

**WMHA Board of Commissioners  
BOARD MEETING MINUTES  
November 17, 2023**

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 17th day of November 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, 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	
Vacant		
Linda Baysore	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 20, 2023**, were presented, a motion was made by Linda Baysore 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		
Vacant			
Linda Baysore	X		
Jade Hollon	X		

## ELECTION OF OFFICERS

Linda Baysore made a motion to retain Bob Alexander as Chair 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		
Vacant			
Linda Baysore	X		
Jade Hollon	X		

Linda Baysore made a motion to make Jade Hollon Vice Chair 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		
Vacant			
Linda Baysore	X		
Jade Hollon	X		

## DIRECTOR’S COMMENTS

The Director’s comments were presented by Jacqueline Adkins:

- Matt Fetty is no longer on the board due to WC Commissioners appointed him
- ENSPIRE training was at the end of October and Middle of November
- New binder for Board Members with training on Power Point will be started
- HUD advised WMHA will start 1/1/2025 to be a Small Agencies Fair Market Rent (SAFMR)
- HOTMA changes on hold until software vendors can update their software
- Go Concepts was bought out by BC3, they advised no changes for us

## **REVIEW OF REPORTS**

- The Accounting Report was reviewed by the board for October 2023. There was a total of 59 items with 3 checks to review. Check/item # 44216 in the amount of \$139,873.43 paid to AKJ Construction Corp was for payment on parking lot. Check/item #44202 in the amount of \$390.00 paid to David Donnett was for Legal fees, evictions. Check/item #44177 in the amount of \$4,576.00 paid to Duke was for Public Housing's UAP checks.
- 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 by Bridgette Mason and reported by Jacqueline Adkins. There were no questions.
- The Maintenance report was prepared by Bridgette Mason and reported by Jacqueline Adkins. 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 #21-23 was tabled per the Secretary's request**

## **RESOLUTION NO.21-23**

**WHEREAS** the 21-23 PH Flat Rent Schedule 2024 will be tabled until the next board meeting.

The motion to table was made by Linda Baysore and seconded by Jade Hollon 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		
Vacant			
Linda Baysore	X		
Jade Hollon	X		

The Chairperson declared said motion carried and said resolution tabled.

**RESOLUTION NO. 24-23**

**WHEREAS** the Health Insurance 2024, Linda Baysore made a motion to accept and Larry Dempsey 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		
Vacant			
Linda Baysore	X		
Jade Hollon	X		

**RESOLUTION NO. 25-23**

**WHEREAS** the Dental, Vision Life Insurance 2024, Larry Dempsey 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		
Vacant			
Linda Baysore	X		
Jade Hollon	X		

**RESOLUTION NO. 26-23**

**WHEREAS** the Personal Policy Sick Leave Revision, Linda Baysore made a motion to accept and Larry Dempsey 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		
Vacant			
Linda Baysore	X		
Jade Hollon	X		

**RESOLUTION NO. 27-23**

**WHEREAS** the Sick Leave Incentive Policy, Jade Hollon made a motion to accept and Larry Dempsey 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		
Vacant			
Linda Baysore	X		
Jade Hollon	X		

**RESOLUTION NO. 28-23**

**WHEREAS** the New Check Signer, Linda Baysore made a motion to accept and Larry Dempsey 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		
Vacant			
Linda Baysore	X		
Jade Hollon	X		

**ADJOURN**

There being no other business, Linda Baysore 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		
Vacant			
Linda Baysore	X		
Jade Hollon	X		

The meeting adjourned at 10:11 AM.

**NEXT MEETING**

The next regularly scheduled meeting will be January 19, 2024, 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