

**WMHA Board of Commissioners
BOARD MEETING MINUTES
August 20, 2021**

The Members of the Warren Metropolitan Housing Authority Board of Commissioners met in session for the Regular Meeting at the Warren Metropolitan Housing Authority office building at 9:03 AM, on the 20th day of August 2021.

REGULAR MEETING

The Chair, Bob Alexander called the meeting to order. Kamela Jones, HCV Manager, took Roll Call. Also, present were Mary Fielder, Fiscal Manager, Gary Johnson, Facilities 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 **June 18, 2021**, were presented, a motion was made by Lauren Cavanaugh and Jade Hollon 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.

- The Physical needs assessment is almost complete
- PHA plan is at the front office for review and out for public comments
- The eviction moratorium for COVID related nonpayment was extended to 10/3/21
- Emergency Grant money was given to homeless shelter by the CARES act funds
- Transitions annual grant ended 6/30/21, there were funds and it was renewed for another year

- Changing Maintenance uniforms and in addition purchasing a couple shirts for all employees
- Premiere, IT services, will have a different person to call due to Shawn leaving
- Homework club unit is offline for Public Housing
- 804 S. River will be auctioned off as soon as arrangements are made

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for July 2021. There was a total of 69 items with 3 checks to review. Check/item # 41914 in the amount of \$624.00 paid to Insta Key was for Annual Service agreement. Check/item #41950 in the amount of \$ 2,903.00 was paid to MRI for contract for Secure Sign feature. Check/item #41900 in the amount of \$1,244.28 paid to Aflac was Monthly premiums paid by employee deductions.
- 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 by Bridgette Mason and reported by Jacqueline. There were no questions.
- The Maintenance report was prepared by Bridgette Mason and reported by Jacqueline Adkins. 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.

RESOLUTION NO. 10-21

WHEREAS the Revised Holiday schedule, Larry Dempsey made a motion to accept, and Madelynn Coons 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		

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 9:59 AM.

NEXT MEETING

The next regularly scheduled meeting will be September 17, 2021, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

Robert Alexander, Chair

Jacqueline Adkins, Secretary