

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

June 15, 2020

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman Frye, Vice-Chairman Geuy (via phone) and Frank Mariano. Quorum was noted. Director Judy Wells, Finance Director Nancy Spence and Cindy Helman, health insurance representative was also present. The regular scheduled meeting was called to order at 12:18 p.m. and for the record held at Jackson Towers' community room for social distancing due to COVID-19. Judy announced the board member position remains vacant since our meeting time conflicted with the candidate's work schedule.

2. Approval of May Board Meeting Minutes.

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

3. Approval of May Financial Report.

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

4. June Director's Report.

Director Wells reported 201 Section 8 applications on file, 6 vouchers issued, 210 families receiving Section 8 assistance, no VASH vouchers issued, nine VASH families receiving assistance, 38 Public Housing applications on file, 171 public housing families receiving assistance, 97% public housing tenants' rents paid, no evictions served, two families moved out and two families moved in. Director Wells reported on July 24th evictions are allowed but currently no late fees are charged. She said the drop boxes for rent collection are working well and no cash is accepted.

5. Section 8 Housing Choice Voucher Spreadsheet.

Director Wells reported the average HAP has increased and is \$348.

6. Old Business.

Complex/Maintenance Updates: Director Wells said the interior of common areas at Jackson Towers has been thoroughly cleaned and painted. The chairs are not in the Jackson Towers lobby and its community room may open the end of June. All public restrooms remain closed. Main Office lobby remains closed. Lawn Wizard is mowing all complexes. Adams Window Washing is contracted to wash Jackson Towers windows and the main office windows. Hughes Specialty is doing a great job painting, power washing and cleaning. Judy mounted a USA flag in Jackson Towers lobby along with a small military statue by the entrance.

Bids for Carpet: Director Wells said bids for replacement of carpet with carpet squares at Jackson Towers are needed but due to COVID the project has been behind. Judy said past contractors have had issues with glue damaging the concrete floor so repair is needed before new carpet is laid. She will contact the dealer from Gettysburg since they already measured and if a quote is available yet.

Bids for Patio Doors: Director Wells reported the only bid received is from Westerheide for \$139K. Two other companies didn't send bids. This project will replace 44 exterior doors, six exterior windows on the bottom floor and three fire doors all at Jackson Towers.

Health Insurance: Cindy Helman, health insurance agent, explained that Medical Mutual did not increase health coverage costs for SMHA. She researched to compare plans and found to be more expensive. Judy recommended no change for employees' coverage. **Vice-Chair Geuy made the motion to approve same benefit. Frank Mariano followed. Vote was unanimous. Motion carried.**

7. New Business.

COVID-19 Supplement: Director Wells stated HUD awarded \$26K for SMHA's HCV program and \$148K for public housing for COVID activity. She said the money must be expensed on eligible costs such as hazardous pay, salaries, supplies, and services. Judy said the costs for project-wide duct cleaning will also be included. Judy reported lobbies will remain closed until further notice and will not open to the public but will continue to communicate thru the main office storm door installed and collect rents via drop box. The playgrounds are closed and have been sprayed for weeds and mulched. The playground equipment has been cleaned and painted. She said porches and dumpster pads will be power-washed. Hand sanitizers and masks are in use as needed.

Other Business:

There was no other business to discuss.

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 12:54 p.m.

Submitted by Financial Director Nancy Spence