

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

**November 21, 2022**

**1. Roll Call.**

Chairman James Frye called the meeting to order. Present upon roll call were Chairman Frye, Dmitri Williams, Frank Mariano and Amy Klingler. Vice-Chair Jan Geuy was excused. Executive Director Judith Wells, Assistant Director Laura Werner and Finance Director Beth Marchal were also present. The regular scheduled meeting was called to order at 12:09 p.m.

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

Chairman Frye asked for questions or concerns regarding September minutes and called for a motion for approval. Dmitri Williams made a motion to approve the minutes. Amy Klingler seconded. All ayes, Motion carried.

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

Chairman Frye asked for questions or concerns. None noted. Dmitri Williams made a motion for approval, Frank Mariano seconded. All ayes heard. Motion carried.

**4. Approval of November Financial Report.**

Chairman Frye asked for questions or concerns. Frank Mariano asked about the Complete Pest Control charge. Judy replied that it was for treatment of bed bugs. Dmitri Williams asked why it costs \$900.00 for a faucet repair. Director Wells explained that a surround was also installed. Chairman Frye asked about the high payment to Lucente's Services for cleaning the towers. Beth Marchal explained that it was for multiple bills but only the first description shows on the report.

**5. November Director's Report.**

Director Wells reviewed the report with board members. Some points stated were, Section 8 program occupancy is currently down some, turnover is high. In Public Housing we have one vacancy and 2 intents. No questions asked.

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

Beth Marchal reviewed the spreadsheet with the board, HUD has given the Shelby MHA 4 new vouchers. Director Wells stated that tenants are having a hard time finding suitable housing. This is not just a SMHA problem, in talking with other Directors it seems all housing authorities are having this issue. Section 8 is leased up at 97% with \$76,900.00 spent for the month. Voucher issuance will continue as well as seeking individuals to increase VASH occupancy.

**6. Old Business.**

**A. Complex/Maintenance update**

Director Wells stated that Ron (the new part-time employee) is mowing and keeping the complexes nice. Wells informed the board that she had all gutters cleaned and working properly. Joe is back from 3 weeks off with a broken foot. He is working on work orders.

**B. Personnel Issues**

Director Wells asked for an executive session to discuss personnel issues. At 12:21 p.m. Chairman Frye called for a motion for executive session, Dmitri Williams made the motion. Amy Klingler seconded. All ayes, motioned carried. Chairman Frye called for a motion to end executive session, Frank Mariano made motion, Amy Klingler seconded. All ayes heard, motion carried. Executive session ended at 12:29 p.m. no action taken.

**C. HQS Inspector**

Judy stated that, Ron our newest employee, passed the HQS Training. He has started inspecting with her. They conducted public housing inspections on Wednesday last week and he did a really good job. He has also gone with Judy on Section 8 Inspections. He is doing a good job. Judy thinks he will be a good inspector.

**D. Personnel Policy**

Director Wells reviewed the changes to the policy with the board. Some of the changes are minor wording changes as the policy has not been updated since 2014. Some other changes discussed were dress code, office hours and insurance coverage wait period. All changes to policy will go into effect January 1, 2023. Chairman Frye called for a motion of board approval of the new personnel policy. Amy Klingler made a Motion, Dmitri Williams Seconded. All ayes heard, motion carried.

**7. New Business:**

**A. 2023 Budget**

Beth Marchal passed out copies of the budget to board members and reviewed the 2023 budget with the Board. Director Wells stated that we ask for board approval but HUD has final approval. Chairman Frye called for a Motion for approval of the 2023 budget. Dmitri Williams made a motion for approval. Amy Klingler seconded. All ayes heard, motion carried.

**B. Capitalization Policy**

Beth passed out the policy to be reviewed by the board members. Director Wells reviewed the changes to the policy with the board. Chairman Frye called for a motion to approve changes. Dmitri Williams made a motion. Amy Klingler Seconded. All ayes heard, motion carried.

**C. Procurement Policy**

Director Wells reviewed the policy with the board. Director Wells asked for raises on purchase ceilings to align with current costs. Chairman Frye called for a motion. Frank Mariano made the motion to approve the policy. Dmitri Williams seconded. All ayes heard, motion carried.

**D. Payment Standards (FMR)**

The New Fair Market Rents from HUD for 2023 were passed out and reviewed.

**8. Adjournment.**

Frank Mariano moved to adjourn. Amy Klingler seconded. All ayes heard. Motion carried. Meeting adjourned at 1:15 p.m.

Submitted by Laura Werner, Assistant Director