

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

March 16, 2020

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman Frye, Dimitri Williams and Frank Mariano. Quorum was noted. Director Judy Wells and Finance Director Nancy Spence were present. Vice-Chairman Geuy had asked to be excused. Mr. Mariano made the motion to excuse Ms. Geuy. Mr. Williams seconded it. Vote was unanimous. The regular scheduled meeting was called to order at 12:10 p.m.

2. Approval of February Board Meeting Minutes.

Dimitri Williams made the motion. Frank Mariano seconded. Vote was unanimous. Motion carried.

3. Approval of February Financial Report.

Frank Mariano made the motion. Dimitri Williams seconded. Vote was unanimous. Motion carried.

4. March Director's Report.

Director Wells reported 164 Section 8 applications on file, 11 vouchers issued, 216 families receiving Section 8 assistance, no VASH vouchers issued, nine VASH families receiving assistance, 25 Public Housing applications on file, 170 public housing families receiving assistance, 97% public housing tenants' rents paid, no evictions served, eight families moved out and four families moved in. Director Wells said vacated units are subject to new flooring and cabinets as needed thru capital fund money.

5. Section 8 Housing Choice Voucher Spreadsheet.

Director Wells reported the average HAP is \$334 per unit with 97.8% occupancy rate at year-end.

6. Old Business.

Complex/Maintenance Updates: Director Wells said our one and only maintenance employee, Joe, is busy with work orders, trash pickup, etc. thus outside laborers will be contracted as needed.

Bids for Carpet: Director Wells said bids have not been solicited yet.

Bids for Patio Doors: Director Wells continues to seek quotes but are to be obligated by May, 2020 per HUD compliance for capital fund grant.

Board Member: Director Wells stated she attended a city council meeting about COVID-19 and also talked with Sidney's mayor to discuss our vacant board member position, however, the mayor affirmed the appointing source is the city manager and would pass the request to the city manager.

Deceased Tenant Policy: Frank Mariano questioned if non-next of kin is applicable to policy. Ms. Wells said yes providing responsible party is a sponsor. She explained the policy will be acknowledged at a tenant's briefing and reviewed at renewal for any changes. **Frank Mariano made the motion followed by Dimitri Williams. Vote was unanimous. Motion carried.**

Confidentiality Policy: Board reviewed the policy and had no questions. **Dimitri Williams made the motion to accept the policy followed by Frank Mariano. Vote was unanimous. Motion carried.**

7. New Business.

Coronavirus. Covid-19: Director Wells expressed serious concern for the lack of HUD guidance. She said the information she has received has been via research and contacting the hospital for pamphlets. Frank Mariano said to check with the health department. Ms. Wells said she will suspend inspections

until further notice. She said she will curtail public access to the offices and may purchase a drop box. She said any work orders will be completed if considered emergency only. Ms. Wells stated she closed SMHA's lobbies, community rooms, restrooms and playgrounds project-wide and limited only one to two people in the laundry rooms at a time. She said she contracted all common areas to be thoroughly cleaned and disinfected. Ms. Wells asked for any ideas and concerns though none heard.

FY123119 Audit: Director Wells announced the auditors are scheduled to review our records the end of March. She disbursed the auditor's questionnaires to board members for completion.

Other Business:

There was no other business to discuss.

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 12:40 p.m.

Submitted by Financial Director Nancy Spence