

BOARD OF COMMISSIONERS MEETING

March 21, 2022

1. Roll Call

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

2. Approval of January 10, 2022 Board Meeting Minutes

Chairman James Frye called for approval of January minutes. Dmitri Williams made the Motion. Amy Klingler Seconded. All ayes heard. Motion carried.

3. Approval of January 2022 Financial Report

Chairman Frye asked for questions. Dmitri Williams asked about Management Computer Services annual support fee and if we were happy with the service. Beth explained that yes, it is an annual fee and that we are happy with the service, the computer program is very user friendly. Laura also commented that they have a support manager for questions and are prompt with solutions usually within the hour. Amy Klingler made a motion for approval, Dmitri Williams seconded. All ayes heard. Motion carried.

4. Approval of February 2022 Financial Report

Chairman Frye again called for questions. Dmitri Williams motioned for approval. Amy Klingler Seconded. All ayes heard. Motion carried.

5. October Director's Report

Director Judith Wells asked Laura Werner to go over the Director's Report since she has been on sick leave. Werner reviewed the report. She stated that Section 8 is working on keeping occupancy up while staying within our HAP funds. Werner stated that the VASH program occupancy is up, with another VASH applicant coming in this week for a voucher. We are currently at 11 VASH receiving housing assistance. The Public Housing program currently has three vacancies. Werner stated that Bridges CAP will be helping several tenants with past due rent in the amount of \$11,500.00 this should help with the 88% of rents paid to date. There is 1 eviction with court on March 30, 2022.

6. Section 8 Housing Choice Voucher Spreadsheet

Beth introduced the new 2-year tool that came out in 2020. The HCV Leasing and Spending Projection worksheet plugs in information from PIC and VMS to give us several useful tools for planning and budgeting. Director Wells brought up the deficit at the end of the year and Beth's contact with HUD to use reserved funds. Beth worked with

Alberta Walker, HUD Financial Analysis, to request some of our reserve funds. The request was granted and funds issued.

7. Old Business

A. Complex/Maintenance update

Director Wells stated that she called Regal Plumbing in on a hot water pump issue at the towers over the weekend. She also informed the board of a boiler issue earlier in the month that Regal had to be called in for. Laura Werner stated that it is time to pass out the spring-cleaning notice and get the front and back porches cleaned up. Wells also stated that we have a few bedbug and roach sprays going on this week. Dmitri Williams asked about the sprays and if the tenants have to leave the units. Director Wells explained that yes for bed bug sprays they have to leave the unit for 2 hours. For roach baiting they do not have to leave. Wells also explained that tenants cannot use any other sprays or pest control products because they can interact with what Complete Pest Control uses and make their efforts ineffective.

B. Personnel Update

Director Wells reported that there will be updates to the personnel policy. She should have more on this next month.

C. Capital Fund

Director Wells instructed Beth Marchal to update us on Capital Fund. Marchal stated that HUD is offering 6 webinars for those new to the process or as a refresher course. These are short one to two hours webinars with a question and answer, component that is scheduled 2 days after each webinar. Beth also stated that the 2019 CAP Fund is exhausted and she would like to close it out before she goes on maternity leave. Wells explained that Kendrick Cloud from HUD has requested missing items from previous Capital Fund's going back 22 years. These are Capital Fund grants that were previously closed out. We have emailed the information but not heard back from him.

8. New Business

A. Year End Closing

Year end is finished and the unaudited version has been submitted. The Audit will be sometime in April, Beth has been working with Mike Olszewski to gather the information needed and prepare for the audit.

B. Spring Conference

Director Judy Wells stated that the spring conference will offer a rent calculation training and test this year. She is planning to attend the conference with Chelsea Boardwine, our new Section 8 Specialist. She will have been with us for 6 months and will be taking the training and test. A HQS training will be offered at a later time not yet determined. Wells plans to send someone to this training as well.

C. Resolution 1-22, Authorization to Approve SMHA's PHAS Certification

Director Wells stated that PHAS scores are compiled from VMS and EIV submissions therefore, there are no reports to review. Chairman Frye called for approval. Dmitri Williams motioned approval, Amy Klingler Seconded, all ayes heard Motion Carried.

D. Resolution 2-22, Authorization to Approve SMHA's SEMAP Certification

Director Wells asked for Laura Werner to go over the SEMAP Certification. Werner explained that the Section 8 Management Assessment Programs (SEMAP) is an in-house check of Section 8 Components, waiting list pulls, rent calculation, recertifications to name a few, along with information pulled from the PIC system. It is used to score the Housing Authority on Section 8 performance. Chairman James Frye asked for a motion, Amy Klingler motioned for approval, Dmitri Williams Seconded, all ayes heard. Motion carried.

9. Adjournment

Dmitri Williams moved to adjourn. Amy Klingler seconded. All Ayes. Motion carried. The meeting adjourned at 12:46 p.m.

Submitted by Laura Werner, Assistant Director