

## Warren Metropolitan Housing Authority

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

Chairperson Bob Alexander called the meeting to order at 9:04 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 | Absent  |
| Madelyn Coons    | Absent  |
| Jade Hollon      | Present |

The minutes from the board meeting on **February 19, 2021** were presented a motion was made by Larry Dempsey and Jade Hollon seconded.

### Members present at Roll Call:

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

The Director's comments were presented by Jacqueline Adkins.

- COVID update on staffing, one person off with virus for two weeks
- Year end complete and submitted 3/15/21
- Operating Subsidy submitted 3/9/21
- New county program given 7 Million for rent relief due to COVID
- Reviewing WMHA workplace after COVID pandemic
- SEMAP not submitted, HUD allowed for the exception due to COVID
- Homework Club person is resigning at the end of the year, looking for replacement

- Receptionist resigned, looking for replacement
- Purchased web cameras for all employees monitors in the office
- Briefing for HCV conducted via Webex, favorable outcome
- With online waiting list processing applications has changed a bit

The Accounting Report was reviewed by the board for **February** 2021. There was a total of **42** items with 2 checks to review. Check/item # **41610** in the amount of **\$1,290.00** paid to **Sam Smith & Sons** was for **bullet proof glass in the front lobby, needed for the COVID remodel**. Check/item #**41631** in the amount of **\$199.00** paid to **Pryor Learning Solutions** was for **Management training**.

Board reviewed the monthly cash flow statements for Public Housing, HCV and Transitions as prepared by Mary Fielder no comments.

Financial Statements, there were no financial statements reviewed.

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 4-21 HCV Vehicle Purchase, Larry Dempsey made a motion to accept and Jade Hollon seconded

Members present at Roll Call:

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

There being no other business Jade Hollon made a motion to adjourn and Larry Dempsey seconded.

Members present at Roll Call:

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

The meeting adjourned at 9:56 AM.

Madelyn Coons joined Virtually on Teams at 9:57 AM

The next regularly scheduled meeting will be April 16, 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