

## Warren Metropolitan Housing Authority

The Minutes from [October 16, 2020](#) Board Meeting

Chairperson Bob Alexander called the meeting to order at 9:11 AM. The October 16, 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	Absent

The minutes from the board meeting on **September 18, 2020** were presented a motion was made by Lauren Cavanaugh and Larry Dempsey seconded.

### Members present at Roll Call:

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

The Director's comments were presented by Jacqueline Adkins.

- HUD extension on CARES money from 12/31/20 to 12/31/21
- Remodel front receptionist area to make a social distancing area for tenant interaction
- Beginning of 2021 office staff performing time studies due to new software systems
- COCC will be adding a new staff member in the accounting department
- AFLAC vs Boost, WMHA will change back to AFLAC
- Public Housing waiting list is now entirely online
- Public Housing 2 bedroom waiting list will be purged by the end of November

- November board meeting will have several resolutions
- The 5-year plan will be submitted in January 2021, extension due to COVID-19

The Accounting Report was reviewed by the board for [September](#) 2020. There was a total of [61](#) items with 3 checks to review. Check/item # [41147](#) in the amount of [\\$6,644.83](#) paid to [Dell Marketing](#) was for [hardware purchased for remote working \(COVID-19 money will be used\)](#). Check/item #[41130](#) in the amount of [\\$677.50](#) paid to [InstaKey Security Systems Utilities](#) was for [Annual program administering](#). Check/item # [41229](#) in the amount of [\\$2,300.00](#) paid to [Creech's Lawn Care](#) was for [landscaping and annual clean up at Met Village](#).

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 14-20 Operating Budget FY 2021, 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	Absent

There being no other business Madelyn Coons made a motion to adjourn and Larry Dempsey seconded.

Members present at Roll Call:

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

The meeting adjourned at 10:01 AM.

The next regularly scheduled meeting will be November 20, 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

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Secretary

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Chairman