

**WMHA Board of Commissioners
BOARD MEETING MINUTES
November 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 9:07 AM, on the 21st day of November 2025.

REGULAR MEETING

The Chair, Jade Hollon, called the meeting to order. Kamela Jones, Housing Choice Voucher Manager, took Roll Call. Also, present were Jacqueline Adkins, Executive Director, 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 Frantzis	X	
Vacant		
Vacant		

No members of the public attended

REVIEW AND APPROVAL OF BOARD MINUTES

The minutes from the Regularly Scheduled Board Meeting held on **September 19, 2025**, were presented, a motion was made by Candace Frantzis 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 Frantzis	X		
Vacant			
Vacant			

The minutes from the Regularly Scheduled Board Meeting held on **October 17, 2025**, were presented, a motion was made by Josh Hisle and Candace Frantzis seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Jade Hollon, Chair	X		
Josh Hisle	X		
Candace Frantzis	X		
Vacant			
Vacant			

DIRECTOR’S COMMENTS

The Director’s comments were presented by Jacqueline Adkins:

- NOFA came out on 11/13/25 cutting funding to PSH & Bridges by 70% for CY2026
- A 2 day meeting was held because Butler County wants to separate from Region 14
- HCV & Mainstream are in short fall and the Shortfall applications have been submitted
- Public Housing had an eviction that led to a set out
- In Public Housing 2 juveniles had a fight and it was in a 3rd juvenile’s front yard

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for October 2025. There was a total of 51 items with 4 checks to review. Check/item # 45975 in the amount of \$208,404.00 paid to All American Roof Pros was for roof replacement on AMP 30. Check/item #45983 in the amount of \$21,721.75 paid to MRI Software, LLC was for yearly fee and migration fees. Check/item #45992 in the amount of \$8,415.60 paid The Drala Project Inc was for VM ware renewal. Check/item #45987 in the amount of \$1,500.00 paid to RDA Group Architects was for CFP 501.23 Architect Fees AMP 30 Roof Replacement.
- The board reviewed the monthly cash flow statements for Public Housing, HCV, and Bridges as prepared by and reported by Jacqueline Adkins, no comments.
- Financial Statements were prepared by and reviewed by Jacqueline Adkins. 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. 14-25

WHEREAS the annual HCV SAFMR 2026, Josh Hisle made a motion to accept and Candace Frantzis seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Jade Hollon	X		
Josh Hisle	X		
Candace Frantzis	X		
Vacant			
Vacant			

RESOLUTION NO. 15-25

WHEREAS the PH Flat Rent 2026, Candace Frantzis 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	X		
Josh Hisle	X		
Candace Frantzis	X		
Vacant			
Vacant			

RESOLUTION NO. 16-25

WHEREAS the HCV Utility Allowance Chart 2026, Josh Hisle made a motion to accept and Candace Frantzis seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Jade Hollon	X		
Josh Hisle	X		
Candace Frantzis	X		
Vacant			
Vacant			

RESOLUTION NO. 17-25

WHEREAS the PH Utility Allowance Chart 2026, Candace Frantzis 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	X		
Josh Hisle	X		
Candace Frantzis	X		
Vacant			
Vacant			

RESOLUTION NO. 18-25

WHEREAS the MetLife Renewal 2026, Josh Hisle made a motion to accept and Candace Frantzis seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Jade Hollon	X		
Josh Hisle	X		
Candace Frantzis	X		
Vacant			
Vacant			

RESOLUTION NO. 19-25

WHEREAS the Health ICHRA Renewal, Candace Frantzis 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	X		
Josh Hisle	X		
Candace Frantzis	X		
Vacant			
Vacant			

EXECUTIVE SESSION

A motion was made to go into Executive Session at 9:53 AM by Candace Frantzis and Josh Hisle seconded

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

COMMISSIONER	AYE	NAY	ABSTAIN
Jade Hollon	X		
Josh Hisle	X		
Candace Frantzis	X		
Vacant			
Vacant			

A motion was made to come out of executive session at 10:09 AM by Josh Hisle and Candace Frantzis seconded

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

COMMISSIONER	AYE	NAY	ABSTAIN
Jade Hollon	X		
Josh Hisle	X		
Candace Frantzis	X		
Vacant			
Vacant			

RESOLUTION NO. 20-25

WHEREAS the Operating Budget 2026, Josh Hisle made a motion to accept and Candace Frantzis seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Jade Hollon	X		
Josh Hisle	X		
Candace Frantzis	X		
Vacant			
Vacant			

ADJOURN

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

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

COMMISSIONER	AYE	NAY	ABSTAIN
Jade Hollon	X		
Josh Hisle	X		
Candace Frantzis	X		
Vacant			
Vacant			

The meeting adjourned at 10:11 AM

NEXT MEETING

The next regularly scheduled meeting will be on January 16, 2026, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

Jade Hollon, Chair

Jacqueline Adkins, Secretary