

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

June 17, 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 12:06 p.m.

2. Approval of May 2024 Board Meeting Minutes.

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

3. Approval of May 2024 Financial Report.

Brief review of report. Frank Mariano made a motion to approve the May 2024 Financial Report. Jan Geuy seconded the motion. All ayes heard. Motion carried.

4. Directors Report

Director Wells reviewed the report that the board members received. The applications are up for both programs. Vouchers look good. Housing assistance payments at 217 with 10 VASH. Currently 6 vacancies in Public Housing. Contractors are working on them now and we have 2 evictions.

5. Section 8 HCV Spreadsheet

Beth Marchal reviewed the Section 8 HCV spreadsheet that the board members received. May data was discussed. 232 leased a little over at \$94,000.00. We are still using reserves to cover the overage.

6. Old Business

A. Complex/Maintenance Update

Director Wells stated a lot of work was completed in preparation for the REAC/NSPIRE (Real Estate Assessment Center/National Standards for the Physical Inspection of Real Estate) inspections. Wells stated that new mulch has been installed around the office, at Jackson Towers and at the playgrounds on the projects. Dumpster enclosures have been repaired.

B. Elevator Modernization Update

Director Wells reported that both elevators are up and running. The state gave us a temporary certificate to run the elevators until a new generator can be installed.

C. Personnel

Director Wells asked for this to be revisited at the end of the meeting.

D. 2023 Audit

Director Wells stated that the unaudited version has been sent and the advertisement was put in the paper.

E. Generator update

Director Wells has signed a contract for a new generator. They gave us an estimate of 3 to 9 months wait.

F. NSPIRE Inspection

The Inspection was conducted on May 31, 2024. Director Wells explains the problems we had logging into the new NSPIRE system. After a series of phone calls and emails to the REAC/TAC system and Charles Eldridge at the HUD field office we were finally able to log in this morning and see our report. There were 9 deficiencies that had to be mitigated within 24 hours (these have been done) along with some repairs to make within 30 and 60 days. The Maintenance department will be working on these.

7. New Business.

A. Meeting with attorney for HCV tenant issue

Director Wells states she has a meeting with attorney concerning a Housing Choice Voucher issue, she discusses the letter she received with the board and how she will be handling the issue with attorney.

B. Public Housing Issues

Wells reviews the 2 up coming evictions with the board.

C. Mantor Towing

Director Wells has a contract that she will be signing with Mantor Towing so that the Housing Authority will be able to have vehicles towed.

D. Removal of Executive Director Name

Director Wells asks to have her name removed from the banking information at US Bank and Mutual Federal for the Housing Authority. Dmitri Williams made a motion to approve this. Jan Geuy Seconded. All ayes heard. Motion carried.

Chairman Frye called for executive session at 12:46 p.m.

Executive session ended at 1:27 p.m. no action taken

E. Merit raises

Director Wells brought up merit raises. Chairman Frye called for a motion to give merit raises. Dmitri Williams made the motion. Seconded by Jan Geuy. All ayes heard. Motion carried.

8. Adjournment.

Frank Mariano moved to Adjourn. Amy Klingler seconded. All in favor. Motion carried. Meeting adjourned at 1:30 p.m.

Submitted by Laura Werner, Assistant Director