

SHELBY METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING

November 22, 2021

1. Roll Call

Chairman James Frye called the meeting to order. Present upon roll call were James Frye, Dmitri Williams, and Frank Mariano. Vice-Chair Jan Geuy and Amy Klingler 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 12:15p.m.

2. Approval of September Board Meeting Minutes

Chairman Frye called for approval of September minutes. Dmitri Williams made the Motion. Frank Mariano Seconded. All ayes heard. Motion carried.

3. Approval of September Financial Report

Chairman Frye asked for questions. Non heard. Frank Mariano made a motion for approval, Dmitri Williams seconded. All ayes heard. Motion carried.

4. Approval of October Financial Report

Chairman Frye again called for questions. Dmitri Williams asked about Craft Interior. Director Wells stated that the cost is for bathroom cabinets to go into Jackson Towers Apartments. Dmitri Williams motioned for approval. Frank Mariano Seconded. All ayes heard. Motion carried.

5. October Director's Report

Director Wells reviewed the report. She stated that the vacancies at 112 Redbud Circle, Apt. A and Apt. B both were infested with roaches and mice. 910 North Buckeye Avenue was an eviction. Dmitri Williams asked about the contents of infested units. Wells explained that after 30 days the maintenance department is responsible to clean out the units and dispose of any items left behind. Complete Pest Control is called in for extermination.

6. Section 8 Housing Choice Voucher Spreadsheet

Director Wells stated that we are coming to the end of the year with a per unit cost of \$342.00. Beth is keeping leased up. Section 8 would like to stay at 97% or higher. Tenants are having trouble finding units. The Shelby MHA used to have a list of vacant units that landlords would call in. Currently we have no names on that list. We suggest going to social media, Facebook, or drive around town to look for open units. Shelby

MHA will also be having more briefings. Section 8 should end the year at 227 vouchers leased.

7. Old Business

- A. **Complex/Maintenance update** –Wells stated the boilers have been installed and they are currently finishing up the project. Chris North, the new Maintenance man is keeping the trash picked up on the complexes for added curb appeal.
- B. **Personnel Update**-Director Wells reported Chelsea Boardwine has been hired to fill the Section 8 Occupancy Specialist position. Beth Marchal added that Chelsea has been coming in on a part-time basis for a couple of weeks and started full time November 5, 2021. She seems to be doing well, she is a quick study and punctual. Wells added that the new Maintenance man, Chris North, is also doing well.
- C. **Affirmatively Furthering Fair Housing Plan**-Director Wells is still working on this plan. Wells stated that she attended the Fair Housing Module at the recent OHAC conference and discussed some issues that were covered.
- D. **Update Physical Needs Assessment**-Director Wells talked to several directors at the OHAC Conference but didn't gain much information. Laura Werner asked if Nelrod offered any guidance, she thought she seen something at their booth at the conference. Wells stated that yes, she thought maybe they did and would check with them.

8. New Business

- A. **2022 Budget**-Wells asked Marchal if she wanted to elaborate on the budget. Marchal stated that she basically increased by 2% across the board with more in the training and travel line item due to increased training needed for the new employees and those in new positions. Utilities may change as well due to the contract being up.
- B. **Section 3 New Rule** -Director Wells stated that this was also a track at the OHAC Conference that she and Werner attended. The new rule does have concessions for small housing authorities of 249 units or less, with labor hours not needing to be tracked but qualitative efforts will need to be reported in a form prescribed by HUD.
- C. **OHAC Fall Conference**-Director Wells reported that the conference was in Westerville, OH and lasted for 3 days. She reiterated on the Fair Housing track and Section 3 training she attended. Wells asked Werner to elaborate on the Nuts and

Bolts of Accounting track she attended. Overall, the attendees found the conference knowledgeable and informative.

D. Raises-Director Wells asked for a 3% raise in wages across the board. Chairman Frye suggested a 5%. He then explained what the county is doing to try and keep good employees. Judy wants to stay with 3% and look at the budget again and maybe revisit this at a later time. Chairman Frye called for a motion. Dmitri Williams made a motion to accept. Frank Mariano Seconded. All ayes heard. Motion Carried. Judy Wells also stated that the wages ranges need to be updated. She will be working on this and will bring the new wages reports to next meeting.

E. IGS-gas and electric renewals are up in March and May. We have a new proposal from IGS. Electric down a few cents and gas up from \$3.99 to \$5.00. Discussion ensued and tabled. Wells to check with other providers and get back to the board.

F. Email Hosting-PHA-Web our current email host is no longer supporting hosting as of December 31, 2021. Director Wells has spoken to Perry Pro-Tech about email service and they have put together a couple of different options. Microsoft Office 360 at \$127.70 a month or a basic email only subscription for \$97.71. The Board members discussed details of the plans offered and decided on Office 360 as it better met the needs of the Housing Authority. Dmitri Williams motioned to accept. Frank Mariano seconded. All ayes heard. Motion Carried.

G. Training and end of year closeout assistance-Director Wells explained that PHA-Web will be coming in to train Beth Marchal and help us make better use of the software. Wells also stated that Mike Olszewski will be coming in as a consultant to help with year-end tasks and closeout. He is an accountant with Zupca.

H. Next Board Meeting-scheduled for January 10, 2022

9. Adjournment

Frank Mariano moved to adjourn. Dmitri Williams seconded. All Ayes. Motion carried. The meeting adjourned at 1:24 p.m.

Submitted by Laura Werner, Assistant Director