

**SHELBY METROPOLITAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING**

January 27, 2020

1. Roll Call.

Vice-Chair Jan Geuy called the meeting to order. Present upon roll call were Vice-Chair Jan Geuy, Dimitri Williams and Frank Mariano. Chairman James Frye was excused. Quorum was noted. Director Judy Wells and Finance Director Nancy Spence were present. The regular scheduled meeting was called to order at 12:10 p.m.

2. Approval of December Board Meeting Minutes.

Dimitri Williams made the motion followed by Frank Mariano. Motion carried.

3. Approval of December Financial Report.

Director Wells stated the payment of 39K to SHARP is the annual insurance premium for buildings, auto and officers liability. She said we plan to terminate trash service with Waste Management within the cancellation window and seek bids to save money. She said non-residents may be using our dumpsters but catching a culprit is difficult. **Frank Mariano made the motion to accept the report. Dimitri Williams seconded. All ayes. Motion carried.**

4. January Director's Report.

Director Wells reported 155 Section 8 applications on file, 14 vouchers issued, 215 families receiving Section 8 assistance, no VASH vouchers issued, 10 VASH families receiving assistance, 34 Public Housing applications on file, 171 public housing families receiving assistance, 97% public housing tenants' rents paid, one eviction served, six families moved out and five families moved in. Director Wells reported the Tenant Based Rental Assistance (TBRA) program is renewed and vouchers are being issued for the temporary assistance to help as many families as funding allows. She said applicants prefer to reside in Section 8 or TBRA units versus public housing units, thus, why our waiting list is so low. She commented since she does Section 8 inspections she is impressed with how well landlords maintain their units.

5. Section 8 Housing Choice Voucher Spreadsheet.

Director Wells reported the average HAP is \$325 per unit with 98% occupancy rate at year-end.

6. Old Business.

Complex/Maintenance Updates: Director Wells said tenant activity has been quiet. She updated board members about a unit that is still vacant due to an overdose and how the family finally contacted SMHA to collect some belongings. She said children services are involved. She reported that she and Terri Frick talked with tenants at Jackson Towers and reminded them of the rules for overnight guests since this is an ongoing issue. She said residents held a Bingo night and apparently two tenants argued and Bingo was shut down. She said her and Terri addressed this issue at a Jackson Towers Tenant Association board meeting and said certain actions are to be handled thru the JTTA and others are to be resolved thru SMHA and the tenants need to separate the two. Ms. Wells told SMHA board members vacant units at Jackson Towers will undergo the replacement of higher and energy-efficient toilets, faucets, cabinets, flooring, interior lighting and bath surrounds as needed via capital grant funding.

Bids for Carpet: Director Wells shared that she will obtain quotes to replace carpet at Jackson Towers She has received one bid from Wholesale Carpet Outlet.

Bids for Patio Doors: Director Wells said she will seek quotes to replace the patio doors at Jackson Towers and wants the same door Westerheide Developers recently installed in one of the units.

Board Member: Director Wells stated Ernest Williams did get evicted and never returned his keys. Locks were changed. She said SMHA will seek a new board member but does not have to be a tenant anymore. She said it is hard to find good candidates considering the position is unpaid but a minister, attorney, etc. would be an ideal candidate. The City of Sidney is the appointing source.

7. New Business:

Voided Checks: Vice-Chair Geuy acknowledged the list of voided checks to be reviewed. Finance Director Nancy Spence explained these checks were never cashed and are considered outstanding and with board approval they can be voided and applied to tenant's balance due SMHA so tenant receives the credit. **Frank Mariano made the motion. Dimitri Williams seconded it. Vote was unanimous. Motion carried.**

Uncollectibles: Board received a list of write-offs for 2019. Director Wells explained a tenant's bad debt will be retained on file and if the tenant reapplies for SMHA assistance the amount will first need to be paid in full. Frank asked if the record stays with the tenant. Judy said it does thru a data bank. Dimitri asked what percentage SMHA recoups. Director Wells said maybe 10%. She said no partial rents will be taken in 2020 and evictions will be served if late. Frank asked what the timeline for rent collection is and Judy answered rent is due on the first and late after the 10th with a \$20 late fee. She said after the 15th a notice to leave premises is served for non-payment of rent. If not rectified court proceedings begin with a scheduled court date, judge decision, 10 days to vacate, change locks and another month's rent could accumulate so can be a two-month process. Director Wells said tenants are abusive to our units because they don't care. Frank asked if we keep a security deposit and Judy said yes but it is only \$200. He asked if SMHA charges extra for pets and Judy said yes and rules are defined in the pet policy. **Vice-Chair Geuy made the motion to accept the uncollectibles in the amount of \$37,266.66. Frank Mariano seconded it. All ayes. Motion carried.**

Other Business: Director Wells shared her findings from an annual point and time study in regards to homelessness in Shelby County. She said her and Terri Frick, SMHA housing manager, were onsite at the Alpha Center during breakfast, lunch and supper hours and also drove around the county to document homelessness activity. She reported in conversation with some that some individuals do not want to be counted and do not want help, a lot of them ride bikes for transportation, are seen in Carhartt outerwear, and sleep in park shelters. Judy speculates some are actively using drugs. This study is conducted annually to determine if a homeless shelter in Shelby County is needed.

8. Adjournment.

Vice-Chair Geuy asked for a motion to adjourn. Dimitri Williams made the motion followed by Frank Mariano. All ayes. Motion carried. Meeting adjourned at 12:56 p.m.

Submitted by Financial Director Nancy Spence