

**WMHA Board of Commissioners
BOARD MEETING MINUTES
October 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 9:06 AM, on the 17th day of October 2025.

REGULAR MEETING

The Chair, Jade Hollon, called the meeting to order. Jacqueline Adkins Executive Director took Roll Call. Also, present was 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	
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 2025**, were tabled until the November meeting.

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		

DIRECTOR'S COMMENTS

The Director's comments were presented by Jacqueline Adkins:

- WMHA's annual audit is complete and there were no findings
- Application for HCV Mainstream program shortfall submitted
- Operating Subsidy request for PH 2026 completed and submitted to HUD slight increase in amounts
- ODOB Audit completed one issue with Prevention forms do not present in client files- formal report forthcoming.
- Amp 30 Roof project completed
- In person meeting in Butler October 29, and 30th for discussion on separation from CoC
- November meeting several Resolutions for YE

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for September 2025. There was a total of 47 items with 2 checks to review. Check/item # 45821 in the amount of \$7,667 paid to Red Lion was for various HVAC replacement. Check/item #45853 in the amount of \$918.15 paid to Warren Co Garage was for Oil/tires on Colorado
- Financial Statements were prepared by Grace Cappella and reported by Jacqueline Adkins. There were no questions.
- The Housing Choice Voucher Program report was prepared 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. 13-25

WHEREAS the PH write offs for bad debt, 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 Miller	X		
VACANT			
VACANT			

ADJOURN

There being no other business, Jade Hollon made a motion to adjourn, 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		

The meeting adjourned at 9:50 AM.

NEXT MEETING

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

Signed:

Jade Hollon, Chair

Jacqueline Adkins, Secretary