

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

September 20, 2021

1. Roll Call.

Dmitri Williams called the meeting to order. Present upon roll call were Dmitri Williams, Frank Mariano, and Amy Klingler. Chairman James Frye and Vice-Chairman Jan Geuy were absent. Quorum was noted. Director Judy Wells, Assistant Director Laura Werner and Finance Director Beth Marchal were also Present. The regular scheduled meeting was called to order at 12:11 p.m.

2. Approval of August Board Meeting Minutes.

Dmitri Williams asked for question. None heard. Frank Mariano made a motion. Amy Klingler seconded. All ayes heard. Motion carried.

3. Approval of August Financial Report.

Dmitri Williams asked for concerns. Frank Mariano made a motion for approval, Amy Klingler seconded. All ayes heard. Motion carried.

4. August Director's Report.

Director Wells reviewed the Director's Report. VASH vouchers still looking, units are hard to find right now, Wells reviewed vacancies in Public Housing. the 3 units open in Hewitt Villa have been rented. One unit (310) in Jackson towers remains vacant. Director Wells asked for questions. Frank Mariano asked if vacancies were voluntary. Wells Explained that some are voluntary and some are evictions. The latest 2 evictions are bad apartments. Now that we are able to evict after Covid we have had some bad units.

5. Section 8 Housing Choice Voucher Spreadsheet.

Shelby MHA issued 6 vouchers in August. 227 families currently receiving Section 8 assistance including VASH. Current HAP 76,211.00. 98% lease up rate. Should be at 231 but hard to do with VASH.

6. Old Business.

Complex/Maintenance update

Director Wells stated that the SMHA is getting ready for fall – painting poles, Cleaning Gutters, flushing hydrants, and back flow at Jackson Towers. Also hired a retired veteran to do some yard work – edging at Jackson Towers

Inspection Group update

Wells has decided to not go with the Inspection Group. She stated that the new Maintenance hire Chris North is going to be certified and will start doing the section 8 inspection. Wells reported that she had talked to Joe Wagner and asked him if he was interested in doing the inspections and he was not. Wells has taken Chris with her on inspections and he is doing well. Director Wells has checked into a virtual training for Mr. North. He will be doing Section 8 inspections 2 days a week.

Personnel Update

SMHA advertised for the Section 8 Occupancy Specialist through Social Media and received 5 application. After initial interview we have three (3) candidates. Director Wells stated that there will be a second interview process and someone will be hired by next week. The remaining candidates all want to give a 2 week notice before they can start. Chris North is working out well. I would like to hire another maintenance person to lower the use of contract labor. Director Wells stated that she has talked to maintenance department about Inventory procedures and ordering. Inventory needs counted and signed out.

Affirmatively Furthering Fair Housing Plan

Director Wells stated this is on hold until further guidance from HUD

Physical Needs Assessment

Director Wells stated that The Housing Authority need to have a physical Needs Assessment completed. Shelby MHA will be having a REAC inspection at some point in the near future and we need to access all the complexes as to repairs etc. Also the Physical Needs Assessment will be a useful tool when compiling the 5 year and annual plans. Frank Mariano asked what would happen if the Shelby MHA failed a REAC inspection. Director Wells discussed REAC inspections, failure levels and what would happen if The HA failed a REAC Inspection.

7. New Business:

Director Wells stated that she has gone over some of this in the old business. Chris to be trained on Section 8 inspections. Beth will be going to the fall OHAC conference for training. U.S. bank is coming in on Monday to help with single Point. Nancy has been removed from all accounts. Director Wells is currently getting EPIC users switched and working with Ken Marbury to resolve the issues in eLLOCs so that Beth has access to draw down funds.

Annual Plan Meetings

Director Wells stated that she had a cookout at the Towers and had things set up for the residents to watch the Vietnam wall go by along with discussing the annual plan. Annual Plan Meetings have been scheduled and conducted for all complexes

8. Adjournment.

Dmitri Williams moved to adjourn. Frank Mariano seconded. All ayes. Motion carried.
Meeting adjourned at 12:43 p.m.

Submitted by Assistant Director Laura Werner