

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

**February 24, 2020**

**1. Roll Call.**

Chairman James Frye called the meeting to order. Present upon roll call were Chairman Frye, Vice-Chair Jan Geuy, Dimitri Williams and Frank Mariano. Quorum was noted. Director Judy Wells and Finance Director Nancy Spence were present. The regular scheduled meeting was called to order at 12:10 p.m.

**2. Approval of January Board Meeting Minutes.**

**Dimitri Williams made the motion followed by Frank Mariano. Motion carried.**

**3. Approval of January Financial Report.**

Director Wells said Nitro Roofing repaired a roof leak at Hewitt Villa and said she will contact the previous roofing contractor, Tri-State, and architect Larry Browne to question warranty. **Vice-Chair Geuy made the motion to accept the report. Frank Mariano seconded. All ayes. Motion carried.**

**4. February Director's Report.**

Director Wells reported 171 Section 8 applications on file, 12 vouchers issued, 219 families receiving Section 8 assistance, no VASH vouchers issued, nine VASH families receiving assistance, 34 Public Housing applications on file, 168 public housing families receiving assistance, 97% public housing tenants' rents paid, one eviction served, four families moved out and three families moved in. Vice-Chair Geuy asked why families move and Wells said due to evictions, voluntarily move or demise.

**5. Section 8 Housing Choice Voucher Spreadsheet.**

Director Wells reported the average HAP is \$325 per unit with 97.6% occupancy rate at year-end.

**6. Old Business.**

**Complex/Maintenance Updates:** Director Wells said as units are vacated, we will assess whether to makeover kitchen and baths with new cabinetry and flooring. Currently the number of vacated units will affect our funding but Wells said she called HUD to ask how to take units offline and is waiting to hear back from HUD. Maintenance is busy cleaning from the elements of winter.

**Bids for Carpet:** Director Wells shared that the best carpet prices are from Wholesale Carpet Outlet in Gettysburg and the best prices for tile and materials are from Fishman's in Dayton.

**Bids for Patio Doors:** Director Wells continues to seek quotes.

**Board Member:** Director Wells stated she has a meeting with the Mayor to discuss candidacy.

**7. New Business:**

**Resolution #1-20, Authorization to Approve SHMA's PHAS Certification:** Director Wells said this is an online submission to HUD to report our public housing program indicators. **Frank Mariano made the motion. Dimitri Williams seconded it. Vote was unanimous. Motion carried.**

**Resolution #2-20, Authorization to Approve SMHA's SEMAP Certification:** Director Wells said this is an online submission to HUD to report our Section 8 program indicators. **Vice-Chair Geuy made the motion. Frank Mariano seconded it. All ayes. Motion carried.**

**Maintenance Employee:** Director Wells announced maintenance specialist, Dan Cook, voluntarily resigned for higher pay and insurance and left on good terms. Dan is very knowledgeable and will be

missed. Director Wells said she will not rush into hiring another maintenance employee and wants to complete current rehabs with contract labor. She said our existing solo maintenance specialist will be responsible for work orders and only emergency calls on weekends. Dimitri asked if emergencies are a judgement call and Wells said yes. Director Wells added she may consider a part-time maintenance person without benefits in the future. She said work items in our Capital Fund Program such as the replacement of cabinets, flooring, lighting, toilets, bath surrounds, and the five-year unit painting rotation will be sub-contracted as needed. Director Wells said she has three contractors now she works with to rehab units.

**Other Business:**

**Deceased Tenant Policy:** Director Wells passed out an updated SMHA's deceased tenant policy for Board's review and approval at next month's meeting.

**Confidentiality Policy:** Director Wells said she will have more information at next month's meeting.

**Generator:** Director Wells reported the annual inspection on the generator at Jackson Towers' was performed and some parts need replaced. She said this is the original generator and someday the overall system may need replaced, thus, this line item is always included with other mechanical systems at Jackson Towers in our Capital Fund Program budget.

**8. Adjournment.**

**Chairman Frye asked for a motion to adjourn. Dimitri Williams made the motion followed by Frank Mariano. All ayes. Motion carried.** Meeting adjourned at 12:57 p.m.

Submitted by Financial Director Nancy Spence