

**WMHA Board of Commissioners  
BOARD MEETING MINUTES  
August 25, 2023**

This was a re-scheduled board meeting due to last week 8/18/2023 there was a presentation from Jonathan Westendorf and Karisa Steed about revitalization for the City of Franklin.

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 9:09 AM, on the 25<sup>th</sup> day of August 2023.

**REGULAR MEETING**

The Chair, Bob Alexander called the meeting to order. Kamela Jones, HCV Manager, took Roll Call. Also, present were Jacqueline Adkins, Executive Director, Mary Fielder, Fiscal Manager, Bridgette Mason, Public Housing Manager and Gary Johnson, Facilities Manager. The roll call was taken. The following Commissioners were present:

<b>COMMISSIONER</b>	<b>PRESENT</b>	<b>ABSENT</b>
Bob Alexander, Chair	X	
Larry Dempsey		X
Matt Fetty	X	
Vacant Position		
Jade Hollon	X	

-No members of the public attended.

**REVIEW AND APPROVAL OF BOARD MINUTES**

The minutes from the Board Meeting held on **June 16, 2023**, were presented, a motion was made by Jade Hollon and Matt Fetty 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			
Matt Fetty	X		
Vacant Position			
Jade Hollon	X		

## **DIRECTOR'S COMMENTS**

The Director's comments were presented by Jacqueline Adkins:

- Discussed replacement of board member Madelyn Coons by the courts and recruiting
- HOTMA trainings are on going and all staff affected are participating in the trainings
- ENSPIRE training and certifications are in August and November, registrations have been made
- WMHA's software through MRI is HAB but will be switching to HAPPY due to HOTMA
- PSH Audit results received, we had findings
- Rent Reasonable Audit results received, it was a perfect audit and had no suggestions for improvement
- Colony Woods is going to be rehabilitated and become a LIHTC property, date unknown
- WMHA staff Health Insurance has increased every year and expected to increase again, shopping for other plans

## **REVIEW OF REPORTS**

- The Accounting Report was reviewed by the board for July 2023. There was a total of 56 items with 3 checks to review. Check/item # 43954 in the amount of \$742.35 paid to ADAGO LLC was for Annual Maintenance for website. Check/item #43996 in the amount of \$950.64 paid to AFLAC was for AFLAC premiums paid out of employees' payroll checks every payroll. Check/item #44000 in the amount of \$667.43 paid to Encompass Supply Chain Solutions was for Maintenance supplies refrigerator parts, the company changed their name recently.
- The board reviewed the monthly cash flow statements for Public Housing, HCV, and Bridges as prepared by and reported by Mary Fielder, no comments.
- Financial Statements were prepared by and 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 Bridges report was prepared by Nina House and reported by Jacqueline Adkins. There were no questions.

**Resolution #15-23 was tabled per the Secretary's request**

**RESOLUTION NO.15-23**

**WHEREAS** Revised Job Descriptions.

The motion to table was made by Jade Hollon and seconded by Matt Fetty 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			
Matt Fetty	X		
Vacant Position			
Jade Hollon	X		

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

**RESOLUTION NO. 16-23**

**WHEREAS** the Operating Budget 2023, Jade Hollon made a motion to accept and Matt Fetty 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			
Matt Fetty	X		
Vacant Position			
Jade Hollon	X		

**ADJOURN**

There being no other business, Jade Hollon made a motion to adjourn, and Matt Fetty 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			
Matt Fetty	X		
Madelyn Coons			
Jade Hollon	X		

The meeting adjourned at 9:45 AM.

**NEXT MEETING**

The next regularly scheduled meeting will be September 15, 2023, 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