

**WMHA Board of Commissioners  
BOARD MEETING MINUTES  
January 26, 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 9:08 AM, on the 26th day of January 2024.

**REGULAR MEETING**

The Chair, Bob Alexander called the meeting to order. Mary Fielder, Fiscal 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	
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 **November 17, 2023**, were presented, a motion was made by Jade Hollon 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		
Josh Hisle			X
Linda Baysore			X
Jade Hollon	X		

## **DIRECTOR'S COMMENTS**

The Director's comments were presented by Jacqueline Adkins:

- Josh Hisle is the new Board member, however, due to illness he was unable to attend. He will be presented at next month's meeting
- HOTMA will be changing this year – still working on finalizing details
- VMS will also be changing this year – reporting requirements will be different
- Payment standards will be changing also – the payments will be based on zip codes rather than unit size
- Men's Recovery Sober Living opened in Lebanon on Warren St – received notification
- Family Promise of Warren County has moved to their new location on St. Rt 42 – families should be able to move in the units Spring, 2024. Renovated old Shaker Inn
- Point in Time count for Homelessness was held this past Tuesday. Nationwide count
- HUD HCV representatives will be coming to WMHA on Feb 5-Feb 6 to see how the NSPIRE program is working. We have been involved in the Pilot program and they want to see the system live. NSPIRE implantation for all agencies October 2024. Bryan Shaw and Kamela Jones will also attend meeting
- Gary Johnson has done the NSPIRE trainings for the PH – focus is on health & safety issues
- New postage meter needs to be purchased – ours is no longer meeting standards and parts unavailable
- Server has also reached its useful life – working with GO Concepts to either use their data center or the purchase of two servers (1 is emergency backup) After looking at cost – Servers will be our best option. Roughly \$22,000 for both servers

## **REVIEW OF REPORTS**

- The Accounting Report was reviewed by the board for January 2024. There was a total of 85 items with 3 checks to review. Check/item # 44375 in the amount of \$1634.26 paid to Rainbow Carpets was for Carpet and padding for 990 East Ridge unit #10. Check/item #44398 in the amount of \$897.98 paid to Rumpke was for Brookview monthly trash collection. Check/item #44376 in the amount of \$48 paid to Rumpke for monthly trash collection at MetVillage. Check/item #44409 in the amount of \$155 paid to BDO USA LLP was for Accounting services to help with the RNP calculation for reporting in HCV.
- 
- 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. 21-23**

**WHEREAS,** Revised Public Housing Flat Rent, 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		
Josh Hisle			
Linda Baysore			
Jade Hollon	X		

**RESOLUTION NO. 1-24**

**WHEREAS,** Public Housing Write Off Tenant Accounts, 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		
Josh Hisle			
Linda Baysore			
Jade Hollon	X		

**RESOLUTION NO. 2-24**

**WHEREAS,** New Job Description for Public Housing Grounds/Porter, 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		
Josh Hisle			
Linda Baysore			
Jade Hollon	X		

## **ADJOURN**

There being no other business, Jade Hollon made a motion to adjourn, 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		
Josh Hisle			
Linda Baysore			
Jade Hollon	X		

The meeting adjourned at 9:42 AM.

## **NEXT MEETING**

The next regularly scheduled meeting will be February 16, 2024, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

---

Robert Alexander, Chair

---

Jacqueline Adkins, Secretary