

**BIG STONE GAP REDEVELOPMENT &  
HOUSING AUTHORITY  
REGULAR BOARD MEETING  
April 18, 2024  
5:30 P.M.**

**THOSE PRESENT:**

**George Polly, Chairman  
Ked Meade, Vice-Chairman  
John Morrissey, Commissioner (by Phone)  
Miranda DeBoard, Commissioner  
Suzie Cradic, Executive Director**

**ABSENT:**

**Ron Prewitt, Commissioner**

**OTHERS PRESENT:**

**Judy Hall, Recorder**

**I. CALL TO ORDER**

Chairman Polly called the meeting to order.

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

March 21, 2024 Regular Board Meeting Minutes  
of the Big Stone Gap Redevelopment & Housing Authority

**Motion by Meade, seconded by DeBoard, that the minutes for the Regular Board Meeting of March 21, 2024 of the Big Stone Gap Redevelopment and Housing Authority be approved as presented.**

**Ayes: DeBoard, Meade, Morrissey, Polly**

**Nays: None Absent: Prewitt Abstain: None**

**III. FINANCIAL REPORT**

There were no questions or comments regarding the Financial Report.

**IV. DIRECTOR'S REPORT**

There were no questions or comments regarding the Director's Report.

**Motion by Morrissey, seconded by Meade, that the Financial and Director Reports be approved as presented.**

**Ayes: DeBoard, Meade, Morrissey, Polly**

**Nays: None Absent: Prewitt Abstain: None**

**V. NEW BUSINESS**

**1. SESCO Handbook - Updated**

As part of our service agreement with SESCO, they provide an annual review of our Employee Handbook. They removed all COVID/CDC guidelines since all those are no longer in force. It has been updated with familial types, gender equality, etc. Also, they noted inconsistencies referencing Director and Executive Director, so those are now uniformly stated.

**Motion by DeBoard, seconded by Meade, that the revised Employee Handbook be approved as presented.**

**Ayes: DeBoard, Meade, Morrissey, Polly**

**Nays: None Absent: Prewitt Abstain: None**

**VI. OLD BUSINESS**

**1. Knox Box Installation Status**

The Director stated that 2 of the 3 Knox Boxes have been installed. Also, the company, BST, who inspects all our fire suppression equipment, gave very good instruction on interpretation of the Knox Box panel. We will be printing those instructions with a copy to be kept in the panel for future reference.

**VII. COMMISSIONER COMMENTS**

The Commissioners did not offer any comments.

**VIII. ADJOURNMENT**

**Motion by Morrissey, seconded by Meade, that the meeting be adjourned.**

**Ayes: DeBoard, Meade, Morrissey, Polly**

**Nays: None Absent: Prewitt Abstain: None**

**Meeting adjourned at 6:20 pm.**