

WMHA Board of Commissioners
BOARD MEETING MINUTES
April 16, 2021

The Members of the Warren Metropolitan Housing Authority Board of Commissioners met in session for the Regular Meeting via video conference and teleconference at 9:02 AM, on the 16th day of April 2021.

REGULAR MEETING

The Chair, Bob Alexander called the meeting to order. This board meeting is being conducted using the Teams feature for a virtual and/or telephone meeting. Kamela Jones, HCV Manager, took Roll Call. Also present were Mary Fielder, Fiscal Manager, Bridgette Mason, PH Manager and Jacqueline Adkins, Executive Director. The roll call was taken. The following Commissioners were present:

| COMMISSIONER | PRESENT | ABSENT |
|----------------------|---------|--------|
| Bob Alexander, Chair | X | |
| Larry Dempsey | X | |
| Lauren Cavanaugh | X | |
| Madelyn Coons | X | |
| Jade Hollon | X | |

-No members of the public attended.

REVIEW AND APPROVAL OF BOARD MINUTES

The minutes from the Board Meeting held on **March 19, 2021** were presented, a motion was made by Jade Hollon and Larry Dempsey seconded.

Upon roll call vote, the “Ayes” and “Nays” were as follows:

| COMMISSIONER | AYE | NAY | ABSTAIN |
|----------------------|-----|-----|---------|
| Bob Alexander, Chair | X | | |
| Larry Dempsey | X | | |
| Lauren Cavanaugh | | | X |
| Madelyn Coons | | | X |
| Jade Hollon | X | | |

DIRECTOR’S COMMENTS

The Director’s comments were presented by Jacqueline Adkins.

- COVID update on staffing, one person off with virus for at least two weeks.
- Audit to start first week of May 2021, about 3 days.
- Jacqueline advised the Board the Agency did not earn any reward points on the Agency credit card in FY 2020.
- FDS was submitted by Mid-March.
- COHHIO wants WMHA to covert Transitions program into RRH program, apps are due by 5/7/21.
- There is an affordable housing shortage in Warren County.
- Piece of property in Franklin under question, the City may want WMHA to deed it over for \$1, WMHA’s attorney has been contacted.

- New rental assistance money from the Treasury will be facilitated by the County DJFS.
- Local Warren County Coalition meeting will be scheduled in May.
- Investigating new software for the Transitions / RRH Program
- RFP for Physical Needs Assessment and Energy Audit will be published.
- Received preemptive letter from City of Franklin regarding high grass and weed violations.
- Moratorium on evictions for non-payment of rent extended to June.
- WMHA had 60 non-payment or late rent letters, the Manager is working with the County for the rental assistance money to help the tenants effected by COVID-19.
- House owned by WMHA/PH must go to auction, attorney will be contacted.

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for March 2021. There was a total of 37 items with 3 checks to review. Check/item # 41694 in the amount of \$1,634.00 paid to Silco Fire & Security was for Met Village Annual fire pump and sprinkler testing. Check/item #41680 in the amount of \$194.00 was paid to David Donnett for legal fees on one court eviction. Check/item #41708 in the amount of \$23,333.50.00 paid to Bob Pulte Chevrolet was for purchase new truck needed for HCV through State purchasing.
- 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 by Nina House and reported by Jacqueline Adkins. There were no questions.

ADJOURN

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

Upon roll call vote, the “Ayes” and “Nays” were as follows:

| COMMISSIONER | AYE | NAY | ABSTAIN |
|----------------------|------------|------------|----------------|
| Bob Alexander, Chair | X | | |
| Larry Dempsey | X | | |
| Lauren Cavanaugh | X | | |
| Madelyn Coons | X | | |
| Jade Hollon | X | | |

The meeting adjourned at 10:11 AM.

NEXT MEETING

The next regularly scheduled meeting will be May 21, 2021 at 9:00 AM.

Signed:

Robert Alexander, Chair

Jacqueline Adkins, Secretary