

**BIG STONE GAP REDEVELOPMENT &  
HOUSING AUTHORITY  
REGULAR BOARD MEETING  
August 15, 2024  
5:30 P.M.**

**THOSE PRESENT:**

**George Polly, Chairman  
Miranda DeBoard, Commissioner  
John Morrissey, Commissioner  
Greg Kress, 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**

June 20, 2024 Regular and Annual Board Meeting of the Big Stone Gap Redevelopment & Housing Authority and June 20, 2024 Union Development Corporation Annual Meeting Minutes.

**Motion by Morrissey, seconded by DeBoard, that the minutes for the Regular and Annual Board Meeting of the Big Stone Gap Redevelopment & Housing Authority on June 20, 2024 and the minutes of the Annual Board Meeting of the Union Development Corporation on June 20, 2024 be approved as presented.**

**Ayes: DeBoard, Kress, 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 DeBoard, that the Financial and Director Reports be approved as presented.**

**Ayes: DeBoard, Kress, Morrissey, Polly**

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

**V. NEW BUSINESS**

**1. HCV Admin Plan**

The Director stated that there are big changes coming from HUD this year. We have enrolled the services of Nan McKay & Associates to provide training and policy recommendation as legislated changes occur under HOTMA (Housing Opportunity Through Modernization Act). REAC is now INSPIRE, and their new inspection criteria is the biggest change in the Administration Plan.

**Motion by Morrissey, seconded by Kress, that Resolution 2024-01 being a Resolution for the 2024 Housing Choice Voucher Admin Plan be approved as presented.**

**Ayes: DeBoard, Kress, Morrissey, Polly**

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

**2. Discussion of Full Rent Properties**

The full rent properties include Curklin's Restaurant, the Mutual apartments, the two (2) duplexes, and the South Street house. The Director stated that the Mutual apartments have turned over 21 times in the last 3 years. The Curklin's Restaurant rent was increased in January of this year. Discussion of increase of retail rent is tabled until next meeting. The other full rent properties have not had rent increases for many years. Due to the cost of recent repairs and maintenance expenses at the duplexes and the South Street house, the Director asked the Board to consider a rent increase for these properties.

**Motion by Polly, seconded by DeBoard, that the rent for the two (2) duplexes and the South Street house be increased by \$50 per month on January 1, 2025 and again on January 1, 2026.**

**Ayes: DeBoard, Kress, Morrissey, Polly**

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

**3. Commissioner's Training**

The Board packet included a PowerPoint presentation of a recent webinar explaining the duties and responsibilities of Housing Commissioners and Executive Directors. The Director stated the information provided in the webinar is helpful for new Commissioners as well as a refresher for current Commissioners.

**4. Departing Commissioner Gift**

The Director showed the Board a gift to be given to Ked Meade in appreciation for his six (6) years of service to the Board.

**5. RFP's for Year-End Accounting and Audit Services**

Request for Proposals were recently received for preparation of the year-end financials and audit report write-up and also for the year-end audit report for a 3-year period. The response from HBC for the write-up reports was a range of \$42,520-\$52,500. The response from Rodefer Moss for the year-end audit reports was \$46,000-\$48,000. There was another firm who offered a verbal quote for the year-end audit reports of \$80,000.

The Director explained that she has done the work required to prepare the audit write-up and the year-end reports mostly outside normal work hours, thereby greatly reducing the charges of the accounting firms. She added that it is becoming more difficult to find qualified personnel to perform the most basic accounting functions. In addition, this will place the Authority in a better position going forward.

**Motion by Morrissey, seconded by Polly, to authorize the Executive Director to proceed with contracting the services of HBC, CPAs to perform the services of preparing the audit write-up reports, and to contract the services of Rodefer Moss & Company, PLLC to prepare the year-end audit reports for the next three (3) years. Resolution 2024-02 was accepted and approved.**

**Ayes: DeBoard, Kress, Morrissey, Polly**

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

**VI. OLD BUSINESS**

None

**VII. COMMISSIONER COMMENTS**

The Commissioners did not offer any comments.

**VIII. ADJOURNMENT**

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

**Ayes: DeBoard, Kress, Morrissey, Polly**

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

**Meeting adjourned at 6:35 pm.**