

**WMHA Board of Commissioners
BOARD MEETING MINUTES
May 16, 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 9:11 AM, on the 16th day of May 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 **March 21, 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:

- We had an IRS audit for 1099s calendar year 2021.
- YMCA pre-school moved out of the Cultural Center but refused Homework club location
- eVMS will go partially live on the HAP payment side for August check run, information pulled from PIC
- HOTMA has a few new regulations going into effect 7/1/25
- IPA Audit is almost complete
- Region information, Butler County still wants to be its own COCC not part of Region14
- PH Family Event 6/13/25 planned and ran by Bridgette Johnson
- Change the next board meeting to 6/13 due to the Juneteenth Holiday on 6/19/2025
- No July board meeting as usual
- There will only be HUD held reserves and we must request any shortage of money before a check run is paid
- Received PSH and Bridges approved grants for the coming fiscal year both amounts went up

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for April 2025. There was a total of 57 items with 3 checks to review. Check/item # 45592 in the amount of \$698.93 paid to VIE Ability was for monthly office supplies. Check/item #45561 in the amount of \$79.23 paid to Montgomery County Clerk of Courts was for Justice Web used for criminal histories on applicants and participants. Check/item #45545 in the amount of \$8,875.00 paid to RDA Group Architects was for Architect fees for Amp 30's capital funds.
- 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. 5-25

WHEREAS the Managed IT Services Contract Candace Miller made a motion to accept and Josh Hisle seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Jade Hollon	X		
Josh Hisle	X		
Candace Miller	X		
Linda Baysore			
VACANT			

RESOLUTION NO. 6-25

WHEREAS the Public Housing Write Off Tenant Accounts Jade Hollon made a motion to accept and Candace Miller seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Jade Hollon	X		
Josh Hisle	X		
Candace Miller	X		
Linda Baysore			
VACANT			

RESOLUTION NO. 7-25

WHEREAS the Property Insurance Renewal Candace Miller made a motion to accept and Josh Hisle seconded.

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

COMMISSIONER	AYE	NAY	ABSTAIN
Jade Hollon	X		
Josh Hisle	X		
Candace Miller	X		
Linda Baysore			
VACANT			

RESOLUTION NO. 8-25

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

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

COMMISSIONER	AYE	NAY	ABSTAIN
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:

COMMISSIONER	AYE	NAY	ABSTAIN
Jade Hollon, Chair	X		
Josh Hisle	X		
Candace Miller	X		
Linda Baysore			

The meeting adjourned at 10:10 AM.

NEXT MEETING

The next regularly scheduled meeting will be June 13, 2025, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

Jade Hollon, Chair

Jacqueline Adkins, Secretary