

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

December 19, 2022

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman Frye, Vice Chairman Jan Geuy and Amy Klingler. Dmitri Williams and Frank Mariano were both 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 12:08 p.m.

2. Approval of November Board Meeting Minutes.

Chairman Frye asked for questions or concerns regarding November minutes and called for a motion for approval. Amy Klingler made a motion to approve the minutes. Jan Geuy seconded. All ayes, Motion carried.

3. Approval of November Financial Report.

Chairman Frye stated that you see before you the financial report, are there any questions or concerns. Chairman Frye commented on the high cost of gutter clean-out. Director Wells stated that it had not been done in a long time and some of the downspouts had to be unclogged. This was done on all buildings. Chairman Frye stated if there are no other questions, he will call for a motion to approve. Jan Geuy made a motion for approval, Amy Klingler seconded. All ayes heard. Motion carried.

4. Director's Report for November.

Director Wells reviewed the report with board members. Some points stated were, Section 8 program applications are down. VASH also down. Public Housing occupancy was at 100%. We have a couple vacancies in December as of now. No questions asked.

5. Section 8 Housing Choice Voucher Spreadsheet.

Beth Marchal reviewed the spreadsheet with the board. 235 total vouchers, \$82,323.00 HAP for November. Currently have 47 vouchers looking. Occupancy is at 97%.

6. Old Business.

A. Complex/Maintenance update.

Maintenance will be focusing on repairs and catching up the work orders. The Maintenance Department had some issues on repairs not being completed in a timely manner. Repairs from leaks or drywall repairs need to be completed in a timely manner. There are repairs that Maintenance has not gone back and finished. Director Wells stated that she has discussed the issues with the Maintenance Department and hopefully we can resolve the problem.

B. Personnel Issues.

Director Wells stated that Clemans Nelson and Assoc. came in and went over the changes to the Personnel Policy Manual with the employees. The Employees have 10 days to review the policy and sign a verification of receipt of policy. Wells also stated that the hours changed to 8:00 a.m. to Noon and 1:00 p.m. to 4:30 p.m.

C. Personnel Issues.

Director Wells stated that the HA hired a new girl for the receptionist position, she has been with us for a week and seems to be working out fine. Our part-time maintenance employee has expressed a desire to go full-time. Director Wells has not made a decision on this request. We will still need to hire another maintenance person, we should have at least 3. One of the maintenance men is a part-time section 8 HCV inspector.

7. New Business.

The Bid opening for the elevator project was on December 13, 2022. Three companies showed interest but only one came in with a bid, Schindler Elevator Corp. We had set aside \$84,000.00 and the Bid came in at \$463,200.00. Director Wells stated that she didn't think it would be this high but we also didn't realize that it would entail a new alarm system, sump pump, and electrical panel. Wells also stated that we will need to use more than one capital fund to complete the project and may have to do it in segments. TC Architects are also conducting a needs assessment for us. HUD recommends one every 5 years. Wells stated that the HA is waiting to see who our new Auditor will be, she thinks it will be the state but we haven't heard anything yet. Wells stated that we are also leasing a new copier with a faster speed, the lease is up on the current one.

8. Adjournment.

Chairman Frye asked for a motion to adjourn. Jan Geuy moved to adjourn. Amy Klingler seconded. All ayes heard. Motion carried. Meeting adjourned at 12:35 p.m.

Submitted by Laura Werner, Assistant Director