

**WMHA Board of Commissioners
BOARD MEETING MINUTES
February 21, 2025**

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 21st day of February 2025.

REGULAR MEETING

The Chair, Jade Hollon, called the meeting to order. Kamela Jones, HCV Manager, took Roll Call. Also, present were 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
Jade Hollon, Chair	X	
Josh Hisle	X	
Candace Miller	X	
Linda Baysore		X

No members of the public attended

REVIEW AND APPROVAL OF BOARD MINUTES

The minutes from the Board Meeting held on **February 21, 2025**, were presented, a motion was made by Candace Miller and Josh Hisle seconded.

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

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

DIRECTOR'S COMMENTS

The Director's comments were presented by Mary Fielder:

- Windows for AMP 30 will be delivered 2/28/25
- Year-end paperwork is on track to be completed on time
- IRS review of 1099 in progress
- All WMHA fleet vehicles will have Geo Tab installed
- Point in Time was conducted on 1/28/25, there were 9 homeless individuals
- The APR report has been submitted for PSH & Bridges
- SEMAP submission is due the end of February
- Butler County City Commissioner is pushing for a meeting with WMHA
- Salem House will be changing to LIHTC

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for January 2025. There was a total of 56 items with 3 checks to review. Check/item # 45346 in the amount of \$47.95 paid to Document Destruction LLC was for document shredding monthly. Check/item #45331 in the amount of \$30,994.21 paid to MRI Software LLC was for annual fee for WMHA's software. Check/item #45289 in the amount of \$3,200.00 paid to Minnie of Us LLC was for trashing out a very bad unit in AMP #30.
- 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 by Jacqueline Adkins and reported by Mary Fielder. There were no questions.
- The Bridges report was prepared by Nina House and reported by Mary Fielder. There were no questions

RESOLUTION NO. 4-25

WHEREAS the SEMAP 2025, Josh Hisle made a motion to accept and Candace Miller seconded.

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

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

EXECUTIVE SESSION

A motion was made at 9:34 AM to go into Executive Session by Jade Hollon and Candace Miller seconded

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

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

A motion was made at 9:48 AM to come out of executive session by Jade Hollon and Josh Hisle seconded

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

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

ADJOURN

There being no other business, Candace Miller made a motion to adjourn, and Josh Hollon seconded.

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

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

The meeting adjourned at 9:49 AM.

NEXT MEETING

The next regularly scheduled meeting will be March 21, 2025, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

Jade Hollon, Chair

Jacqueline Adkins, Secretary