

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

**September 18, 2023**

**1. Roll Call.**

Chairman James Frye called the meeting to order. Present upon roll call were Chairman James Frye, Board members 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 12:13 p.m.

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

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

**3. Approval of August Financial Report.**

Chairman Frye asked about the check not received by vender from the report. Beth explained that the company moved offices and thought maybe it was misplaced in the move. It had not been cashed so it was voided and a replacement issued. Chairman Frye asked if anyone else had any questions or concerns with the August financial report. None voiced; Chairman Frye called for a motion to approve the minutes. Frank Mariano made motion to approve, Dmitri Seconded, all ayes heard. Motion carried.

**4. Directors Report**

Director Wells reviewed the report that the board received. Section 8 is leased up. We could use more VASH vouchers filled. 1129 Hilltop Avenue, Apartment B is still under rehabilitation, should be completed sometime this month. Dmitri Williams asked about the high price of rehab checks. Beth explained that the report only shows the first address named in the description when in fact there are multiple addresses involved.

**5. Section 8 HCV Spreadsheet**

Beth Marchal reviewed the spreadsheet with the board members. She covered August data. Leased at 232 and spending \$88,590.00. This amount is currently over the funded amount. The overage is being covered by our reserves to help keep up with our number of vouchers and to keep the occupancy and funding up for the next year.

**6. Old Business**

**A. Complex/Maintenance Update**

Maintenance focus continues to be the work orders from Real Estate Assessment Center (REAC) inspection and rehabs. We are trying to crack down on the drugs. We also were concerned about children playing in the drains in the parking lot and parents not taking care of the issue. Ron is keeping the grounds clean and mowed.

## **B. Elevator Modernization Update**

RTF has been working on the alarm system. The elevators have been offline twice during this time. One evening the elevators were out from 3:30 p.m. until 8:00 p.m. with some tenants not being able to get upstairs to their units. Director Wells furnished pizza for those residents unable to reach their apartments. Schindler finally arrived and repaired the issue. RTF determined a malfunction in some of the new components and has since made the needed repairs and the elevator update is on schedule. The State elevator inspector also came by for annual inspection and had some problems with the RTF repair man that was working on the fireboards. Director Wells coordinated with the State inspector, RTF Fire Protection, and the local Fire Department to resolve any issues.

## **C. REAC Inspection**

Director Wells reported that the recovery action plan from the Real Estate Assessment center (REAC) inspection has been sent into HUD. The SMHA has not received any response back yet. We have gathered estimates on the cement. A1 hired to do part of the cement work needed (they are 3 weeks out) and Gillespie construction to do some as well. The refrigerator gaskets are in and Joe will be making the repairs. The trees that needed to be removed before the cement work can be done have been completed. Wells was not sure on the timeline for the brick work, will have that for next meeting.

## **D. Personnel**

Director Wells stated that she is still working on hiring maintenance staff.

## **E. 2022 Audit**

Wells explained that the Housing Authority is still working with the state auditors to complete the audit. They are still requesting information that we supply for them. Audit to be completed by September 30, 2023.

## **7. New Business.**

- A. Salary recommendations for next year were passed out to board members and reviewed. Director Wells asked for any questions or concerns. She recommended a 5% increase starting 09-24-23. Dmitri asked about an error found on the report. It was determined to be a spreadsheet formula error to one of the columns and will be corrected on master. Chairman Frye asked the board do they want to choose a 3 or 5 percent increase. The board agrees to 5% across the board increase. Chairman Frye called for a motion to approve a 5% increase. Frank Mariano made the motion. Seconded by Amy Klingler, all eyes heard. Motion carried.
- B. Wells stated that the Independent Public Accountant (IPA) was awarded to Kevin L. Penn, Inc. this was the only company that bid the job. They will be our auditor for the next 5 years.
- C. The Annual Plan meetings were conducted last week. These meetings are to discuss any programs, improvements, or ways the Shelby MHA can better serve the residents, housing authority and/or the community. The information gathered will

be reviewed and taken into consideration in the annual plan process. We had one person come to the meeting for Hilltop, Hewitt Villa and Mount Vernon complexes, 6 people attended the Shelby Manor meeting and around 15 to 20 at the Jackson Towers meeting.

**8. 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 12:44 p.m.

Submitted by Laura Werner, Assistant Director