

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

July 29, 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 and Frank Mariano. Amy Klingler is excused. 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 12:10 p.m.

2. Approval of June 2024 Board Meeting Minutes.

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

3. Approval of July Special Board Meeting Minutes.

No questions or concerns voiced. Jan Geuy made a motion to approve the minutes. Frank Mariano seconded. All ayes Heard. Motion carried.

4. Approval of June 2024 Financial Report.

Board members reviewed the report given. Jan Geuy made a motion to approve the June 2024 Financial Report. Frank Mariano seconded the motion. All ayes heard. Motion carried.

5. Directors Report

Director Wells reviewed the report that the board members received. The applications are up for both programs. Vouchers look good. VASH occupancy is 10. Housing Assistance Payments at 221. Brief discussion about Public Housing vacancies. One eviction at Jackson Towers also discussed.

6. Section 8 HCV Spreadsheet

Beth Marchal reviewed the Section 8 HCV spreadsheet that the board members received. June data was discussed. Occupancy is a little down at 227 leased. Total HAP at \$93,700.00. Thirteen vouchers issued. Director Wells stated that rents are high and she discussed how the Section 8 program works.

7. Old Business

A. Complex/Maintenance Update

Director Wells stated that Maintenance main focus has been the work orders from the inspection completed by National Standards for the Physical Inspection of Real Estate (NSPIRE). Maintenance continues to catch up the remaining work orders.

B. Elevator Modernization Update

Director Wells reported that Schindler was at Jackson Towers today to repair the big elevator door. It was not closing properly and stuck on 2nd floor. Wells also asked Schindler if the doors could be adjusted to close slower to make it easier for the elderly/disabled to get on and off the elevators.

C. Generator update

Director Wells reports the generator is not shipping until December 27, 2024.

D. NSPIRE Inspection

Wells stated the repairs from inspection have been mitigated and uploaded into the NSPIRE system.

E. Meeting with attorney for HCV tenant issue

Director Wells reports that after meeting with the attorney concerning the asbestos and lead paint it was determined to be a landlord issue and the Lawyer sent a letter handling it.

F. Public Housing Issues

Director Wells discussed problems she had with an evicted tenant. Wells is also working with our Insurance company to get the repairs from the storm damage (hail and wind) at Shelby Manor started.

G. Mantor Towing

Director Wells is working with Mantor Towing to get the signage needed and everything set up to be able to tow vehicles if needed.

8. New Business

A. Audit Letter

Wells stated that the Housing Authority received a letter from the auditor okaying the Audit with no modifications.

B. Upcoming Trainings

Director Wells discussed upcoming trainings that staff may need to attend.

9. Adjournment.

Dmitri Williams moved to Adjourn. Frank Mariano seconded. All in favor. Motion carried. Meeting adjourned at 12:38 p.m.

Submitted by Laura Werner, Assistant Director