

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

July 17, 2023

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman James Frye, Frank Mariano, Amy Klingler, Dmitri Williams, and Vice Chairman Jan Geuy. 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 12:09 p.m.

2. Approval of May Board Meeting Minutes.

Chairman Frye asked for questions or concerns regarding May minutes. No concerns voiced. Frank Mariano made a motion to approve the minutes. Amy Klingler seconded. All ayes heard; Motion carried.

3. Approval of May Financial Report.

Chairman Frye asked if anyone had any questions concerning the May financial report. No questions or concerns voiced; Chairman Frye called for a motion to approve the minutes. Frank Mariano made motion to approve, Amy Klingler Seconded, all ayes heard. Motion carried.

4. Approval of June Financial Report.

Chairman Frye asked if anyone had any questions concerning the June Financial report. None voiced, Frye called for a motion to approve. Frank Mariano made motion to approve Financial report, Amy Klingler seconded, all ayes heard. Motion carried.

5. Directors Report

Director Wells reviewed the report that the board received Applications are up due to the rising costs of rentals in our area. 224 receiving HAP in Section 8 family choice voucher and 9 in VASH.

Currently working on vacancies in Public Housing. The report is pretty self-explanatory, does anyone have any questions. None voiced.

6. Section 8 HCV Spreadsheet

Beth Marchal reviewed the spreadsheet with the board members. She reviewed June Data. Leased at 233 spending \$88,000.00. Beth explained that as far as the numbers we are looking good. Currently over leased in Section 8 and waiting for families that will finish needing assistance so that others may be received. Frank Mariano asked if there was a time limit on how long someone could be on the Section 8 program. Beth Marchal explained that there is no time limit. Families can stay on program for as long as needed and they qualify. Director Wells stated that with the rising costs of renting people are not moving, they are needing assistance longer

7. Old Business

A. Complex/Maintenance Update

Maintenance main focus is work orders from Real Estate Assessment Center inspection and rehabs. 1129 apartment B will have to be completely redone and will take longer than a usual rehab. 1129 apartment E had some damage. 832 Mount Vernon was also a long turnaround as that tenant live there for a long time and the entire unit needed to be painted and

B. Elevator Modernization Update

Director Wells stated that nothing has changed and the Elevator upgrade is on schedule.

C. Physical Needs Assessment

Director Wells reported that T.C. Architects have completed the Physical Needs assessment for all projects. She will be reviewing the reports and deciding what needs the SMHA should address first in capital fund projects.

D. REAC Inspection

Due to the condition of the units and deficiencies found in the REAC inspection SMHA is now substandard on physical inspection. Our total PHAS score was an 82 with the management and financial portions of the assessment coming in at 100 percent. The physical condition scored a 22 out of a possible 40. Director Wells explains she has responded to HUD with explanations on how we have used our Capital Fund grants in the past and what are plans are for future grants. She explained that she will be appealing the finding regarding the CO2 detectors. Also, the village of Jackson Center has completed their repairs. We have 60 days to have the deficiencies completed. REAC will inspect annually until the score is higher. The Maintenance department has been short staffed for a while now and Joe doesn't seem to grasp the responsibilities of the supervisory position. I will be having a conference with him to discuss these issues. Dmitri Williams and Chairman Frye both voiced concerns with his ability to do his job. Judy explained the low staff situation in the maintenance department and the problem finding qualified people to work for the wages we can pay. Dmitri Williams asked how will you make sure these repairs are done and kept completed. Wells stated that we will have a Work Order trail and pictures of all repairs for the work completed. Mariano asked how long will the SMHA have a substandard rating. Director Wells stated for the year until we have another REAC inspection and score is higher.

8. New Business.

A. Health Insurance

Director Wells reported that the SMHA stayed with Cindy Helman and Medical Mutual Health Insurance.

B. Personnel

Dave Everett will be leaving us as of July 21, 2023. He is taking a Job at the Hospital. We will be advertising the position and hope to fill it as soon as possible. The SMHA could use two more maintenance employees.

C. 2022 Audit

The Audit is scheduled and should be completed by Mid-August. Wells stated she had a virtual entrance conference this morning at 10:00 a.m. We will be setting up a shared file to report all information they may need. Director Wells also informed the board that they will be receiving letters from the auditor and to please compete and return them as soon as possible

Chairman Frye stated that the SMHA might want to get away from using window envelopes for checks. Checks are being stolen by postal workers.

9. Adjournment.

Chairman Frye asked for a motion to adjourn. Amy Klingler moved to adjourn. Jan Geuy seconded. All ayes heard. Motion carried. Meeting adjourned at 12:45 p.m.

Submitted by Laura Werner, Assistant Director