

**WMHA Board of Commissioners
BOARD MEETING MINUTES
October 15, 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 9:08 AM, on the 15th day of October 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, 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 **August 20, 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	X		
Jade Hollon			

DIRECTOR’S COMMENTS

The Director’s comments were presented by Jacqueline Adkins.

- Transitions new program was approved and will start July 2022, it’s now RRH.
- There has been no contact with the Homework Club.
- The house at 804 S. River sold at auction for \$51,000.
- WMHA’s State audit in August was completed for 4 Grants and had no findings.

- RDA assessed the “handicap” accessible units we had but no units we have will pass ADA compliance.
- There was a Public Hearing held on September 27, 2021, no one attended.
- Jacqueline attended a director’s retreat presented by OHAC.
- File Audits have been started using the paperless system.
- PSH grant was renewed for December 1, 2021.
- All staff received shirts with the WMHA logo.
- Air conditioner is out on the North side of the office building but will not be replaced until next year.
- WMHA’s maintenance trailer was stolen from our parking lot but found miles away.

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for September 2021. There was a total of 48 items with 2 checks to review. Check/item # 42153 in the amount of \$720.00 paid to Bullfrog was for Annual Service agreement for Webex meetings. Check/item #42108 in the amount of \$ 428.00 paid to Roto Rooter Service was for 209 Pine Street Franklin, Ohio sewer line.
- 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 #11-21 was tabled per the Secretary’s request

RESOLUTION NO. 11-21

WHEREAS, the PH Write Offs.

The motion to table was made by Larry Dempsey and seconded by Madelynn Coons and 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			

The Chairperson declared said motion carried and said resolution tabled.

A motion was made to go into Executive Session for personnel salaries was made by Lauren Cavanaugh and Larry Dempsey seconded at 10:01 AM.

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

A motion to get out of Executive Session was made by Lauren Cavanaugh and Madelyn Coons seconded at 10:36 AM.

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

RESOLUTION NO. 12-21

WHEREAS the Budget 2022, 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			

RESOLUTION NO. 13-21

WHEREAS the PHA Plan Submission, Lauren Cavanaugh made a motion to accept, 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			

RESOLUTION NO. 14-21

WHEREAS the COVID pay allocation, Larry Dempsey 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	X		
Jade Hollon			

ADJOURN

There being no other business, Madelyn Coons 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 10:41 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