

WMHA Board of Commissioners
BOARD MEETING MINUTES
June 16, 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 9:07 AM, on the 16th day of June 2023.

REGULAR MEETING

The Chair, Bob Alexander called the meeting to order. Mary Fielder, Fiscal 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 **April 21, 2023**, were not presented due to members not present to accept the minutes.

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

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

DIRECTOR’S COMMENTS

The Director’s comments were presented by Jacqueline Adkins:

- The AOS audit by the State of Ohio is in the final stages – will be completed by June 30, 2023

- WMHA lawyer has left the firm of Frost, Brown, and Todd and went to another attorney firm. Question was raised if we should stay with our current lawyer and go with the new firm. Consensus from the board was to continue with our prior lawyer and move to new firm
- PHA plan started
- New Housing Ohio is looking to start a new project in Lebanon – asking WMHA if interested in the project
- A RFP for a new Fee accountant will need to go out for bid after the audit process is completed.
- NSPIRE is due to start in July 2023 for the Public Housing program – Bridgette, Gary and Zach are scheduled to attend training in Louisville, KY
- There is a PSH audit 6/20/23-7/5/23, WMHA already has been sending requested information.
- WMHA received Property Insurance renewals – Resolution included in this month’s meeting
- AARP has provided for free a person to complete clerical jobs in the office of WMHA, she is updating the Administration policies
- City of Lebanon is wanting to put a bike trail along 48 behind the Public Housing units
- Family Fun Event is scheduled for June 21, 2023 from 6:00 pm-8:00 pm
- The parking lot project at Met Village was started, working on curbs, problem with conduits and trees

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for May 2023. There was a total of 56 items with 3 checks to review. Check/item # 43798 in the amount of \$42,375.02 paid to 1-800 WATER DAMAGE was for Met Village Water damage – clean up debris. Check/item #43861 in the amount of \$47,250 paid to AKJ Construction Corporation was for the MetVillage parking lot project. Check/item #43838 in the amount of \$2,300 paid to Homes & Keys LLC was for HCRP grant program expenses.
- The board reviewed the monthly cash flow statements for Public Housing, HCV, and Bridges as prepared by Mary Fielder, and reported by Mary Fielder, no comments.
- Financial Statements were prepared and reviewed by Mary Fielder. There were no questions.
- The Housing Choice Voucher Program report was prepared by Kamela Jones and reported by Jacqueline Adkins. 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.

RESOLUTION NO. 11-23

WHEREAS, Public Housing Write Off Tenant Accounts, Matt Fetty made a motion to accept 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			
Matt Fetty	X		
Madelyn Coons			
Jade Hollon	X		

RESOLUTION NO. 12-23

WHEREAS, Property Insurance for Public Housing units, Matt Fetty made a motion to accept 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			
Matt Fetty	X		
Madelyn Coons			
Jade Hollon	X		

RESOLUTION NO. 14-23

WHEREAS, ACOP Revisions HOTMA, Jade Hollon made a motion to accept and Matt Fetty seconded.

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

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

A motion was made to go into Executive Session by Matt Fetty and Jade Hollon seconded at 9:48 AM.

COMMISSIONER	AYE	NAY	ABSTAIN
Bob Alexander, Chair	X		
Larry Dempsey			

Matt Fetty	X		
Madelyn Coons			
Jade Hollon	X		

A motion to come out of Executive Session was made by Matt Fetty and Jade Hollon seconded at 10:02 AM.

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

RESOLUTION NO. 13-23

WHEREAS, Board Member removal, Matt Fetty made a motion to accept 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			
Matt Fetty	X		
Madelyn Coons			
Jade Hollon	X		

ADJOURN

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

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

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

The meeting adjourned at 10:08 AM.

NEXT MEETING

The next regularly scheduled meeting will be August 18, 2023, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

Robert Alexander, Chair

Jacqueline Adkins, Secretary