

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

**February 13, 2023**

**1. Roll Call.**

Chairman James Frye called the meeting to order. Present upon roll call were Chairman Frye, Vice Chairman Jan Geuy and Dmitri Williams. Chairman Frye called for a motion to excuse those not present. Dmitri made the motion, Vice Chair Jan Geuy seconded. All ayes, Amy Klinger and Frank Mariano were both 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 12:07 p.m.

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

Chairman Frye asked for questions or concerns regarding December minutes. No concerns voiced. Vice Chair Jan Geuy made a motion to approve the minutes. Dmitri Williams seconded. All ayes heard; Motion carried.

**3. Approval of December Financial Report.**

Chairman Frye asked if anyone had any questions concerning the December financial report. Mr. Williams inquired about the high payment to Management Computer services, Director Wells, Laura Werner and Beth Marchal explained that this in the software company that we use, it covers all support and houses the server for all the client information. No other questions or concerns voiced; Chairman Frye called for a motion to approve the minutes. Dmitri Williams made motion to approve, Jan Geuy Seconded, all ayes heard motion carried.

**4. Approval of January Financial Report.**

Chairman Frye asked for any questions or concerns for January Financial Report. Payment to Gillespie Construction for patio doors was discussed. Chairman Frye stated if there are no other questions, he will call for a motion to approve. Jan Geuy made a motion for approval, Dmitri Williams seconded. All ayes heard. Motion carried.

**5. Director's Report for January.**

Director Wells reviewed the report with board members. Some points stated were, Section 8 program applications are down. VASH has nine vouchers leased. Public Housing almost leased up with one open unit. Dmitri Williams asked how many section 8 landlords in Shelby County participate in the program. Director Wells stated that we don't have as much participation as we once did and asked Beth Marchal if she had any insight. Beth added that currently between 20 to 25 landlords in the program. Some choose to participate all the time others only choose to participate when they have a desirable tenant in need. Wells commented that some landlords choose not to participate due to the amount of paperwork involved with the program verses someone on the open market.

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

Beth Marchal reviewed the spreadsheet with the board. January data: 228 total vouchers, \$79,000.00 HAP dollars spent and 12 voucher issued. Marchal also reviewed February data putting Section 8 leased up, all but VASH. This should put the section 8 program on track for March. Director Wells stated that the administrative fee has increased along with rental amounts in the area.

**7. Old Business.**

**A. Complex/Maintenance update.**

Director Wells reports that the maintenance department is still focusing on repairs and catching up the work orders along with cleaning Jackson Towers. One new Maintenance man has been hired and seems to be working out well.

**B. Elevator Modernization Bids**

Director Wells stated that we had three companies show some interest but only one bid came in for the elevator project, Schindler Elevator Corp. The first contract they submitted had some items that needed to be adjusted. The percent of payment they wanted down before project begins and an issue of Liability were discussed. Director Wells had these items remedied in the final contract. Wells asks for board approval to award the bid to Schindler Elevator Corporation and to approve Schindler Elevator Corporations final contract. Chairman Frye calls for a motion to proceed with contract, Dmitri Williams made the motion, seconded by Jan Geuy, all ayes heard, motion carried.

**C. Physical Needs Assessment**

Director Wells reported that T.C. Architects will have the physical needs assessment by the end of the month.

**8. New Business.**

**A. Uncollectible for 2022**

Director Wells reviewed and explained the report. Dmitri Williams asked how long we keep these balances. Wells explained that in the event a previous tenant wants to participate in one of our programs a check is performed and if they owe a past balance, it must be paid before assistance can be received. Chairman Frye asked for motion to approve the delinquency report, Jan Geuy so moved, seconded by Dmitri Williams, all ayes heard. Motion carried.

**B. Section 8 Stolen Check from 2020**

Director Wells states that she has tried working with US Bank and they will not do anything about the stolen check and we would like to write it off per auditors' suggestion. Brief discussion ensued. The check in question was written to Crale Properties and stolen from them, amount changed and cashed by US Bank in another town. Chairman Frye called for motion, Vice Chair Jan Geuy made the motion to approve the write-off, seconded by Dmitri Williams, all ayes heard, motion carried.

### **C. Disposition of Assets (Depreciation Schedule)**

Director Wells explained that this schedule goes back several years. The auditors have brought this up in years past and we are now trying to get it all up to date. Beth Marchal states there are lot of very old items we no longer have and we need to remove, this was also an auditor suggestion. Chairman Frye asked for motion to approve. Jan Geuy made the Motion, Seconded by Dmitri Williams, all in favor, motion carried.

### **D. Ceiling Rents/Flat Rents – Resolution 2023-01**

Director Wells reviewed the Ceiling and Flat rent schedules. Chairman Frye asked for a motion for approval of Resolution 2023-01, Jan Geuy made motion, Dmitri Seconded, all ayes heard motion carried.

### **E. Procurement Policy – Resolution 2023-02**

Wells explains that after attending Director Meeting she obtained new information and changes need to be made in order to follow State Law. Micro purchases increased to \$10,000.00 and small purchases is now \$50,000.00. James Frye called for motion to make the changes, Dmitri made the motion, seconded by Vice Chair Jan Geuy, all ayes heard, motion carried.

### **F. Vehicle Use Policy**

Director Wells explains vehicle policy was previously approved in the personnel policy. It has been brought to her attention that some employees have not been wearing seat belts. The vehicle policy will now be signed by each employee as acknowledgement. All employees will be held to this policy.

Director Wells also stated that The Housing Authority is checking into phones for maintenance department. Chairman Frye states that it is good to have a work phone in case there is ever a court case your work phone may be subpoenaed and not your personal phone. Director Wells agreed that this is a valid point.

Director Wells asked for an executive session to discuss employee issues at 12:56 p.m. Meeting back into regular session at 1:15 Chairman Frye stated that no action had been taken.

## **9. Adjournment.**

Chairman Frye asked for a motion to adjourn. Dmitri Williams moved to adjourn. Jan Geuy seconded. All ayes heard. Motion carried. Meeting adjourned at 1:16 p.m.

Submitted by Laura Werner, Assistant Director