

**WMHA Board of Commissioners
BOARD MEETING MINUTES
April 15, 2022**

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 9:05 AM, on the 15th day of April 2022.

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, Gary Johnson Facilities 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 **March 18, 2022**, were presented, a motion was made by Lauren Cavanaugh 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			X
Jade Hollon	X		

DIRECTOR’S COMMENTS

The Director’s comments were presented by Jacqueline Adkins.

- HCV waiting list was open April 12, 13 & 14 WMHA received 1,282 applications
- Auditors have started requesting documents but have not sent us a selection of tenants yet
- The Comment period for the 5-year plan has expired, WMHA will get bids on the ADA units for PH

- HUD released virtual training for Capital Funds, Jacqueline will attend some of them
- HUD releasing series on Disaster Plans
- Go-Concepts meeting scheduled today, and they start monitoring 5/1/2022
- HCV Housing Coordinator resigned job it has been posted
- PH Housing Coordinator resigned job it has been posted
- A revised job description for HCV Housing Specialist has been made, one will be made for PH
- Transitions program will be eliminated 6/30/22, Bridges will start 7/1/22, policies and procedures are being prepared
- Final submission complete for 411 Bridge to become part of AMP #20 through PIC
- In the next couple of weeks employees have vacation and jury duty scheduled
- HUD IVT being utilized at same time as EIV with the AR process
- Community Center location is up and running

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for March 2022. There was a total of 56 items with 3 checks to review. Check/item # 15610 in the amount of \$728.00 paid to Sylvia Akaba was for refund to tenant that made money order out to WMHA instead of their landlord. Check/item #42754 in the amount of \$ 1,920.68 paid to Met Life Insurance Co was for February 2022 premiums. Check/item #42694 in the amount of \$ 1,920.68 paid to Met Life Insurance Co was for March 2022 premiums.
- 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. 4-22

WHEREAS the HCV Job Description, Madelyn Coons 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	X		
Jade Hollon	X		

RESOLUTION NO. 5-22

WHEREAS the PH 1st Quarter Write Offs, Lauren Cavanaugh made a motion to accept, 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		

ADJOURN

There being no other business, Jade Hollon 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			
Lauren Cavanaugh	X		
Madelyn Coons	X		
Jade Hollon	X		

The meeting adjourned at 9:40 AM.

NEXT MEETING

The next regularly scheduled meeting will be May 20, 2022, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

Robert Alexander, Chair

Jacqueline Adkins, Secretary