

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

July 20, 2020

1. Roll Call.

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

2. Approval of June Board Meeting Minutes.

Dimitri Williams made the motion. Frank Mariano seconded. Vote was unanimous. Motion carried.

3. Approval of June Financial Report.

Dimitri noted increased activity for painting and cleaning. Director Wells responded the CARES Act funds covered this cost. **Dimitri Williams made the motion followed by Frank Mariano to accept the financial report. Vote was unanimous. Motion carried.**

4. July Director's Report.

Director Wells reported 209 Section 8 applications on file, 4 vouchers issued, 211 families receiving Section 8 assistance, no VASH vouchers issued, ten VASH families receiving assistance, 38 Public Housing applications on file, 170 public housing families receiving assistance, 97% public housing tenants' rents paid, no evictions served, two families moved out and two families moved in. She said five apartments are vacant at Jackson Towers that are scheduled for total rehab including replacement of cabinets and flooring, however, due to COVID our vendor has reported a backlog to receive materials. Judy added that COVID has affected rent payments and 97% reported is not accurate and 75% is more accurate. She said evictions are still not allowed until July 24th but tenants must understand they are still responsible to pay rent eventually.

5. Section 8 Housing Choice Voucher Spreadsheet.

Director Wells reported average HAP is \$341 which has increased due to COVID and set-aside funding has been applied for from HUD.

6. Old Business.

Complex/Maintenance Updates: Director Wells said a tree at Hilltop was removed, playground equipment has been painted and fresh mulch laid adding overall, the complexes look good but because home inspections are ceased due to COVID there may be a lot of in-house activity that would warrant concerns. She said she hired Adams Window Washing to wash all office windows and Jackson Towers windows in the units but some Jackson Tower tenants complained they didn't want the service or anyone entering their unit due to COVID so she cancelled the job to avoid conflict.

Bids for Carpet: Director Wells said she will continue to work with our vendor to complete purchase.

Bids for Patio Doors: Director Wells reported Westerheide submitted \$138,400 and is the only bid received. This is expensive so will require another capital fund grant from HUD to complete. Director Wells will try to solicit more vendors to submit bids.

COVID-19: Director Wells stated SMHA common areas remain closed and office staff conducts business thru the kitchen storm door, drop box payments and mail delivery. Frank Mariano asked if any known cases of the virus and heard none reported. He asked what SMHA's recourse is if known. Judy said the health department would be involved to recommend subject's quarantine. She said the CARES Act funds must be disbursed for eligible expenses by December 31, 2020. Some allowable

items include laptops to work from home, salaries or hazardous pay for essential workers, direct expenses such as cleaning materials and/or eligible, immediate needs to prepare for, prevent, and respond to coronavirus. **Director Wells said SMHA's public housing program received \$74,169 and SMHA's Section 8 HCV program received \$26,288 for the first round of the CARES Act and asked board members if they agreed to spend the grant on allowable expenditures under HUD's guidance. Chairman Frye asked board's approval of the request. Frank Mariano made the motion. Dimitri Williams seconded. Vote was unanimous. Motion carried.**

7. New Business.

Waste Dumpster Bids: Director Wells reported our current contract with Waste Management will expire in November 2020 and we will solicit the contract for competitive rates. She said she is not satisfied with Waste Management's service. Capacity size of dumpsters and quantity of dumpsters per site will be reviewed and listed per bid specification. Letters will be sent to vendors in September.

Auditor's Management Representation Letter: Board members received the auditor's letter in their packets for review and concerns. Chairman Frye asked if the audit is complete. Director Wells said it is. She said the auditors worked remotely via their portal system and did come onsite for one day. The auditors were highly satisfied with staff's efficient management tactics and they determined no significant findings to report. They did recommend adding more features to SMHA's website in relation to the Sunshine Law in order to track documentation if someone was to request it. The website was updated.

Commissioner Vacancy: Director Wells said the proposed candidate's work schedule conflicted with noon meetings so the seat remains vacant. She said the city building remains closed but SMHA still needs a new commissioner and for board members to recommend a candidate if interested.

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 Dimitri Williams. All ayes. Motion carried. Meeting adjourned at 12:40 p.m.

Submitted by Financial Director Nancy Spence