

**WMHA Board of Commissioners
BOARD MEETING MINUTES
November 19, 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 9:06 AM, on the 19 day of November 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, Bridgette Mason, Public Housing 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 **October 15, 2021**, were unable to be presented due to lack of quorum for vote from attendance at October 15, 2022 meeting.

DIRECTOR'S COMMENTS

The Director's comments were presented by Jacqueline Adkins.

- The Board will have elections in January 2022 for board positions
- Budgets have been completed and submitted
- Employee health insurance if staying with Humana would raise 18%
- Family Promise of Butler County is acquiring a new building estimated around \$485,000
- Family Promise of Warren County (formally IHN) bought Shaker Inn in Lebanon, OH
- 804 S. River (PH unit) was sold at auction and closed at \$51,000
- WMHA will have a Thanksgiving potluck lunch in November and a Secret Santa for Christmas (optional for staff)
- Homework club location will be occupied by the Boy Scout Troop and Optimist Club
- Looking into incentive program for not using sick time unnecessarily

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for October 2021. There was a total of 45 items with 2 checks to review. Check/item # 42244 in the amount of \$444.15 paid to Daubenmire’s Printing Co. was for purchase of window envelopes. Check/item #42241 in the amount of \$ 1,022.44 paid to Mary Roe was for FSS graduation payout to tenant.
- 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 NO. 11-21

WHEREAS the PH Write Offs, Lauren Cavanaugh made a motion to accept, 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			
Lauren Cavanaugh	X		
Madelyn Coons			
Jade Hollon	X		

RESOLUTION NO. 15-21

WHEREAS the HCV Payment Standards 2022, Lauren Cavanaugh made a motion to accept, 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			
Lauren Cavanaugh	X		
Madelyn Coons			
Jade Hollon	X		

RESOLUTION NO. 16-21

WHEREAS the PH Flat Rent Schedule 2022, Jade Hollon made a motion to accept, and Lauren Cavanaugh 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			
Jade Hollon	X		

Larry Dempsey arrived at 9:37 AM

RESOLUTION NO. 17-21

WHEREAS the HCV Utility Allowance 2022, Lauren Cavanaugh made a motion to accept, 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			
Jade Hollon	X		

REVIEW AND APPROVAL OF BOARD MINUTES

The minutes from the Board Meeting held on **October 15, 2021**, were presented, a motion was made by Lauren Cavanaugh 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			
Jade Hollon	X		

RESOLUTION NO. 18-21

WHEREAS the PH Utility Allowance 2022, Jade Hollon made a motion to accept, and Lauren Cavanaugh 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			
Jade Hollon	X		

RESOLUTION NO. 19-21

WHEREAS the Health, Dental Vision Life CY 2022, Larry Dempsey made a motion to accept, 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			
Jade Hollon	X		

ADJOURN

There being no other business, Larry Dempsey made a motion to adjourn, and Lauren Cavanaugh 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			
Jade Hollon	X		

The meeting adjourned at 9:56 AM.

NEXT MEETING

The next regularly scheduled meeting will be January 21, 2022, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

Robert Alexander, Chair

Jacqueline Adkins, Secretary