

**WMHA Board of Commissioners  
BOARD MEETING MINUTES  
January 20, 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 9:06 AM, on the 20<sup>th</sup> day of January 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, 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	
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 **November 18, 2022**, were presented, a motion was made by Jade Hollon and Matt 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		
Madelyn Coons			
Jade Hollon	X		

## **DIRECTOR'S COMMENTS**

The Director's comments were presented by Jacqueline Adkins:

- Year end process has been started with Allison, Fee Accountant
- Warren Co Auditor's site was updated to make the mailing address for all WMHA properties 990 E. Ridge
- Received a "Get Ready" letter from HUD for HCV's VMS corrections by 1/27/23
- The State will now Audit WMHA starting this year instead of bidding out to a private company
- Received a notice from HUD that they will audit a COC program, don't know the particular program
- Point in Time count will be 1/24/23, this year aided by an App
- Family Promise of Warren County (formerly IHN) remodeled an old hotel to make a new shelter
- Need to get an APR for PSH from SAGE
- SEMAP annual report due 3/1/2023
- A REAC inspection has been scheduled for Amp #20 on 2/13/2023
- Public Housing waiting list was opened 12/16/2023 and remains open to apply on line
- The vacant PH Specialist position has been filled and a new Waiting List Specialist has been hired
- WMHA has 2 RFP's out for bid, parking lot and windows at Met Village

## **REVIEW OF REPORTS**

- The Accounting Report was reviewed by the board for December 2022. There was a total of 59 items with 3 checks to review. Check/item # 43458 in the amount of \$163.54 paid to Altafiber was Monthly telephone and internet service at the Met Village Homework Club. Check/item #43478 in the amount of \$13,961.00 paid to Red Lion Heating & Cooling was for repair and replaced vandalized unit 40 S. River in Franklin and new furnace at 983 Ridgeway #A. Check/item #43480 in the amount of \$6,962.00 paid to SDMC LLC was for fire damage repairs to unit 2496 Brookview.
- Board reviewed the monthly cash flow statements for Public Housing, HCV, and Bridges as prepared by Mary Fielder, and reported by Jacqueline Adkins, no comments.
- Financial Statements were prepared by Mary Fields and reviewed by Jacqueline Adkins. 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. The board reviewed the report with no questions.

**RESOLUTION NO. 1-23**

WHEREAS the PHA plan submission, Jade Hollon made a motion to accept, and Matt Fetty seconded.

Upon roll call vote, the “Ayes” and “Nays” were as follows:

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Larry Dempsey			
Matt Fetty	X		
Madelyn Coons			
Jade Hollon	X		

**RESOLUTION NO. 2-23**

WHEREAS the Health, Dental, Vision, Life Renewal, Matt Fetty 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			
Matt Fetty	X		
Madelyn Coons			
Jade Hollon	X		

**RESOLUTION NO. 3-23**

WHEREAS the PH 4<sup>th</sup> Quarter Write Offs, Jade Hollon made a motion to accept, and Matt Fetty seconded.

Upon roll call vote, the “Ayes” and “Nays” were as follows:

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Larry Dempsey			
Matt Fetty	X		
Madelyn Coons			
Jade Hollon	X		

**RESOLUTION NO. 4-23**

**WHEREAS** the Security Cameras AMP 20, 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		
Madelyn Coons			
Jade Hollon	X		

**Resolution #5-23 was tabled per the Secretary’s request**

**RESOLUTION NO.10-22**

**WHEREAS** the Check Signer update.

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		
Madelyn Coons			
Jade Hollon	X		

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

**RESOLUTION NO. 6-23**

**WHEREAS** the Disposition of Equipment, 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		
Madelyn Coons			
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 10:08 AM.

**NEXT MEETING**

The next regularly scheduled meeting will be February 17, 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