed everyone.

Roll call by Chairperson Mitchell.

Commissioner White – Yes

Commissioner Cornelius - Yes

Vice-Chairperson Rose – Yes

Commissioner Williams - Yes

Chairperson Mitchell announced a quorum was present.

Chairperson Mitchell asked if anyone had any questions regarding the October 14, 2025, Agenda. Vice-Chairperson Rose asked to add a discussion of the executive director's contract. All Commissioners agreed. Vice-Chairman Rose made a motion and Commissioner White with a second motion.

Chairperson Mitchell - Yes

Commissioner White – 2nd

Commissioner Cornelius – Yes

Vice-Chairperson Rose – 1st

Commissioner Williams - Yes

Chairperson Mitchell asked if anyone had any questions or changes regarding the August 12, 2025, minutes. Vice-Chairperson Rose said that Action 1 and Action 2 needed to reflect that Chairperson Mitchell and Vice-Chairperson Rose “Yes” to the voting of the Resolution 0812202501 and Resolution 0812202502. Correction to Resolution 0812202509 to remove completely from By-Laws Page 11; Section 9: First bullet “Requests to appear on the Board of Commissioners agenda must be received by the Executive Director prior preceding any quarterly Board meeting”. Commissioner Cornelius made a motion and Commissioner White with a second motion.

Chairperson Mitchell - Yes
Commissioner White – 2nd
Commissioner Cornelius – 1st
Vice-Chairperson Rose - Yes
Commissioner Williams - Yes

Public Comment: No one present.

The Executive Director report was given by Tammy Harvell. Financial reports were given as of September 30, 2025. Ms. Harvell told the Board of Commissioners that LHA Development, LLC has run an occupancy rate of .987% or 99% for the last 12 months. That the staff works hard to get apartments turned around and ready to rent to keep operating revenue coming in. As of today, LHA Development, LLC has 155 occupied apartments with 3 ready to rent after cleaning. Housing Choice Voucher has 171 on the program. Leeds Housing Authority needs to down to at least 160 or so to get out of Short Fall status. Leeds Housing Authority is receiving enough HAP payments to pay out each month's HAP amount currently. AHARM annual insurance came down to \$94,236 this year. Last year was \$101,762. Ms. Harvell discussed it with the Board of Commissioners after all fiscal year end finalized to start paying more on the current RAD Loan payment in January 2026.

New Business to consider and take appropriate action listed below:

- 1) **Action:** Discussion and Approval Quarterly Write-Off – Resolution 10142025-01

1601 - \$406.00

Chairperson Mitchell - Yes
Commissioner White – Yes
Commissioner Cornelius – 2nd
Vice-Chairperson Rose – 1st
Commissioner Williams - Yes

- 2) **Action:** Approval Revise Chapter 18 Project-Based Vouchers Administrative Plan: Adjusting OCAF Contract Rents, page 46 – Resolution 10142025-02

Chairperson Mitchell - Yes
Commissioner White – 1st
Commissioner Cornelius – Yes
Vice-Chairperson Rose – 2nd
Commissioner Williams – Yes

- 3) **Action:** Discussion and Approval Employee's Incentives \$1,000.00 for employees that have been at LHA Development, LLC for over a year, other employees \$100.00 per month, not exceeding \$1,000.00, and part-time receiving a \$100.00 each – 10142025-03

Chairperson Mitchell - Yes
Commissioner White – Yes
Commissioner Cornelius – 1st
Vice-Chairperson Rose – 2nd
Commissioner Williams – Yes

- 4) **Action:** Discussion of Christmas luncheon on December 4, 2025, at 11:00 am

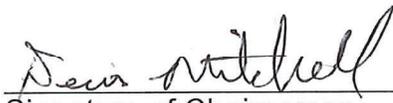
- 5) **Action:** Added to agenda Discussion and Approval to compose a contract for the Executive Director. For Attorney Jeff Brumlow to compose a contract of key terms for one year with a one-year automatic renewal of current budget salary.

Chairperson Mitchell - Yes
Commissioner White – Yes
Commissioner Cornelius – 2nd
Vice-Chairperson Rose – 1st
Commissioner Williams – Yes

Meeting adjournment Vice-Chairperson Mitchell made a motion and Commissioner Cornelius with a second motion.

Chairperson Mitchell - Yes
Commissioner White – Yes
Commissioner Cornelius – 2nd
Vice-Chairperson Rose – 1st
Commissioner Williams – Yes

Next Regular Quarterly Board Meeting: January 13, at 9:00 am.



Signature of Chairperson



Signature of Executive Director, Secretary