

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

August 19, 2024

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman James Frye, Board members Dmitri Williams and Frank Mariano. Vice Charman Jan Geuy and Amy Klingler is excused. Quorum was noted. Executive Director Laura Werner and Beth Marchal Finance Director, were also present. The regular scheduled meeting was called to order at 12:17 p.m.

2. Approval of July 2024 Board Meeting Minutes.

No questions or concerns voiced. Dmitri Williams made a motion to approve the minutes. Frank Mariano seconded. All ayes heard. Motion carried.

3. Approval of July 2024 Financial Report.

Board members reviewed the report given. Frank Mariano made a motion to approve the July 2024 Financial Report. Dmitri Williams seconded the motion. All ayes heard. Motion carried.

4. Directors Report

Director Werner reviewed the report that the board members received. 144 applications on file for Section 8, occupancy is at 221, 8 vouchers have been issued and there were 2 move outs and 4 move ins. VASH occupancy is at 10 with one application on file. For Public Housing, there are 2 units at Hilltop being rehabbed, 830 Mt. Vernon is getting new floors and cabinets. Once complete a current tenant is going to be transferred. 112 Redbud #A is complete as of today. Three units at Jackson Towers are still in the process of being rehabbed by the Maintenance Department. There are 74 applications on the waiting list for Public Housing and rent intake is at 96%.

5. Section 8 HCV Spreadsheet

Director Werner reviewed the Section 8 HCV spreadsheet that the board members received. July data was discussed. Occupancy is at 231 leased. Total HAP at \$93,700.00. Eight vouchers issued and more have already been issued.

6. Old Business

A. Complex/Maintenance Update

Director Werner said Maintenance should be caught up on work orders within a month, hopefully not more than two months. There have been some air conditioning units that went bad and we have replaced those but we will keep in mind when budgeting for the next year that more may need to be replaced.

B. Elevator Modernization Update

Director Werner stated there were no changes from previous month.

C. Generator update

Director Werner stated there are no changes and still waiting on generator to be shipped.

D. Mantor Towing

Director Werner said she contacted Brian at Mantor Towing. He is behind but will let us know when we can meet with him to get the signage needed.

7. New Business

A. NSPIRE Training

Director Werner stated Brian Winemiller and herself completed the NSPIRE training and they both will need to take the exam. Director Werner stated there was only one email used when they were signed up for the training and that is creating an issue to be able to take the exam. Director Werner is working with Ohio Housing Authorities Conference (OHAC) to get the issue resolved.

B. OHAC Fall Conference

Director Werner said the conference is scheduled for September 18 – 20 in Columbus. Director Werner is taking the two Housing Specialists with her to take the Rent Calculation/HOTMA training.

C. Updating Phone System

Director Werner told Board Members Capital Fund money was obligated to update the phone system with NKTelco. Werner said there is a meeting to start the process on Wednesday, August 21, 2024.

D. Audit Management Letter

Director Werner discussed the letter received from Kevin L. Penn, Inc. in regards to the audit. Werner said the year-end financial statements that were prepared and presented for audit contained a number of errors, resulting in several proposed adjusting journal entries. There were 3 entries that needed to be adjusted. The first was to reclass a work item that was reported as construction in progress to buildings, second entry was \$1 rounding issue and the third was to reclassify GASB 87 balances so they were reported to HUD as they should be, but HUD did not publish the guidance until after the FDS was submitted. Director Werner stated the entries for accrued wages and payroll taxes did not get reversed so we expected to receive the Management Letter but there are procedures in place so this does not happen in the future. Beth stated the audit has been published on the Ohio Auditor of State Website.

8. Adjournment.

Dmitri Williams moved to adjourn. Frank Mariano seconded. All in favor. Motion carried. Meeting adjourned at 12:34 p.m.

Submitted by Beth Marchal, Finance Director