

**WMHA Board of Commissioners
BOARD MEETING MINUTES
September 19, 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 9:07 AM, on the 19th day of September 2025.

REGULAR MEETING

The Chair, Jade Hollon, called the meeting to order. Kamela Jones, Housing Choice Voucher Manager, took Roll Call. Also, present were Jacqueline Adkins, Executive Director, 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
Vacant		

No members of the public attended

REVIEW AND APPROVAL OF BOARD MINUTES

The minutes from the Regularly Scheduled Board Meeting held on **June 13, 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			

The minutes from the Special Board Meeting held on **August 20, 2025**, were presented, a motion was made by Josh Hisle 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			

DIRECTOR’S COMMENTS

The Director’s comments were presented by Jacqueline Adkins:

- WMHA’s annual audit is complete and there were no findings
- There is a Fall OHAC Meeting this week, no WMHA employees will be attending
- Ohio Means Jobs had an End of Summer Presentation
- WMHA purchased the inspection module from HAB for NSPIRE, we are still having issues with it
- WMHA has a contract with MRI for the set up on their new MRI Pro software
- MRI Pro has a rent payment feature that will allow electronic payments through the tenant portal
- OSDA Audit for Grants and Region 14 will be on 10/13/25
- Butler County Family & Children First Council has contacted WMHA to facilitate their YHDP Grant
- A group in Butler County wants to separate from balanced estate, HUD is looking into the request
- Roof project for AMP 30 on East Ridge & Ridgeway is progressing nicely
- Central Insurance Co. conducted a walkthrough of the exterior of PH units, trees were the main problem
- Linda Baysore, a board member that has missed many meetings, will be sent a letter from the rest of the board members to be removed from the board
- HCV will be in Shortfall by years end; we are in contact with HUD to find a resolution

REVIEW OF REPORTS

- The Accounting Report was reviewed by the board for July 2025. There was a total of 47 items with 2 checks to review. Check/item # 45800 in the amount of \$6,631.01 paid to Home Depot was for monthly maintenance supplies purchased on credit card. Check/item #45819 in the amount of \$648 paid to Clara Ellis was for Tenant Refund-PH resident moved out.
- The board reviewed the monthly cash flow statements for Public Housing, HCV, and Bridges as prepared by and reported by Jacqueline Adkins, no comments.
- Financial Statements were prepared by and reviewed by Jacqueline Adkins. 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 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. 11-25

WHEREAS the PHA Plan, 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. 12-25

WHEREAS the YHDP Grant for Butler Co. Family & Children First Council, Josh Hisle 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			

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 9:45 AM.

NEXT MEETING

The next regularly scheduled meeting will be on October 17, 2025, at 9:00 AM at Warren Metropolitan Housing Authorities office.

Signed:

Jade Hollon, Chair

Jacqueline Adkins, Secretary