

**WMHA Board of Commissioners  
BOARD MEETING MINUTES  
June 18, 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 9:01 AM, on the 18th day of June 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**

Madelyn Coons joined the meeting at 9:13 AM. The minutes from the Board Meeting held on **May 21, 2021**, were presented, a motion was made by Jade Hollon and Madelyn Coons seconded.

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

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

**DIRECTOR’S COMMENTS**

The Director’s comments were presented by Jacqueline Adkins.

- In person meetings under Sunshine law will start again 7/1/2021
- WMHA will purchase new washable chairs for board room
- ODSA will conduct virtual audit of HCRP & Tay on 8/9/21
- Maintenance had a modified schedule when they had Met Village under 24 fire watch
- Air Conditioning unit at Met Village had a small leak and had to be charged

- Preferences on Waiting Lists may be removed except for mandatory Veteran’s preference
- Two copiers have been ordered for WMHA office
- One auctioneer has been found to auction off 804 S. River but will cost \$3,000

**REVIEW OF REPORTS**

- The Accounting Report was reviewed by the board for May 2021. There was a total of 67 items with 3 checks to review. Check/item # 41782 in the amount of \$385.00 paid to Quadient, Inc was for Servicing of Postage meter. Check/item #41841 in the amount of \$ 173.33 was paid to Millennium Business Systems for maintenance contract for copier, two for the same copier were paid this month but for different months. Check/item #41823 in the amount of \$239.00 paid to Nan McKay & Associates was for annual subscription Fee 6/1/21 to 5/31/22.
- 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.

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**RESOLUTION NO. 5-21**

**WHEREAS** the Public Housing Write off Tenant Accounts, Lauren Cavanaugh made a motion to accept, and Madelynn Coons seconded.

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

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

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**RESOLUTION NO. 6-21**

**WHEREAS**, the Core Hours for WMHA will be adjusted, Madelynn Coons made a motion to accept and Jade Hollon seconded.

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

<b>COMMISSIONER</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
Bob Alexander, Chair	X		
Larry Dempsey			
Lauren Cavanaugh	X		
Madelyn Coons	X		
Jade Hollon	X		

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**RESOLUTION NO. 8-21**

**WHEREAS**, the Property Insurance Renewal, Lauren Cavanaugh made a motion to accept and Jade Hollon seconded.

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

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

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**ADJOURN**

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

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

<b>COMMISSIONER</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
Bob Alexander, Chair	X		
Larry Dempsey			
Lauren Cavanaugh	X		
Madelyn Coons	X		
Jade Hollon	X		

The meeting adjourned at 10:02 AM.

**NEXT MEETING**

The next regularly scheduled meeting will be August 20, 2021, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

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Robert Alexander, Chair

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Jacqueline Adkins, Secretary