

WMHA Board of Commissioners
BOARD MEETING MINUTES
April 21, 2023

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 21st day of April 2023.

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, Bridgette Mason, 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	
Larry Dempsey	X	
Matt Fetty		X
Madelyn Coons		X
Jade Hollon	X	

-No members of the public attended.

REVIEW AND APPROVAL OF BOARD MINUTES

The minutes from the Board Meeting held on **February 17, 2023**, were presented, a motion was made by Larry Dempsey and Jade Hollon seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Larry Dempsey	X		
Matt Fetty			
Madelyn Coons			
Jade Hollon	X		

DIRECTOR’S COMMENTS

The Director’s comments were presented by Jacqueline Adkins:

- Maintenance department hired 2 new people, they are fully staffed

- No IPA audit this year, it will be a AOS audit by the State of Ohio
- Jacqueline attended a directors meeting where they discussed the audit by the State of Ohio
- We had not had any contact with regards to the Audit, Jacqueline reached out to them
- Allison our fee accountant has left BDO and we have a new person
- A RFP for a new Fee accountant may go out in May after the audit is over
- WMHA has the portal information for the audit and the auditors are local
- NSPIRE is due to start in July 2023 for the Public Housing program
- There is a PSH audit starting 6/20/23, WMHA already has been sending requested information.
- We have started safety meeting again Post-COVID
- 6 Fair Share vouchers have been issued to WMHA, homeless, at risk of homelessness or DV survivor.
- Leasing of unit has been a little better the past month but still difficult
- AARP will be providing for free a person to complete clerical jobs in the office of WMHA
- Capital Grant for 2023 is \$483,454
- VAWA has two changes to the existing law regarding technology and finance.
- The parking lot project at Met Village has started
- HUD has a NOFA out for Foster Youth aging out or running away from Foster Care
- HCV received its funding notice they are funded at 100% for HAP

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for March 2023. There was a total of 59 items with 3 checks to review. Check/item # 43693 in the amount of \$1,651.10 paid to Warren County Garage was for Monthly auto repairs at the Warren County Garage. Check/item #43669 in the amount of \$14,232.50 paid to BDO USA LLP was for Accounting services by the fee accountant for year end.. Check/item #43662 in the amount of \$57.00 paid to Document Destruction LLC was for month of February shredding. Check/item #43666 in the amount of \$275.00 paid to ADAGO LLC was for Website adding Google Analytics.
- The board reviewed the monthly cash flow statements for Public Housing, HCV, and Bridges as prepared by Mary Fielder, and reported by Jacqueline Adkins, no comments.
- Financial Statements were prepared by Mary Fields 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 Mason. There were no questions.

- The Maintenance report was prepared and reported by Bridgette Mason. 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.

ADJOURN

There being no other business, Jade Hollon made a motion to adjourn, and Larry Dempsey seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Larry Dempsey	X		
Matt Fetty			
Madelyn Coons			
Jade Hollon	X		

The meeting adjourned at 9:49 AM.

NEXT MEETING

The next regularly scheduled meeting will be May 19, 2023, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

Robert Alexander, Chair

Jacqueline Adkins, Secretary