

**WMHA Board of Commissioners  
BOARD MEETING MINUTES  
September 15, 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 9:02 AM, on the 15th day of September 2023.

**REGULAR MEETING**

The Chair, Bob Alexander called the meeting to order. Mary Fielder, Fiscal Manager, took Roll Call. Linda Baysore was introduced as a new board member replacing Linda Baysore. Also, present were Jacqueline Adkins, Executive Director, 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	
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 **August 25, 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		
Linda Baysore			X
Jade Hollon	X		

## **DIRECTOR'S COMMENTS**

The Director's comments were presented by Jacqueline Adkins:

- Linda Baysore was introduced and Welcomed to the board
- PSH renewal and funding cycles will start December 1
- Bridges renewal and funding cycles will start November 1
- Montgomery County handles our Justice Web criminal background for tenants and they will start charging us a fee starting 2024, they are needing WMHA to sign an agreement by November 1, 2023
- NSPIRE was supposed to start October 1, 2023 however, HUD is supposed to delay start for 12 months
- HUD IPADs for NSPIRE are due to be returned by September 30. We have ordered 3 new IPAD minis
- PSH audit was completed and we have sent our response to the examiner for approval
- HCRP monitoring will be held at the end of September – will be looking at our grants
- AARP has provided for free a person to complete clerical jobs in the office of WMHA, she has completed her tenure and her time on the program is completed

## **REVIEW OF REPORTS**

- The Accounting Report was reviewed by the board for August 2023. There was a total of 85 items with 3 checks to review. Check/item # 44079 in the amount of \$563.50 paid to Brookville Heating and Air Conditioning was for heating/cooling repairs for 990 East Ridge #22. Check/item #44052 in the amount of \$2,776 paid to Nan McKay & Associates was for Annual Subscription renewal for Go Section8. Check/item #44054 in the amount of \$3,450 paid to Ohio Housing Authorities Conference (OHAC) – fall conference and NSPIRE training held in Columbus, Ohio. Check/item #44062 in the amount of \$2,270.51 paid to Terminix Processing Center was for Pest Control in various locations throughout the Public Housing
- The board reviewed the monthly cash flow statements for Public Housing, HCV, and Bridges as prepared by Mary Fielder, and reported by Mary Fielder, no comments.
- Financial Statements were prepared and reviewed by Mary Fielder. There were no questions.
- The Housing Choice Voucher Program report was prepared by Kamela Jones and reported by Jacqueline Adkins. 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 NO. 15-23**

**WHEREAS**, Revised Job Descriptions, Matt Fetty 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			
Matt Fetty	X		
Linda Baysore			X
Jade Hollon	X		

**RESOLUTION NO. 17-23**

**WHEREAS**, Revised HCV Utility Allowance, Matt Fetty made a motion to accept and Linda Baysore 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		
Linda Baysore	X		
Jade Hollon	X		

**RESOLUTION NO. 18-23**

**WHEREAS**, Revised PH Utility Allowance, 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		
Linda Baysore	X		
Jade Hollon	X		

**RESOLUTION NO. 19-23**

WHEREAS, Records Retention Policy, Matt Fetty made a motion to accept and Linda Baysore 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		
Linda Baysore	X		
Jade Hollon	X		

**ADJOURN**

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

The meeting adjourned at 10:03 AM.

**NEXT MEETING**

The next regularly scheduled meeting will be October 20, 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