

WMHA Board of Commissioners
BOARD MEETING MINUTES
November 15, 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 9:04 AM, on the 15th day of November 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	
Jade Hollon	X	
Candace Miller	X	
Linda Baysore	X	
Josh Hisle	X	

EXECUTIVE SESSION

A motion was made to go into Executive Session by Linda Baysore and Jade Hollon seconded

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

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Jade Hollon	X		
Candace Miller	X		
Linda Baysore	X		
Josh Hisle	X		

A motion was made to come out of executive session by Jade Hollon and Linda Baysore seconded

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

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Jade Hollon	X		
Candace Miller	X		
Linda Baysore	X		
Josh Hisle	X		

RESOLUTION NO. 21-24

WHEREAS the Annual Operating Budget Josh Hisle made a motion to accept and Linda Baysore seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Jade Hollon	X		
Candace Miller	X		
Linda Baysore	X		
Josh Hisle	X		

REVIEW AND APPROVAL OF BOARD MINUTES

The minutes from the Board Meeting held on **October 18, 2024**, were presented, a motion was made by Jade Hollon and Jade Hollon seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Jade Hollon	X		
Candace Miller			X
Linda Baysore			X
Josh Hisle	X		

DIRECTOR'S COMMENTS

The Director's comments were presented by Jacqueline Adkins:

- The RFP for a Fee Account will be placed next week
- November 22, 2024, will be the staff Thanksgiving lunch
- Staff Holiday party on December 15, 2024

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for October 2024. There was a total of 60 items with 3 checks to review. Check/item # 45143 in the amount of \$59,001.15 paid to K & T Construction was for CFP Window Replacement – AMP 30. Check/item #45120 in the amount of \$2,050.00 paid to Phillip Dale Hines was for roof repair AMP 30. Check/item #45104 in the amount of \$30,59500 paid to Saturn Electric was for CFP Met Village Pole lighting parking lot.
- 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

RESOLUTION NO. 22-24

WHEREAS the ICHRA renewal was proposed, Josh Hisle made a motion to accept and Linda Baysore seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Jade Hollon	X		
Candace Miller	X		
Linda Baysore	X		
Josh Hisle	X		

RESOLUTION NO. 23-24

WHEREAS the Dental, Life and Vision insurance was proposed, Jade Hollon made a motion to accept and Candace Miller seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Jade Hollon	X		
Candace Miller	X		
Linda Baysore	X		
Josh Hisle	X		

RESOLUTION NO. 24-24

WHEREAS the revised Employee Evaluations Forms were proposed, Josh Hisle made a motion to accept, and Linda Baysore seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Jade Hollon	X		
Candace Miller	X		
Linda Baysore	X		
Josh Hisle	X		

ELECTION OF OFFICERS

Bob Alexander made a motion to make Jade Hollon as Chair and Linda Baysore seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Jade Hollon	X		
Candace Miller	X		
Linda Baysore	X		
Josh Hisle	X		

Jade Hollon made a motion to make Josh Hisle as Chair and Linda Baysore seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Jade Hollon	X		
Candace Miller	X		
Linda Baysore	X		
Josh Hisle	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:

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Jade Hollon	X		
Candace Miller	X		
Linda Baysore	X		
Josh Hisle	X		

The meeting adjourned at 9:47 AM.

NEXT MEETING

The next regularly scheduled meeting will be January 17, 2025, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

Robert Alexander, Chair

Jacqueline Adkins, Secretary