

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

**November 16, 2020**

**1. Roll Call.**

Chairman James Frye called the meeting to order. Present upon roll call were Chairman Frye, Frank Mariano, and Dmitri Williams. Vice-Chairman Jan Geuy was excused. Quorum was established. Director Judy Wells and Finance Director Nancy Spence were also present. The regular scheduled meeting was called to order at 12:21 p.m.

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

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

**3. Approval of October Financial Report.**

Dmitri Williams asked if a report is accessible to compare monthly expenditures. Nancy answered there is not with the current software and said it's possible with power point but is not a created report. **Frank Mariano made the motion followed by Dmitri Williams to accept the financial report. Vote was unanimous. Motion carried.**

**4. November Director's Report.**

Director Wells reported 196 Section 8 applications on file, 15 vouchers issued, 201 families receiving Section 8 assistance, no VASH vouchers issued, nine VASH families receiving assistance, one VASH move-out, 54 Public Housing applications on file, 171 public housing families receiving assistance, 86% public housing tenants' rents paid, no evictions served, three families moved out and two families moved in. Judy reported VASH vouchers continue to be difficult to lease-up because of poor communication and interaction with the Dayton Veterans Affairs office, the referring source. Some TBRA tenants have/will be transferred to our HAP program as the TBRA funds will expire. Judy stated 836 Park Apartment is vacant and the two vacant units at Jackson Towers are close to completion since the countertops and cabinets are finally being installed. Judy reported the Community Action Council (CAC) has money available thru December 31<sup>st</sup> to help people with housing payments so we do refer tenants there for additional assistance.

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

Director Wells reported average HAP is \$333 and the targeted occupancy rate is 96% by year-end.

**6. Old Business.**

**Waste Dumpster Bids:** Director Wells said a quote was received from Waste Management and one quote from Rumpke. The expired contract with Waste Management was November 1, 2020. Rumpke was awarded the contract based on fixed base rates with no hidden charges compared to Waste Management's fluctuating monthly costs, poor customer service in regards to dumpster repairs, and steep overage costs. Nancy explained the size of containers was changed from a two-cubic yard with pickup twice a week to a four-cubic yard container once a week for cost savings. There are a total of 16 dumpsters ranging from four cubic yards to eight cubic yards. Judy said we will monitor the dumpster areas and evaluate if the changes are efficient, however, in the past, we have had a lot of overages due to non-residents dumping trash and/or furniture. She said security cameras would be nice but costly. Chairman Frye suggested the sheriff's department could possibly install a camera on a pole for surveillance. Judy may consider this option if the overage issue persists.

**Complex/Maintenance Update:** Director Wells said a pinched extension cord caused extensive smoke damage at 836 Park Street Apartment C although there was no fire. No one was injured, the tenant was not home and barely anything can be saved. The tenant will be relocated to 116 Redbud Apartment C until the unit is completely gutted and rehabbed via our insurance claim's restoration

team. Judy said Ducman is scheduled to clean air ducts and dryer vents at Shelby Manor. Judy stated some tenants at Jackson Towers want to host a Thanksgiving dinner in their apartment because the community room is still closed. Judy said she will talk to the tenant to discourage a social gathering. Judy said the Hilltop Community room is being used weekly to hold briefings; however, applicants are seated at least six feet apart. In closure of her report, she announced a down payment was applied for the carpet replacement at Jackson Towers and installation will be scheduled for January, 2021.

**Bids for Patio Doors:** Director Wells said no bids have been received for this work item.

**COVID-19:** Director Wells reported the main office lobby remains closed and staff continues to work with the public thru the kitchen storm door slot. Judy suggested that the COVID-19 policy should be an independent policy instead of included in our personnel policy. With that said, Judy passed out a COVID-19 employee policy for board's review. Chairman Frye noticed immediately there was no area for employee's compensation for pay included and said that would be the first question an employee would ask. Judy will tweak the policy and present at a later date.

**Commissioner Vacancy:** Director Wells stated the city is the appointing source and has no referrals.

**7. New Business.**

**Approval of Annual Plan:** Director Wells stated Board previously approved our five-year plan in 2019 for 2020-2024 and although we are not required to submit an annual plan to HUD, we are required to submit Board's approval of our annual plan as stated in the five-year plan and updated accordingly.

**Dmitri Williams made the motion to accept our annual plan followed by Frank Mariano. Vote was unanimous. Motion carried.**

There was no other new business.

**8. Adjournment.**

**Chairman Frye asked for a motion to adjourn. Frank Mariano made the motion. Dmitri Williams seconded. All ayes. Motion carried. Meeting adjourned at 1:18 p.m.**

Submitted by Financial Director Nancy Spence