

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

**May 20, 2024**

**1. Roll Call.**

Chairman James Frye called the meeting to order. Present upon roll call were Chairman James Frye, Vice-Chair Jan Geuy, Board members Dmitri Williams, Frank Mariano and Amy Klingler. Quorum was noted. Executive Director Judith Wells, Beth Marchal Finance Director and Assistant Director Laura Werner were also present. The regular scheduled meeting was called to order at 12:13 p.m.

**2. Approval of April 2024 Board Meeting Minutes.**

No concerns voiced. Jan Geuy made a motion to approve the minutes. Frank Mariano seconded. All eyes heard. Motion carried.

**3. Approval of April 2024 Financial Report.**

Brief review of report. Dmitri Williams made a motion to approve the April 2024 Financial Report. Frank Mariano seconded the motion. All eyes heard. Motion carried.

**4. Directors Report**

Director Wells reviewed the report that the board members received. The applications are up for the Section 8 program. Vouchers need to be issued. Currently 6 vacancies in Public Housing. Turn arounds will take a little longer as the units were not left in good condition. 87% rent collection. We have passed out 3 day notices to all unpaid rents.

**5. Section 8 HCV Spreadsheet**

Beth Marchal reviewed the Section 8 HCV spreadsheet that the board members received. April data was discussed. Occupancy is at 234. With HAP at \$95,226.00. This is over our projected cost. Judy stated that we have reserves to cover the overage. Beth stated one voucher issued in April. Wells informed that when issuing vouchers normally only a third of the families find units.

**6. Old Business**

**A. Complex/Maintenance Update**

Director Wells stated maintenance is preparing for the upcoming Real Estate Assessment Center (REAC) inspection. Discussed needed repairs, age of units, screening of tenants, evictions and maintenance department being the eyes and ears of the agency. Getting past the stigma of "Its only Public Housing" that some contractors have and maintaining the units at highest level possible.

**B. Elevator Modernization Update**

Director Wells reported that the project is still not completed due to the need for a new generator. Wells received a letter from the architect. They are hopeful that there won't be any issues with the State certifications.

**C. Personnel**

Director Wells reports three applications for the Maintenance Department, one for the office, and none for Director.

**D. 2023 Audit**

Wells states we are still working with auditor. Will be turning in the Hinkle report. Beth stated that she had some trouble sending the large emails and would like to use some kind of shared site in the future. Chairman Frye said that they use Drop Box at the Sheriffs office.

**E. Generator update**

Director Wells reports that it may take four months or longer to get a new generator. The Generator we have now will only work one elevator.

**7. New Business.**

**A. REAC Inspection**

Director Wells reported the new date for the REAC inspection has been set for May 31, 2024. Maintenance continues to prepare.

**8. Adjournment.**

Frank Mariano moved to Adjourn. Amy Klingler seconded. All in favor. Motion carried. Meeting adjourned at 12:55 p.m.

Submitted by Laura Werner, Assistant Director