

Warren Metropolitan Housing Authority

The Minutes from [November 20, 2020](#) Board Meeting

Chairperson Bob Alexander called the meeting to order at 9:00 AM. The November 20, 2020 meeting is being conducted using the Teams feature for a virtual meeting and telephone. Kamela Jones, HCV Manager, took Roll Call. Also present were Mary Fielder, Fiscal Manager, Bridgette Mason, PH Manager and Jacqueline Adkins, Executive Director.

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Absent
Jade Hollon	Present

The minutes from the board meeting on **October 16, 2020** were presented a motion was made by Larry Dempsey and Lauren Cavanaugh seconded.

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Absent
Jade Hollon	Abstain

The Director's comments were presented by Jacqueline Adkins.

- COVID update on staffing
- Sunshine Law Training - 3 WMHA staff members participated
- Web Ex will be used for HCV briefings starting 2021
- CARES money will be used for renovation of safer workplace due to COVID
- Brookview working on solving a water leak
- Verbal confirmation from HUD to dispose of South River unit in PH
- Security cameras will be installed at Met Village and replaced at Brookview

- HUD approved changing some Mainstream active vouchers to regular HCV
- NOVA application has been submitted for 40 additional Mainstream vouchers
- Health insurance premium quote came in at a 11% increase
- WMHA switched back to AFLAC for voluntary insurance

The Accounting Report was reviewed by the board for [October](#) 2020. There was a total of [52](#) items with 4 checks to review. Check/item # [41273](#) in the amount of [\\$6,560.20](#) paid to [Home Depot Credit Services](#) was for [Front doors in lobby of Met Village](#). Check/item #[41296](#) in the amount of [\\$2,724.19](#) paid to [GBEX, LLC](#) was for [replacement ink cartridges for small new printers](#). Check/item # [41289](#) in the amount of [\\$422.35](#) paid to [ADAGO, LLC](#) was for [set up of new WMHA website](#). Check/item # [41286](#) in the amount of [\\$87.42](#) paid to [Unifirst Corporation](#) was for [Public Housing maintenance staff uniforms](#).

Board reviewed the monthly cash flow statements for Public Housing, HCV and Transitions as prepared by Mary Fielder no comments.

Financial Statements were 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 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 Transitions report was prepared and reported by Jacqueline Adkins. There were no questions.

Resolution 15-20 HCV Payment Standards Revised, Lauren Cavanaugh made a motion to accept and Jade Hollon seconded

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Absent
Jade Hollon	Present

Resolution 16-20 Public Housing Flat Rent Revised, Larry Dempsey made a motion to accept and Lauren Cavanaugh seconded

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Absent
Jade Hollon	Present

Resolution 17-20 HCV Utility Allowance Schedule, Jade Hollon made a motion to accept and Larry Dempsey seconded

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Absent
Jade Hollon	Present

Resolution 18-20 Public Housing Utility Allowance, Lauren Cavanaugh made a motion to accept and Larry Dempsey seconded

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Absent
Jade Hollon	Present

A motion to go into Executive Session for personnel salaries and job descriptions was made by Lauren Cavanaugh and Larry Dempsey seconded at 9:46 AM

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Absent
Jade Hollon	Present

A motion to get out of Executive Session was made by Larry Dempsey and Jade Hollon seconded at 10:25 AM.

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Absent
Jade Hollon	Present

Resolution 19-20 EOY Salary Incentives, Jade Hollon made a motion to accept and Larry Dempsey seconded.

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Absent
Jade Hollon	Present

Resolution 20-20 Revised Job Descriptions, Larry Dempsey made a motion to accept and Lauren Cavanaugh seconded

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Absent
Jade Hollon	Present

There being no other business Lauren Cavanaugh made a motion to adjourn and Jade Hollon seconded.

Members present at Roll Call:

Bob Alexander	Present
Larry Dempsey	Present
Lauren Cavanaugh	Present
Madelyn Coons	Absent
Jade Hollon	Present

The meeting adjourned at 10:30 AM.

There is no board meeting scheduled for December 2020 therefore the next regularly scheduled meeting will be January 15, 2021 at 9:00 AM.

Motion to accept the minutes Roll Call:

Bob Alexander	Yea/Nay
Lauren Cavanaugh	Yea/Nay
Larry Dempsey	Yea/Nay
Jade Hollon	Yea/Nay
Madelyn Coons	Yea/Nay

Secretary

Chairman