

**SHELBY METROPOLITAN HOUSING AUTHORITY**  
**706 N. Wagner Avenue, Sidney, OH 45365**  
**BOARD OF COMMISSIONERS MEETING**

**July 27, 2021**

**1. Roll Call.**

Chairman James Frye called the meeting to order. Present upon roll call were Chairman Frye, Vice-Chair Geuy, Frank Mariano and Dmitri Williams. Amy Klingler was absent. **Chairman Frye asked for a motion to excuse her. Dmitri Williams made the motion followed by Frank Mariano. All ayes. Motion carried.** Quorum was noted. Director Judy Wells, Assistant Director Laura Werner and Finance Director Nancy Spence were also present. The regular scheduled meeting was called to order at 12:12 p.m.

**Chairman Frye asked for executive session to discuss personnel. Vice-Chair Geuy made the motion followed by Frank Mariano. All aye. Motion carried. Board entered executive session at 12:13 p.m. Chairman Frye asked to return to regular session. Frank Mariano made the motion followed by Dmitri Williams. All aye. Motion carried. Board returned to regular session at 12:31 p.m.**

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

Chairman Frye asked for questions. None heard. **Vice-Chair Geuy made a motion. Frank Marino seconded. Vote was unanimous. Motion carried.**

**3. Approval of June Financial Report.**

Chairman Frye asked for concerns. **Dmitri Williams made a motion. Frank Mariano seconded. All ayes heard. Motion carried.**

**4. July Director's Report.**

Director Wells reported 128 Section 8 applications on file, 4 vouchers issued, 217 families receiving Section 8 assistance, three VASH vouchers issued, eight VASH families receiving assistance, one VASH move-out, one VASH move-in, 70 Public Housing applications on file, 169 public housing families receiving assistance, 88% public housing tenants' rents paid, four evictions served, six move-outs and five families moved in. Judy reported S8 waiting list is still low, however, public housing's waiting list increased slightly. She said rehabs will increase with the recent evictions and vacant units projected.

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

Director Wells reported average HAP is \$330.

**6. Old Business.**

**Complex/Maintenance Update:** Director Wells repeated more rehabs will occur; therefore, subcontracting will increase along with subcontracting more yardwork such as weeding and trimming. Judy said Tom's Lawncare was contracted to weed and feed. She said trees and overgrown shrubs, etc. have been trimmed or removed by Luthman Tree Service project-wide. Chairman Frye mentioned sprouts are evident in our office gutters and Judy said they will be removed. She stated 836 Park Unit C, an insurance claim, is complete and 1209 Hilltop Unit A with extensive water damage is underway for rehab and was turned into insurance.

**Bids for Patio Doors:** Director Wells said two capital grant funds will include this work item.

**Inspection Group:** Director Wells reported she spends two full days to complete inspections currently and would like to outsource. She will set up a meeting with The Inspection Group.

**Affirmatively Furthering Fair Housing Plan:** Director Wells said she will consult with Nelrod Company to update this policy; therefore, not ready for board action.

**Physical Needs Assessment:** Director Wells stated a PNA is due to HUD every five years. She said REAC will inspect the physical grounds and units and SMHA needs to be prepared.

**7. New Business.**

**Disposition of Assets:** Director Wells said our auditor has recommended our list of fixed assets be reviewed for disposition of any assets no longer in working service or have been disposed. She said HUD changes may lead to research of original purchases and could be extensive staff time consuming. No board action followed.

**Vehicle Replacement:** Director Wells suggested selling the truck with the snow plow and either buy a new plow to fit one of the newer trucks or outsource snow removal. She also suggested another truck be sold or traded in for a more efficient fuel company car to be used for inspections, unless inspections as well are outsourced. No board action followed.

**Other new business:** There was no other new business presented.

**8. Adjournment.**

**Chairman Frye asked for a motion to adjourn. Frank Mariano obliged. Dmitri Williams seconded. All ayes. Motion carried.** Meeting adjourned at 12:52 p.m.

Submitted by Financial Director Nancy Spence