

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

April 22, 2024

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman James Frye, Vice-Chair Jan Geuy, Board members Dmitri Williams, Frank Mariano and Amy Klingler. Quorum was noted. Executive Director Judith Wells, Beth Marchal Finance Director and Assistant Director Laura Werner were also present. The regular scheduled meeting was called to order at 12:13 p.m.

2. Approval of March 2024 Board Meeting Minutes.

No concerns voiced. Frank Mariano made a motion to approve the minutes. Jan Geuy seconded. All ayes heard. Motion carried.

3. Approval of March 2024 Financial Report.

Brief review of report. Dmitri Williams made motion to approve the March 2024 Financial Report. Amy Klingler seconded the motion. All ayes heard. Motion Carried.

4. Directors Report

Director Wells reviewed the report that the board members received. The applications are up for the Section 8 program at 140. 224 in occupancy for Section 8. Four vouchers given. 10 receiving assistance on VASH. Currently 63 on the Public Housing waiting list down a bit from last month. Rent collection at 87%. Brief discussion on vacancies for Public Housing.

5. Section 8 HCV Spreadsheet

Laura Werner reviewed the Section 8 HCV spreadsheet that the board members received. March data was discussed. Occupancy has increased to 234. With HAP at \$94,298.00. Currently have 4 vouchers issued. Per unit costs are at \$403.00.

6. Old Business

A. Complex/Maintenance Update

Director Wells stated maintenance is catching up on work orders, brief discussions on a company to clean gutters, new lawn service, tornado damage in Jackson Center, and the postponement of Real Estate Assessment Center (REAC) inspection. Director Wells is also looking to schedule a National Standard for Physical Inspection of Real Estate NSPIRE and Housing Opportunities through Modernization Act (HOTMA) training for staff in the near future.

B. Elevator Modernization Update

Director Wells reported that the project is still not completed due to the need for a new generator. She will discuss this more under new business.

C. Personnel

Director Wells has put out advertisement for maintenance position.

7. New Business.

2023 Audit is underway.

The new generator has 2 proposals, one from Cummings and Sollmann Electric for around \$71,000.00 and another from Denier for \$90,000.00 and an additional \$20,000.00 to replace the switch. Director Wells stated that the switch is as old as the generator and I would like to replace it at the same time as the generator. The switch is what runs the elevator along with the generator in the event of a power outage. Director Wells reviews the procurement policy with the board on procedure to follow in case of an emergency. The board agrees the generator replacement is an emergency. The elevators will not pass the state inspection without a new generator. Director Wells informed board the cost will be coming out of CAP Fund. Chairman Frye called for a motion to approve the Cummings/Sollmann proposal. Frank Mariano made the motion, seconded by Dmitri Williams, all ayes heard, motion carried.

Director Wells asked to go into executive session to discuss personnel issues. Chairman Frye called for the motion. Frank Mariano made motion, Jan Geuy seconded all ayes, motion carried. executive session began at 12:44 p.m. Chairman Frye called the meeting back into regular session at 1:03 p.m. no action taken.

8. Adjournment.

Jan Geuy moved to adjourn. Dmitri Williams seconded. All in favor. Motion carried. Meeting adjourned at 1:03 p.m.

Submitted by Laura Werner, Assistant Director