

**WMHA Board of Commissioners**  
**BOARD MEETING MINUTES**  
**June 13, 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 9:12 AM, on the 13<sup>th</sup> day of June 2025.

**REGULAR MEETING**

The Chair, Jade Hollon, called the meeting to order. Kamela Jones, HCV Manager, took Roll Call. Also, present were Jacqueline Adkins, Executive Director, Mary Fielder, Fiscal Manager, 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	
Linda Baysore		X

No members of the public attended

**REVIEW AND APPROVAL OF BOARD MINUTES**

The minutes from the Board Meeting held on **May 16, 2025**, were presented, a motion was made by Candace Miller and Josh Hisle 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		
Linda Baysore			

## **DIRECTOR'S COMMENTS**

The Director's comments were presented by Jacqueline Adkins:

- WMHA Family Day will be today 6/13/2025 from 12-5
- The annual Audit is complete, did not have an exit interview
- HCV receive renewal funding for 2025 at 100%
- HCV in Shortfall due to PUC cost resulting from an increase in contract rents
- HCV has paused all vouchers until further notice
- A few HOTMA changes take effect 7/1/25, annual income and assets mainly
- WMHA will have a demo for software updates with MRI
- WMHA purchased the inspection module for NSPIRE inspections with mobile devices
- HUD is recouping reserves from HCV to be HUD held reserves
- HCV had a HUD call on 5/28/25 advising we are in shortfall and to stop all leasing and bill port ins

## **REVIEW OF REPORTS**

- The Accounting Report was reviewed by the board for May 2025. There was a total of 50 items with 2 checks to review. Check/item # 45623 in the amount of \$14,946.15 paid to K & T Construction and Supply Inc. was for window replacement in AMP 30. Check/item #45658 in the amount of \$3,605.44 paid to Clifton Larson Allen LLP was for accounting fees for FY 24 & Hinkle prep.
- The board reviewed the monthly cash flow statements for Public Housing, HCV, and Bridges as prepared by and reported by Mary Fielder, no comments.
- Financial Statements were prepared by and 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 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 by Jacqueline Adkins and reported by Mary Fielder. There were no questions.
- The Bridges report was prepared by Nina House and reported by Mary Fielder. There were no questions

**RESOLUTION NO. 8-25**

**WHEREAS** the Warren MHA Merit Policy Josh Hisle made a motion to accept and Candace Miller seconded.

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

<b>COMMISSIONER</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
Jade Hollon	X		
Josh Hisle	X		
Candace Miller	X		
Linda Baysore			
VACANT			

**RESOLUTION NO. 9-25**

**WHEREAS** the AMP 30 Roof Project Candace Miller made a motion to accept and Josh Hisle seconded.

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

<b>COMMISSIONER</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
Jade Hollon	X		
Josh Hisle	X		
Candace Miller	X		
Linda Baysore			
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:

<b>COMMISSIONER</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
Jade Hollon, Chair	X		
Josh Hisle	X		
Candace Miller	X		
Linda Baysore			

The meeting adjourned at 9:45 AM.

**NEXT MEETING**

The next regularly scheduled meeting will be on August 15, 2025, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

---

Jade Hollon, Chair

---

Jacqueline Adkins, Secretary