



## Housing Authority of the City of Decatur, Georgia

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### Official Board

Melissa B. Heffner, Chair  
David Lewicki, Vice Chair  
Cinque Axam, Commissioner  
Chet Burge, Commissioner  
Belinda Seats, Commissioner  
Erika Wilson Wells, Commissioner  
Douglas S. Faust, Executive Director

### MEMORANDUM

January 27, 2021

**TO:** Chair Melissa B. Heffner & Housing Authority Commissioners  
Board of Directors of Preserving Affordable Housing, Inc.

**FROM:** Douglas S. Faust, Executive Director-Secretary/Treasurer, DHA  
Secretary/Treasurer, Preserving Affordable Housing

**SUBJECT:** NOTICE OF MEETING

The joint Regular Meeting of the Board of Commissioners (“DHA”) of the Housing Authority of the City of Decatur, Georgia and the Board of Directors (“PAH”) of Preserving Affordable Housing, Inc. will be held on Wednesday, February 3, at 4:30 PM by electronic and telephonic methods due to the novel coronavirus, COVID-19, and the related assembly restrictions promulgated by the City of Decatur and recommendations by the Center for Disease Control. Persons desiring to listen must contact Ms. Burrell-Jackson at 404-270-2121 before 4:00 PM on February 3, 2021 to secure information on the means to join the electronic and telephonic meeting at 4:30 PM.

The Agenda will include:

1. Approval of the Minutes of the DHA and PAH Meeting of January 6, 2021 (see attached).
2. Executive Director’s Report
  - a. Housing Choice Voucher Program Report
  - b. Technical Services Department Report
  - c. Property Management Report
  - d. Finance Department Report
3. Consideration of a Resolution by DHA accepting the Authority’s Financial Statements. (see attached)
4. Consideration of a Resolution by DHA approving the Monthly DHA Credit Card Statement (see attached).
5. Discussion of Board Development and Training
6. Consideration of a Resolution approving Change order 015 for Swanton Heights (see attached).
7. Consideration of a Resolution approving the Comprehensive Salary Comparability Study (see attached).

8. Consideration of a Resolution approving a 2021 Cost of Living Adjustment (COLA) (see attached).
9. Consideration of a Resolution Approving Staff Salary Change (see attached).
10. Consideration of a Resolution Approving the sale of 750 Commerce Building (see attached).
11. Consideration of a Resolution Approving the purchase of 511 W. Trinity Place (see attached).
12. Executive Session
  - a. Consideration of a Resolution to enter into Executive Session
  - b. Consideration of a Resolution to close the Executive Session and enter back into the Regular Meeting.
13. Any other business to lawfully come before the Board