

**WMHA Board of Commissioners
BOARD MEETING MINUTES
May 21, 2021**

The Members of the Warren Metropolitan Housing Authority Board of Commissioners met in session for the Regular Meeting via video conference and teleconference at 9:02 AM, on the 21st day of May 2021.

REGULAR MEETING

The Chair, Bob Alexander called the meeting to order. This board meeting is being conducted using the Teams feature for a virtual and/or telephone meeting. Kamela Jones, HCV Manager, took Roll Call. Also, present were Mary Fielder, Fiscal Manager, Bridgette Mason, PH Manager and Jacqueline Adkins, Executive Director. The roll call was taken. The following Commissioners were present:

COMMISSIONER	PRESENT	ABSENT
Bob Alexander, Chair	X	
Larry Dempsey		X
Lauren Cavanaugh		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 **April 16, 2021**, were presented, a motion was made by Madelyn Coons 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			
Lauren Cavanaugh			
Madelyn Coons	X		
Jade Hollon	X		

DIRECTOR’S COMMENTS

The Director’s comments were presented by Jacqueline Adkins.

- PIH notice 2021-14 came out extending waivers due to COVID.
- Annual Audit complete, Hinkle report is filed.
- Compressor for fire suppression system went out, part on back order.
- RFP out for Physical Needs assessment and Energy Audit
- HUD wants to change PH to RAD conversion
- PHA Annual Plan in process

- Attorney found actioner that would follow all HUD guidelines for 804 S. River, Franklin
- Mainstream was over funded; a wire transfer is being made today in the amount of \$2700.
- Project Application for the Transitions program to be similar to the RRH program was submitted.
- UPCS-V is changing to ENSPIRE 6/1/21, a kickoff meeting will be held on 5/25/21.
- Hired receptionist she started 5/17/21, interviews for accounting position next week.
- Children Services having 5-week program for Foster Care participants aging out, WMHA will participate.
- PH had a Fair Housing training with Nelrod, may need to reconsider local preference.
- New COVID remote workdays, 1 for office staff and 2 for Managers
- Homework Club Resident council requested a line item on budget for their expenses.

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for April 2021. There was a total of 46 items with 3 checks to review. Check/item # 41719 in the amount of \$5,454.00 paid to File Vision USA LLC was for Annual fee for paper less filing. Check/item #41758 in the amount of \$3,831.25 was paid to Silco for front doors and fire extinguisher replacement. Check/item #41733 in the amount of \$1,966.87 paid to Silco was for repair on fire suppression system at Met Village.
- 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 by Nina House and reported by Jacqueline Adkins. There were no questions.

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Resolution #5-21 was tabled per the Secretary’s request.

**RESOLUTION NO. 5-21**

**WHEREAS**, the PH Department 1<sup>st</sup> Quarter Write off, Madelyn Coons made a motion to accept and Jade Hollon seconded.

The motion to table was made by Madelyn Coons and seconded by Jade Hollon and upon roll call vote, the “Ayes” and “Nays” were as follows:

| COMMISSIONER         | AYE | NAY | ABSTAIN |
|----------------------|-----|-----|---------|
| Bob Alexander, Chair | X   |     |         |
| Larry Dempsey        |     |     |         |
| Lauren Cavanaugh     |     |     |         |
| Madelyn Coons        | X   |     |         |
| Jade Hollon          | X   |     |         |

The Chairperson declared said motion carried and said resolution tabled.

Resolution #6-21 was tabled per the Secretary’s request.

**RESOLUTION NO. 6-21**

**WHEREAS**, the Core Hours for WMHA will be adjusted.

The motion to table was made by Jade Hollon and seconded by Madelynn Coons and upon roll call vote, the “Ayes” and “Nays” were as follows:

| COMMISSIONER         | AYE | NAY | ABSTAIN |
|----------------------|-----|-----|---------|
| Bob Alexander, Chair | X   |     |         |
| Larry Dempsey        |     |     |         |
| Lauren Cavanaugh     |     |     |         |
| Madelyn Coons        | X   |     |         |
| Jade Hollon          | X   |     |         |

The Chairperson declared said motion carried and said resolution tabled.

**RESOLUTION NO. 7-21**

**WHEREAS**, the Disposition of Property, Jade Hollon made a motion to accept, and Madelynn Coons seconded.

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

| COMMISSIONER         | AYE | NAY | ABSTAIN |
|----------------------|-----|-----|---------|
| Bob Alexander, Chair | X   |     |         |
| Larry Dempsey        |     |     |         |
| Lauren Cavanaugh     |     |     |         |
| Madelyn Coons        | X   |     |         |
| Jade Hollon          | X   |     |         |

Resolution #8-21 was tabled per the Secretary's request.

**RESOLUTION NO. 8-21**

**WHEREAS** the Property Insurance Renewal.

The motion to table was made by Madelyn Coons and seconded by Jade Hollon and upon roll call vote, the "Ayes" and "Nays" were as follows:

| <b>COMMISSIONER</b>  | <b>AYE</b> | <b>NAY</b> | <b>ABSTAIN</b> |
|----------------------|------------|------------|----------------|
| Bob Alexander, Chair | X          |            |                |
| Larry Dempsey        |            |            |                |
| Lauren Cavanaugh     |            |            |                |
| Madelyn Coons        | X          |            |                |
| Jade Hollon          | X          |            |                |

The Chairperson declared said motion carried and said resolution tabled.

**RESOLUTION NO. 9-21**

**WHEREAS**, the Revised Vehicle Policy, Jade Hollon made a motion to accept, and Madelyn Coons seconded.

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

| <b>COMMISSIONER</b>  | <b>AYE</b> | <b>NAY</b> | <b>ABSTAIN</b> |
|----------------------|------------|------------|----------------|
| Bob Alexander, Chair | X          |            |                |
| Larry Dempsey        |            |            |                |
| Lauren Cavanaugh     |            |            |                |
| Madelyn Coons        | X          |            |                |
| Jade Hollon          | X          |            |                |

**ADJOURN**

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

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

| <b>COMMISSIONER</b>  | <b>AYE</b> | <b>NAY</b> | <b>ABSTAIN</b> |
|----------------------|------------|------------|----------------|
| Bob Alexander, Chair | X          |            |                |
| Larry Dempsey        |            |            |                |
| Lauren Cavanaugh     |            |            |                |
| Madelyn Coons        | X          |            |                |
| Jade Hollon          | X          |            |                |

The meeting adjourned at 10:17 AM.

**NEXT MEETING**

The next regularly scheduled meeting will be June 18, 2021 at 9:00 AM.

Signed:

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Robert Alexander, Chair

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Jacqueline Adkins, Secretary