

**WMHA Board of Commissioners  
BOARD MEETING MINUTES  
May 20, 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 9:07 AM, on the 20th day of May 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 **April 15, 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			X
Lauren Cavanaugh	X		
Madelyn Coons			
Jade Hollon	X		

**DIRECTOR’S COMMENTS**

The Director’s comments were presented by Jacqueline Adkins.

- The new HCV Housing Specialist will start 5/23/22
- There is a new job description for the PH/ FSS Housing Specialist, open position
- There is an open position in Maintenance that may be filled by a Work Force Youth participant

- The Audit is underway, it will be virtual only, this is Zuppca's last year
- State may take over Audits next year, seems to be the trend
- Cares grant extended to September 2023
- Go Concepts the new IT company started 5/1/2022, working out well
- New firewall will have to be installed, current one is outdated and not updateable
- Appliance shortage causing delay in receiving orders
- PHA plan will be started shortly and is due October 2022
- RDA advises the foundation repairs on 530-B S. River could be at least \$100,000
- Homework club will start getting a monthly check for snacks, an expense report will be required
- Capital Fund Grant 2022, paperwork was received to start planning

## **REVIEW OF REPORTS**

- The Accounting Report was reviewed by the board for April 2022. There was a total of 58 items with 3 checks to review. Check/item # 42841 in the amount of \$704.99 paid to Village Rental was for Maintenance - Lift rental, gutter, siding repair. Check/item #42837 in the amount of \$ 7,380.00 paid to Red Lion Heating was for new A/C unit at WMHA office, 990 E. Ridge Drive. Check/item #42834 in the amount of \$ 1748.12 paid to Met Life Insurance Co was for Monthly premium.
- 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. 6-22**

**WHEREAS** the PH/FSS Housing Specialist Job Description, 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	X		
Lauren Cavanaugh	X		
Madelyn Coons			
Jade Hollon	X		

**Resolution #7-22 was tabled per the Secretary’s request**

**RESOLUTION NO. 7-22**

**WHEREAS** Policy/Procedures Bridges Program.

The motion to table was made by Jade Hollon and seconded by Lauren Cavanaugh and 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	X		
Lauren Cavanaugh	X		
Madelyn Coons			
Jade Hollon	X		

**The Chairperson declared said motion carried and said resolution tabled.**

**RESOLUTION NO. 8-22**

**WHEREAS** the Property Insurance Renewal, Larry Dempsey made a motion to accept, and Lauren Cavanaugh 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	X		
Lauren Cavanaugh	X		
Madelyn Coons			
Jade Hollon	X		

**ADJOURN**

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

The meeting adjourned at 9:48 AM.

**NEXT MEETING**

The next regularly scheduled meeting will be June 17, 2022, 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