

**WMHA Board of Commissioners
BOARD MEETING MINUTES
January 17, 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 9:03 AM, on the 17th day of January 2025.

REGULAR MEETING

The Chair, Jade Hollon, called the meeting to order. Mary Fielder, Fiscal Director, took Roll Call. Also, present were Jacqueline Adkins, Executive Director and Gary Johnson, Facilities Manager. The roll call was taken. The following Commissioners were present:

COMMISSIONER	PRESENT	ABSENT
Jade Hollon, Chair	X	
Linda Baysore	X	
Josh Hisle	X	
Candace Miller	X	

-No members of the public attended.

REVIEW AND APPROVAL OF BOARD MINUTES

The minutes from the Board Meeting held on **November 15, 2024**, were presented, a motion was made by Josh Hisle and Linda Baysore seconded.

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

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

DIRECTOR'S COMMENTS

The Director's comments were presented by Jacqueline Adkins:

- Grant statistics for the final HCRP draw will be provided in February's meeting.
- RFP was sent out requesting a new accounting firm-CLA was only response. Allison Cavanaugh, our prior fee accountant, will be our contact.
- Agency cell phones were switched from Verizon to T-Mobile. Also, the agency has got Geotab's for each vehicle which will help track employees' location and milage.

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for December 2024. There was a total of 52 items with 2 checks to review. Check/item #45209 in the amount of \$0.00 was a void check to City of Lebanon, the check was an overflow of check #45210 in the amount of \$3,670.00 to the City of Lebanon Utilities. The check was void. Check/item #45273 in the amount of \$964.17 paid to Warren County Facilities Management for the fuel bill.
- 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 by Kamela Jones and reported by Jacqueline Adkins. There were no questions.
- The Public Housing report was prepared by Bridgette Johnson and reported by Jacqueline Adkins. There were no questions.
- The Maintenance report was prepared by Bridgette Johnson and reported by Jacqueline Adkins. The board reviewed the report with no questions.
- The CFP report was prepared and reported by Jacqueline Adkins. Money was drawn for FY2023. Next project will be replacing the roofs in AMP 30.
- The Bridges report was prepared by Nina House and reported by Jacqueline Adkins. There were no questions

RESOLUTION NO. 1-254

WHEREAS the PH write offs for tenants, 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		
Linda Baysore	X		
Josh Hisle	X		
Candace Miller	X		

RESOLUTION NO. 2-25

WHEREAS the CFP 501.23 for windows, Linda Baysore made a motion to accept, and Josh Hisle seconded.

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

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

RESOLUTION NO. 3-25

WHEREAS Fee Accounting Services, Candace Miller made a motion to accept, and Linda Baysore seconded.

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

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

ADJOURN

In other business, the agency is looking for another Board Member. Gary Johnson to set on a panel for Ohio Mean Jobs Youth Workforce Seminar.

With there being no other business, Josh Hisle made a motion to adjourn, and Linda Baysore seconded.

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

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

The meeting adjourned at 9:39 AM.

NEXT MEETING

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

Signed:

Jade Hollon, Chair

Jacqueline Adkins, Secretary