

SHELBY METROPOLITAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
May 16, 2022

1. Roll Call

Chairman Frye called the meeting to order. Present upon roll call were Chairman Frye, Vice Chairman Jan Geuy, Frank Mariano and Dmitri Williams. Amy Klingler was excused. Quorum was noted. Director Judy Wells, Assistant Director Laura Werner and Finance Director Beth Marchal were also present. Cindy Helman from WiseBridge Wealth Management, also attended to present an analysis on health insurance. The regular scheduled meeting was called to order at 12:13p.m.

2. Health Insurance Presentation

Director Wells asked for a change in the agenda regarding the presentation of Health Insurance. Board agreed. Cindy Helman from WiseBridge Wealth Management presented a print-out of health insurance costs for the next year beginning July 1, 2022. Presented were 4 comparable health plans and costs compared to what the Housing Authority currently has. The renewal for our current plan has an increase of 7.62%; however, Ms. Helman has contacted Medical Mutual to see if the increase could be reduced. The Housing Authority's current plan was less costly compared to the other presented plans. SMHA is grandfathered in the current plan. The employees receive better coverage at a lower cost. Ms. Helman reported that the current plan is not available to new clients. Discussion ensued. Chairman Frye asked for motion to keep current coverage. Dmitri Williams moved to accept, Vice-Chair Geuy seconded. All ayes heard. Motion carried.

3. Approval of April 18, 2022 Board Meeting Minutes

Chairman Frye called for approval of April minutes. Vice-Chair Geuy made a motion to approve the minutes Frank Mariano Seconded. All ayes heard. Motion carried.

4. Approval of April Financial Report

Chairman Frye asked for questions or concerns. Dmitri Williams asked about the \$44,000.00 to Gillespie Construction. Director Wells explained that it was for the purchase and installation of the second-floor patio doors at Jackson Towers, which is also a Capital Fund item. Dmitri Williams asked how long it took to get the doors? Director Wells explained that it took around 6 months to get the doors in. Frank Mariano made a motion for approval, Dmitri Williams seconded. All ayes heard. Motion carried.

5. April Director's Report

Director Wells reviewed the report with board members. Applications are down for both programs. One eviction was filed and the tenant has left a bad apartment.

6. Section 8 Housing Choice Voucher Spreadsheet

Beth reviewed the spreadsheet. Section 8 is leased up using all funding. Per unit cost is still the same. Basically, no changes. Director Wells stated that landlords are asking for large rental increases. Beth stated that a lot of tenants are leasing in place. Wells also stated that while at the Spring Conference she learned that a lot of Housing Authorities are experiencing the same difficulties such as finding units and short waiting lists.

7. Old Business

A. Complex/Maintenance update

Director Wells stated there had been a small fire at Jackson Towers with the Fire Department being dispatched. There was an issue with the smoke detectors alerting all tenants. There was a discussion concerning where the calls go first, Police Department or New Jersey alarm center before calling the emergency Housing Authority numbers. Director Wells stated she will be checking into this and getting any problems resolved. Beth asked Judy if she would like to go over the fire inspection report at this time. Director Wells agreed, report was passed out and discussed. Frank Mariano asked if we do fire drills at Jackson Towers. Judith Wells stated that we had not had a drill in a while and that she would check with the Fire Chief about getting one scheduled or holding a drill ourselves. The Maintenance Department will be mowing at all complexes this year. Director Wells explained that she is going to have a tenant do the mowing at Shelby Manor in Jackson Center for a stipend of no more than \$200.00 a month. Director Wells asked the board if they had any objections to this, the board members present did not. Wells also stated that the dumpster surrounds at Shelby Manor need repairs and she will be getting estimates on getting the work done.

B. Personnel Update

Director Wells reported that there will be updates to the personnel policy.

- Change from travel expense sheets to per diem
- Dress code updates
- Sick time cap - Wells will be contacting Clemons Nelson for guidance

C. Year End Closing/Audit

This has been sent into the state Hinkle system. Will be submitted to H.U.D. in September.

D. Spring Conference

Director Wells reported on the conference. Chelsea Boardwine attended the rent calculation training, Wells attended directors meeting, SHARP meeting and Fair Housing training. Wells stated that she will be checking into a fair housing training for the staff, as many issues were addressed that all staff need to be trained on. Wells also stated that she met a new architect that may be interested in completing our needs Physical Needs Assessment and the Housing Authority's next Capital Fund

project. The Architect is currently working with 9 Ohio Housing Authority's. Wells spoke with a Vendor that has a new system for changing locks. She will be contacting the Vendor to make an appointment for further discussion.

8. New Business

A. Health Care Insurance

Previously addressed

B. Bids for Jackson Towers Patio Door Replacement

Two proposals were submitted for the completion of the remaining 33 patio doors. Crale Builders, Inc. at \$165,270.00 and Gillespie Construction Co. LTD. For \$138,600.00. Frank Mariano made a motion to approve the proposal from Gillespie at the lower amount. Vice Chair Geuy seconded the motion, all ayes heard, motion carried.

9. Adjournment

Chairman Frye called for a motion to adjourn. Vice Chair Geuy made motion to adjourn, Dmitri Williams seconded. All Ayes. Motion carried.

The meeting adjourned at 1:08 p.m.

Submitted by Laura Werner, Assistant Director