

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

October 19, 2020

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman Frye, Vice-Chair Jan Geuy, Frank Mariano, and Dmitri Williams. 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 July Board Meeting Minutes.

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

3. Approval of July, August and September Financial Reports.

Vice-Chair Geuy asked if Ducman are doing a good job. Judy said yes that they are cleaning all dryer vents and ducts. Chairman Frye asked if CARES Act funds are being spent. Judy answered yes mostly on the duct cleaning, related COVID preventive supplies, and two laptops will be purchased. She added another round of funding may be received. **Vice-Chair Geuy made the motion followed by Dmitri Williams to accept the financial reports. Vote was unanimous. Motion carried.**

4. October Director's Report.

Director Wells reported 240 Section 8 applications on file, 8 vouchers issued, 210 families receiving Section 8 assistance, no VASH vouchers issued, ten VASH families receiving assistance, 62 Public Housing applications on file, 172 public housing families receiving assistance, 75% public housing tenants' rents paid, no evictions served, four families moved out and six families moved in. Judy stated two units have been vacant since March, 2020 due to the backlog of rehab materials related to COVID. She said cabinets have finally been ordered and will be installed in two units. Recessed-handle refrigerators have also been difficult to order but we did find ones with door handles to order. Judy explained no evictions for non-payment of rent are permissible, but there is a sexual predator staying at Hilltop and she will file that eviction.

5. Section 8 Housing Choice Voucher Spreadsheet.

Director Wells reported average HAP is \$337 and CARES Act money will be applied for to offset the increase.

6. Old Business.

Complex/Maintenance Updates: Director Wells said lobbies, restrooms, and community rooms remain closed due to COVID. Judy reported a Jackson Towers' tenant is upset that the JT community room is not opened yet and according to the governor's orders that it should be opened. Judy said she asked other housing authority directors if they opened theirs and they said they have not nor are they doing inspections yet. Frank asked what measures we have taken related to COVID safety, specifically do we use a thermometer. Judy said yes and have two, one for the main office and one at Jackson Towers. She added mask are worn if she is inspecting an apartment and she uses hand sanitizer. She stated the office staff are handling business thru the kitchen door slot and rents are collected in the drop boxes. Judy said Sollmann Electric was selected to replace the interior lighting at Jackson Towers. She said curbs and parking lot lines have been freshly painted. Judy mentioned a new entry system may be needed at Jackson Towers in the near future. She said she will contact Low Voltage for a quote to upgrade. In closure, Judy reported the homelessness remains an issue at Jackson Towers.

Bids for Carpet: Director Wells reported two quotes have been obtained. Wholesale Carpet from Gettysburg, Ohio quoted \$38,459 and Fultz Flooring from Sidney, Ohio quoted \$34K. Judy

recommended awarding Fultz the bid since they have laid carpet at Jackson Towers in the past and are local. **Dmitri Williams made the motion to award Fultz Flooring followed by Vice-Chair Geuy. Vote was unanimous. Motion carried.**

Bids for Patio Doors: Director Wells reported Westerheide's bid is too high to compete the replacement with one capital fund grant and with COVID and not being able to find bidders this work item will be on hold.

COVID-19: Director Wells reported no known COVID cases are within the housing authority although Miami County did report one. Frank asked if a tenant is obligated to report it. Judy said the health department does not have to report to the housing authority.

Waste Dumpster Bids: Director Wells reported our current contract with Waste Management will expire on November 1, 2020. She said quotes will be received by October 23rd but the company will need to be selected to begin service before the next board meeting. Board agreed we could select the vendor.

Commissioner Vacancy: Director Wells stated she called the city manager and explained the proposed candidate declined due to the conflict in her work schedule to be present for a noon meeting. Judy will continue to seek other candidates and any referrals.

7. **New Business.**

Personnel Policy – COVID 19: Director Wells said no updates are ready for board review.

SHARP Insurance: Director Wells reported insurance for our buildings, autos and liability is \$39K and will likely increase.

2019 SMHA Audit: Director Wells reported HUD accepted our 2019 audit but did request a brief explanation of continued cost-savings measures. We responded to HUD that no maintenance staff has been hired to replace two employees though we do pay unemployment but no benefits, we continue to review service contracts to stay competitive, have found an individual to rehab that charges less, have not issued raises, etc. Judy told the board that she is doing inspections but would like to hire a Section 8 inspector because she isn't able to complete her own work and would also like to hire a retiree without benefits to clean Jackson Towers, however, funding will be the issue.

Disposal of Old Computer Hardware: Director Wells asked board for their approval for the disposal of computer hardware that was replaced by new hardware. She said she would like to donate the old monitors and keyboards if she can find an agency that wants them, destroy the hard drives and haul them to the local landfill. **Dmitri Williams made the motion. Vice-Chair Geuy seconded. Vote was unanimous. Motion carried.**

Other Business: Director Wells informed the board of her accident that occurred on August 18th. She shared a letter from an attorney that is representing the couple she hit and severely injured. The letter asked if she was on company time and/or in a company vehicle. Judy stated SMHA's attorney, Keith Hageman, would like to receive board's acknowledgment that she wasn't on company time or using a company vehicle and approve that he writes the letter on behalf of SMHA stating this. **Frank Mariano made the motion followed by Vice-Chair Geuy. Vote was unanimous. Motion carried.**

8. **Adjournment.**

Chairman Frye asked for a motion to adjourn. Dmitri Williams made the motion. Frank Mariano seconded. All ayes. Motion carried. Meeting adjourned at 12:59 p.m.

Submitted by Financial Director Nancy Spence

