

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

September 19, 2022

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman Frye, Dmitri Williams, Frank Mariano and Amy Klingler. Vice-Chair Jan Geuy was excused. Executive Director Judith Wells, Assistant Director Laura Werner and Finance Director Beth Marchal were also present. The regular scheduled meeting was called to order at 12:05 p.m.

2. Approval of August Board Meeting Minutes.

Chairman Frye asked for questions on August minutes and called for a motion for approval. Frank Mariano made a motion to approve the minutes. Dmitri Williams seconded. Motion carried.

3. Approval of August Financial Report.

Chairman Frye asked for questions or concerns. None noted. Dmitri Williams made a motion for approval, Amy Klingler seconded. All ayes heard. Motion carried.

4. September Director's Report.

Director Wells reviewed the report with board members. Some points stated were, Section 8 program is currently at 96% occupancy, applications are up for both programs and current focus is to bring up the Section 8 occupancy. No questions asked.

5. Section 8 Housing Choice Voucher Spreadsheet.

Beth Marchal reviewed the spreadsheet with the board. Voucher issuance will continue as well as seeking individuals to increase VASH occupancy. Judy stated that the HA has almost spend the allotment of money.

6. Old Business.

A. Complex/Maintenance update

Director Wells stated that Ron (the new part-time employee) is mowing and keeping the complexes nice. Wells informed the board that she has spoken with TC Architects to prepare specifications/bid packets for the elevator upgrade project and a physical needs assessment.

B. Personnel Policy

Director Wells is currently updating the policy, one aspect of the changes will be changing the travel expense statement to a per diem rate.

C. Clemons-Nelson/SHARP

Wells asked for executive session to discuss employee issues. Chairman Frye called for a Motion to go into executive Session at 12:20 p.m., Frank Mariano made the motion and Dmitri Williams seconded. All ayes heard. Motion carried. Executive session ended at 12:29 p.m. no action taken. Back to general session.

7. New Business:

Chairman Frye asked to entertain a 5% pay increase across the board. Pay increase discussed. Frank Mariano made a motion for the 5% increase to begin next pay period, Amy Klingler seconded, all in favor. Motion carried. Director Wells stated that she discussed HQS Inspections with Ron and he is interested in the position. Mr. Mariano asked for a timeline. Wells stated ASAP. There is a virtual training coming up in October that we would like to register him for and get him started on inspections as soon as we can. Then follow-up with an in-person training down the road when one becomes available in our area. Wells also discussed breaking down the inspections with Ron conducting the recertification inspections and the certified office staff filling in with initials inspections, follow up inspections, etc.

Wells also stated that she is looking into having Landon Davis do our lawncare next year. Director Wells also discussed some issues at Jackson Towers and the possibility of the Sheriff's Department doing extra patrols in the area or through the building. The Housing Authority will be having conferences with tenants as well to address the issue of homeless individuals. Wells also stated that she will be contacting Chris North of the Veterans Administration concerning a possible homeless veteran. Small discussion took place regarding the application process and eligibility.

8. Adjournment.

Frank Mariano moved to adjourn. Amy Klingler seconded. All ayes heard. Motion carried. Meeting adjourned at 12:43 p.m.

Submitted by Laura Werner, Assistant Director