

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

May 15, 2023

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman James Frye, Frank Mariano, Amy Klingler and Dmitri Williams. Vice Chairman 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 12:10 p.m.

2. Approval of March Board Meeting Minutes.

Chairman Frye asked for questions or concerns regarding March minutes. No concerns voiced. Dmitri Williams made a motion to approve the minutes. Frank Mariano seconded. All ayes heard; Motion carried.

3. Approval of March Financial Report.

Chairman Frye asked if anyone had any questions concerning the March financial report. Mr. Williams inquired about the high cost of Gillespie Construction. Beth Marchal explained that the amount is for two invoices, one to replace stairs and one for the last floor of patio doors at Jackson Towers. No other questions or concerns voiced; Chairman Frye called for a motion to approve the minutes. Frank Mariano made motion to approve, Amy Klingler Seconded, all ayes heard. Motion carried.

4. Approval of April Financial Report

Chairman Frye asked if anyone had any questions concerning the April Financial report. None voiced, Frye called for a motion to approve. Dmitri Williams made motion to approve Financial report, Frank Mariano seconded, all ayes heard. Motion carried.

5. Directors Report

Director Wells reviewed the report with board. Applications down, vacancies in public housing are being turned around. Having a hard time getting estimates back on the total rehabilitation of 832 Mt. Vernon Place. This unit will need new floors, painting, new bath surrounds. The tenant lived there since the early nineties. 91% of rents paid. One eviction on bad housekeeping. Took over an hour of debate in court to get her out. Judge gave her 30 days to move.

6. Section 8 HCV Spreadsheet

Beth Marchal reviewed the spreadsheet with the board members. For April 233 leased in Section 8 not yet leased up in VASH. Judy reports that she gave the Tenant Based Rental Assistance Monies back to the city and county. The SMHA are unable to use those funds. Our main goal as a Housing Authority is to keep our own occupancy at 100%. We have had

a hard time keeping those numbers up. The city/county will put the money to good use in other places in our city/county.

7. Old Business

A. Complex/Maintenance Update

Maintenance main focus is work orders and rehabs.

B. Elevator Modernization Update

Director Wells passed out the work Schedule for the elevator modernization project. Should be finished by 02-07-24. Wells stated that the elevator cars will be updated as well. Dmitri Williams asked why we have to wait till 06-02-23 for them to begin, since we have paid the down payment and it has been approved. Director Wells stated that Schindler is currently on another job that they must finish first before they can start ours. They don't have the manpower to do both at once. Frank Mariano asked if the elevator shafts will be inspected? Wells stated that yes, they are. Mariano asked what kind of warranty do we have on the project? Director Wells wasn't sure off the top of her head but stated she would have that answer at the next meeting.

C. Physical Needs Assessment

Director Wells reported that T.C. Architects have completed the Physical Needs assessment for all projects. She will be reviewing the reports and deciding what needs the SMHA should address first in capital fund projects.

D. REAC Inspection

The Real Estate Assessment Center completed their inspection of our units. We had 3 health and safety hazards that needed to be taken care of within 24 hours. The Generator cage was left unlocked by previous workmen, Silco missed 2 fire extinguishers when they were here and they needed new tags, and a tenant had a T. V. blocking a window. These have all been remedied. Due to the condition of the units and deficiencies found in the REAC inspection SMHA is now substandard on physical inspection. Director Wells explained the need to get the maintenance department on board with repairs and time frame in getting items completed.

8. New Business.

Director Wells and Laura Werner attended the Ohio Housing Authority Spring Conference. Judy explained that she attended the Law and Order Training and that it was basically common sense. Laura went through the Davis Bacon training. They both also attended round tables on HOTMA (Housing Opportunities through Modernization). There are several changes going into effect in 2024.

9. Adjournment.

Chairman Frye asked for a motion to adjourn. Frank Mariano moved to adjourn. Amy Klingler seconded. All ayes heard. Motion carried. Meeting adjourned at 12:41 p.m.

Submitted by Laura Werner, Assistant Director