

**SHELBY METROPOLITAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
April 18, 2022**

**1. Roll Call**

Vice-Chairman Jan Geuy called the meeting to order. Present upon roll call were Amy Klingler and Frank Mariano. Excused were Chairman James Frye and Dmitri Williams. Quorum was noted. Director Judy Wells, Assistant Director Laura Werner and Finance Director Beth Marchal were also present. The regular scheduled meeting was called to order at 12:10p.m.

**2. Approval of March 21, 2022 Board Meeting Minutes**

Vice-Chairman Jan Geuy motioned for approval of January minutes. Amy Klingler Seconded. All ayes heard. Motion carried.

**3. Approval of March Financial Report**

Vice-Chairman Geuy asked for questions or concerns. Rising cost were briefly discussed. Amy Klingler made a motion for approval, Frank Mariano seconded. All ayes heard. Motion carried.

**4. March Director's Report**

Judy reviewed the report with board members. Jan asked about vacancies at Jackson Towers. She has someone at the Shelter that may be interested. Director Wells told Vice- Chairman Geuy to have them come in and fill out applications. Vice-Chair Geuy informed Director Wells that she had already done that.

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

Beth reviewed the 2-year tool with the board. HAP for March was \$78,202 with a per unit cost (PUC) of \$346.00. Director Wells stated that the PUC has increased. There was a small discussion of rental costs in the area. Beth reminded everyone that last month Dmitri Williams had asked how much money the Housing Authority has in reserves? Beth stated that the Shelby MHA had a reserve of \$239,240.00 as of February 2, 2022.

**6. Old Business**

**A. Complex/Maintenance update**

Director Wells stated that maintenance to do the mowing this year, all complexes except Shelby Manor. She has a call into Sharp insurance to see about having a tenant mow the Shelby Manor complex.

**B. Personnel Update**

Director Wells reported that there will be updates to the personnel policy. She will have to wait until all board members are in attendance to go into executive session and discuss the proposed changes.

**C. Capital Fund**

Director Wells instructed Beth Marchal to update us on Capital Fund. Beth stated that the 2019 CAP Fund is exhausted and she would like to close it out before she goes on maternity leave. Frank Mariano asked if the CAP Funds was audited with the yearly audit. Wells explained that the Capital Funds are looked at separately.

**7. New Business**

**A. Year End Closing**

Year end is finished and the unaudited version has been submitted. Director Wells discussed the current audit. She stated that the HA is completing it early this year, due to Beth's maternity leave. Wells stated that the contract with James G. Zupka, CPA, Inc. is over this year and future Housing Authority audits will be conducted by the state. Wells looks for this to be a hot topic at the upcoming spring conference.

**B. Spring Conference**

Director Judy Wells stated that the spring conference will offer a rent calculation training and test this year. She is planning to attend the conference with Chelsea Boardwine, our new Section 8 Specialist. She will have been with us for 6 months and will be taking the training and test. This conference will be help in Akron, OH

**8. Adjournment**

Vice-Chairman Geuy moved to adjourn. Amy Klingler seconded. All Ayes. Motion carried.

The meeting adjourned at 12:34 p.m.

Submitted by Laura Werner, Assistant Director