

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

May 18, 2020

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman Frye, Vice-Chairman Geuy and Frank Mariano. 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. and for the record held at Jackson Towers' community room for social distancing due to COVID-19.

2. Approval of February Board Meeting Minutes.

Frank asked if Dimitri is off the board. Judy said he wants to stay on but hasn't heard from him. **Frank Mariano made the motion. Vice-Chair Geuy seconded. Vote was unanimous. Motion carried.**

3. Approval of March and April Financial Reports.

Vice-Chair Geuy made the motion. Frank Mariano seconded. Vote was unanimous. Motion carried.

4. May Director's Report.

Director Wells reported 188 Section 8 applications on file, 2 vouchers issued, 213 families receiving Section 8 assistance, no VASH vouchers issued, nine VASH families receiving assistance, 36 Public Housing applications on file, 172 public housing families receiving assistance, 97% public housing tenants' rents paid, no evictions served, three families moved out and five families moved in. Director Wells reported tenants with low rents aren't paying and working tenants are paying. She added that late fees are waived due to COVID-19.

5. Section 8 Housing Choice Voucher Spreadsheet.

Director Wells reported the average HAP has increased and is \$352 with 96.4% occupancy rate.

6. Old Business.

Complex/Maintenance Updates: Director Wells said due to COVID-19 our sole maintenance man, Joe, is only completing emergency work orders and spraying weeds throughout the complexes. She said our two lawn mowers need excessive repair and is cheaper to buy a new mower, however, we have contracted mowing thru The Lawn Wizard, a minority owned business for 2020. Judy said SMHA playgrounds were sanitized, painted and mulched and remain closed. She said Hughes Specialty is contracted to paint all common areas at Jackson Towers and SMHA main office areas. She said new décor will be added at Jackson Towers and new carpet replaced soon in the common areas.

Bids for Carpet: Director Wells said she is working on receiving bids.

Bids for Patio Doors: Director Wells reported due to COVID-19 the obligation date has been extended a year (May 2021). She said 44 patio doors will be replaced and three security exterior doors. To date, Westerheide Developers is the only company that has submitted a bid. Crale Builders has not.

Board Member: Director Wells said she thought the city appointed someone to SMHA board but has not been able to contact her yet.

Coronavirus/COVID-19: Director Wells reported notices have been circulated to all tenants with informative restrictions and all community rooms, restrooms, playgrounds, and office lobbies have been closed. Judy said other housing authority directors are following the same safety measures. Board agreed to keep limited hours and reassess June 1st as places start to open again. Vice-Chair Geuy commented to watch if statistics increase as places open. Judy said one employee wants to open the lobby and converse thru the existing glass, however, Judy feels the lobby would need to be

sanitized after each visitor and employees would be required to wear masks and gloves and unsure how to touch mail, etc. She said HUD guidance is null. Judy said if she did open the lobby, she would remove all chairs and keep the restroom closed. Judy said she ordered drop boxes for deposits. Board agreed to keep the lobby closed and to proceed with caution.

FY123119 Audit: Director Wells stated the audit is being conducted thru Zupka's online secure portal and Beth Marchal, Section 8 specialist, and Nancy have been sending requested documentation.

7. New Business.

Personnel Policy: Director Wells feels changes need to be addressed concerning employee benefits and suggested another meeting be held with board members to discuss changes.

ACOP and Section 8 Admin Plan Policies: Director Wells said SMHA and other small housing authorities could possibly ban together to have their policies updated thru Nan Mckay & Associates and save money by sharing the expense. Board agreed this was a great idea.

Elevator Upgrade: Director Wells said Jackson Towers' elevator needs new parts that are not covered in the maintenance annual contract and a quote will be provided.

Stolen Check: Director Wells explained a Section 8 check was stolen in January, 2020 from a landlord's mailbox and upon notification to SMHA a stop payment was made, however, because the bank that cashed the check failed to input the check number the check cleared for more than it was wrote for as the violator manipulated the amount and name of the check. The case is under investigation with the sheriff department and Franklin County officials.

Insurance: Director Wells stated insurance renewal is up in July and although the rates did not increase drastically the insurance expense is still a high cost expense to SMHA. With that in mind, she may look for other options. Frank Mariano suggested asking the chamber for a quote.

Waste Management: Director Wells reported another high cost expense for SMHA is waste removal and SMHA will cancel the contract to expire November, 2020 and will be soliciting for bids in August, 2020. She said Waste Management automatically renews a contract for a three-year term and costs continue to rise and they do not repair damaged dumpsters. She also said outsiders tend to dump trash in SMHA dumpsters and it is difficult to prove. Signs for prosecution are posted if caught.

Other Business:

Director Wells said some units at Jackson Towers have had new kitchen and bath cabinets and flooring installed and look very nice. She said Jackson Center hardware seemed slow to receive supplies so she asked a company from Piqua and a company from Botkins for a quote.

8. Adjournment.

Chairman Frye asked for a motion to adjourn. Frank Mariano made the motion followed by Vice-Chair Geuy. All ayes. Motion carried. Meeting adjourned at 12:58 p.m.

Submitted by Financial Director Nancy Spence