

Warren Metropolitan Housing Authority

The Minutes from [February 19, 2021](#) Board Meeting

Chairperson Bob Alexander called the meeting to order at 9:01 AM. 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.

Members present at Roll Call:

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

The minutes from the board meeting on **January 15, 2021** were presented a motion was made by Lauren Cavanaugh and Jade Hollon seconded.

Members present at Roll Call:

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

The Director's comments were presented by Jacqueline Adkins.

- COVID update on staffing
- Manager's Meeting scheduled every other Wednesday @ 10:00 AM
- Reviewing opening of WMHA front office
- HCV Briefing Power Point presentation, first appointment set for 2/25/21 @ 1:00 PM
- HCRP Grants one Federal funds, one State funds same start date different end date
- Year-end close out may go into grace period, middle March
- Two open Positions have been posted, will start interviews in March

- Received renewal chart for Transitions & Region 14, no competitive applications this year due to COVID-19
- Capital Funds progressing to have more closed out by the Audit
- WMHA took part in testing a Virtual UPCS with REAC

The Accounting Report was reviewed by the board for **January** 2021. There was a total of **46** items with 3 checks to review. Check/item # **41553** in the amount of **\$22,100.46** paid to **MRI Software LLC** was for **WMHA's software contract annual fee**. Check/item #**41533** in the amount of **\$1,549.24** paid to **NAHRO** was for **Annual membership**. Check/item # **41568** in the amount of **\$39.70** paid to **Jacqueline Adkins** was for **reimbursement of overcharged PERS due to the new payroll system, to Jacqueline Adkins**.

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.

Resolution 2-21 PHA Plan Submission, Larry Dempsey 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	Absent
Jade Hollon	Present

Madelyn Coons joined meeting Virtually on Teams at 9:38 AM

Resolution 3-21 PH 4th Quarter Write offs 2020, Larry Dempsey 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

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 9:46 AM.

The next regularly scheduled meeting will be March 19, 2021 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