

**WMHA Board of Commissioners
BOARD MEETING MINUTES
February 16, 2024**

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 9:05 AM, on the 16th day of February 2024.

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 Johnson, Public Housing Manager and Gary Johnson, Facilities Manager. The roll call was taken. The following Commissioners were present:

COMMISSIONER	PRESENT	ABSENT
Bob Alexander, Chair	X	
Larry Dempsey	X	
Josh Hisle	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 **January 26, 2024**, were presented, a motion was made by Larry Dempsey 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		
Josh Hisle			X
Linda Baysore			X
Jade Hollon	X		

DIRECTOR'S COMMENTS

The Director's comments were presented by Jacqueline Adkins:

- Received the HCRP's monitoring report which was good
- End of year reports completed by Zupca (BDO, our fee accountant, no longer processes those reports)
- Salary Study was completed by Nelrod, a few positions were under its salary ranges
- City of Franklin's revitalization plan calls for two of the PH houses to be demolished
- HUD had a site visit regarding NSPIRE, their workgroup wanted our opinion on using NSPIRE

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for January 2024. There was a total of 60 items with 3 checks to review. Check/item # 44457 in the amount of \$107,364.26 paid to K & T Construction and Supply for patio doors and windows. Check/item #44458 in the amount of \$29,946.09 paid to MRI Software, LLC was for annual HAB and SaaS renewal for computer software programs. Check/item #44444 in the amount of \$2,950.00 paid to Tree-Med-Us Tree Service, Inc was for tree removal and brush various PH sites in Franklin.
- 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 Johnson. There were no questions.
- The Maintenance report was prepared and reported by Bridgette Johnson. 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

ADJOURN

There being no other business, Larry Dempsey made a motion to adjourn, and Linda Baysore seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Larry Dempsey	X		
Josh Hisle	X		
Linda Baysore	X		
Jade Hollon	X		

The meeting adjourned at 9:37 AM.

NEXT MEETING

The next regularly scheduled meeting will be March 15, 2024, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

Robert Alexander, Chair

Jacqueline Adkins, Secretary