

Warren Metropolitan Housing Authority

The Minutes from [June 19, 2020](#) Board Meeting

Chairperson Bob Alexander called the meeting to order at 9:12 AM. The June 19, 2020 meeting is being conducted using the Teams feature for a virtual meeting and telephone. Kamela Jones, HCV Manager, took Roll Call. Also present were Mary Fielder, Fiscal Manager, Bridgette Mason, PH Manager and Jacqueline Adkins, Executive Director.

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Present
Jade Hollon	Present

The minutes from the board meeting on **May 15, 2020** were presented a motion was made by Madalyn Coons and Lauren Cavanaugh seconded.

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Present
Jade Hollon	Present

The Director's comments were presented by Jacqueline Adkins. A policy has been put together for the second phase of the COVID Policy which will have a resolution in this meeting. There is an Emergency leave policy which gives every employee 80 additional hours of time for COVID related absences, they will expire 12/31/2020. Jim Mears on 6/2/2020 renewed the insurance on WMHA properties, later in the meeting there will be a Resolution. One of our properties in Franklin on Maxwell Street had a tree fall on the neighbor's property during a bad storm. There was substantial damage to several cars he had in his back yard. We are being told our insurance will not cover due to it being an act of God, that the neighbor's insurance will have to cover the damage to his property. Jim Mears' office will send a letter to the neighbor with the damage, to explain that since

it was an act of God and the tree was not dead, WMHA's insurance will not cover the damage. The damage will have to be covered by his own insurance policy. We have contracted MRI to provide Secure Signatures which is an electronic signature system. It was implemented on Monday 6/15/2020. WMHA purchased HAPPY software for the waiting list to be completely electronic, both HAPPY and HAB are owned by MRI. With COVID-19 we saw no way to open the HCV waiting list the same old way because hundreds of people come in the office on the first day and social distancing would be impossible. WMHA will pull the remaining names on the waiting list, approximately 200 by the time we start pulling from the new software. The cost is initially \$5,000 and \$3,000 annually. There was a CARES act application for additional money for RRH and prevention for about \$478,000. The Shelters could have an additional \$100,000 though the State for hotel stays due to COVID-19 guidelines. The lead agency has to apply for the grant by Monday. July starts a new Transitions grant period. There were no clients removed from Transitions due to COVID-19 but we have not added any new clients either. A new person has been hired in Transitions for the Case worker position. WMHA hired the part time janitor, Chris from the temp service, we now have a total of 21 employees.

The Accounting Report was reviewed by the board for [May 2020](#). There was a total of [42](#) items with 3 checks to review. Check/item # [40708](#) in the amount of [\\$361,851.00](#) paid to [Advanced Concepts Inc.](#) was for [last payment for roof replacement on Met Village](#). Check/item #[40711](#) in the amount of [\\$815.41](#) paid to [Belflex Staffing Network LLC](#). was for [part time janitor which is now on WMHA payroll](#). Check/item # [40719](#) in the amount of [\\$682.47](#) paid to [Koenig Equipment INC](#) was for [repairs to the lawn mower](#).

Board reviewed the monthly cash flow statements for Public Housing, HCV and Transitions as prepared by Mary Fielder no comments.

Financial Statements were reviewed by Mary Fielder. There were no questions.

The Housing Choice Voucher Program report was prepared and reported by Kamela Jones. There were no questions.

The Public Housing report was prepared and reported by Bridgette Mason. There were no questions.

The Maintenance report was prepared and reported by Bridgette Mason. The board reviewed the report with no questions.

The CFP report was prepared and reported by Jacqueline Adkins. There were no questions.

The Transitions report was prepared and reported by Jacqueline Adkins. There were no questions.

Resolution 8-20 Remote Work Policy, Madelyn Coons made a motion to accept and Jade Hollon seconded

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Present
Jade Hollon	Present

Resolution 9-20 COVID Policy & Operations Phase II, Lauren Cavanaugh made a motion to accept and Madelyn Coons seconded

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Present
Jade Hollon	Present

Resolution 10-20 Emergency Leave Policy, Larry Dempsey made a motion to accept and Madelyn Coons seconded

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Present
Jade Hollon	Present

Resolution 11-20 Property Insurance Renewal, Jade Hollon made a motion to accept and Lauren Cavanaugh seconded

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Present
Jade Hollon	Present

Resolution 12-20 CARES ACT application to ODSA, Larry Dempsey made a motion to accept and Madelyn Coons seconded

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Present
Jade Hollon	Present

There being no other business Larry Dempsey made a motion to adjourn and Lauren Cavanaugh seconded.

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Present
Jade Hollon	Present

The meeting adjourned at 10:09 AM.

The next regularly scheduled meeting will be August 21, 2020 at 9:00 AM.

Motion to accept the minutes Roll Call:

Bob Alexander	Yea/Nay
Lauren Cavanaugh	Yea/Nay
Larry Dempsey	Yea/Nay
Jade Hollon	Yea/Nay
Madelyn Coons	Yea/Nay

Secretary

Chairman