

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

**May 19, 2025**

**1. Roll Call.**

Chairman James Frye called the meeting to order. Present upon roll call were Chairman James Frye, Vice Chairman Dmitri Williams, board members Amy Klingler and Kelli Ward. Board member Frank Mariano was 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 12:10 p.m.

**2. Approval of March 2025 Board Meeting Minutes.**

No concerns voiced. Kelli Ward made a motion to approve the minutes. Amy Klingler seconded. All ayes heard. Motion carried.

**3. Approval of March 2025 Financial Report.**

Items on the report were discussed. Vice Chairman Dmitri Williams made a motion to approve the March Financial Report. Amy Klingler seconded the motion. All ayes heard. Motion carried.

**4. Approval of April 2025 Financial Report.**

No questions or concerns. Kelli Ward made a motion to approve the Financial Report. Amy Klingler seconded the motion. All ayes heard. Motion carried.

**5. Directors Report**

Director Werner reviewed the report that board members received. There are 127 Section 8 applications on the waiting list. No vouchers were issued. 215 receiving Housing Assistance Payments. VASH is leased at 10. Spent \$96,383.00. Public Housing has 2 open units, 1209 #D and 206. 42 Public Housing applications, 98% of rents in April were paid. Four move outs and six move ins.

**6. Old Business**

**A. Complex/Maintenance Update**

Director Werner stated the arson repair at 1121 Hilltop Ave. #A has been repaired and billed to the tenant. The tenant did not pay rent and moved out without notice. Sam Young is mowing again this year. Andy Freytag has started repairing brick openings where the old a/c units were. Mt. Vernon complete and Mr. Freytag is going project to project until finished.

**B. 2024 Audit**

The Housing Authority is continuing to work with Kevin Penn to complete the audit. Mr. Penn came into the office and completed the auditing of Public Housing tenant files and has been working with Beth for the remaining audit material.

**C. Towing**

Director Werner advised board members Wreckers has terminated the service for towing vehicles off private property. According to Wreckers, the Clerk of Courts does not allow them to get the titles to the vehicles they tow so they are terminating the services.

## **7. New Business.**

### **A. OHAC Conference**

Director Werner stated her and Diana attended the Spring OHAC Conference at Sawmill Creek. Property Management Best Practices and Utilization Practices were the classes attended. Director Werner explained to board members that eVMS (Electronic Voucher Management System) is how HUD is going to fund our agency. June 1, 2025 is when our agency will go live and use the system.

### **B. New Vehicle Purchase**

The 2006 F150 truck needs the front end repaired. Estimates were obtained and it would cost at least \$1,800 to repair. Director Werner received quotes from dealerships on a 2025 F250 and advised the board she would like a truck to utilize for plowing.

### **C. Health Insurance**

The Medical Mutual insurance renewal and Health Insurance Benefit/Rate Comparison were passed out. Director Werner reached out to WiseBridge for the comparison chart and was advised that renewal rates were as high as 26% for health insurance. Director Werner proposes to keep our current plan and would like to increase the employee portion 5% more to offset costs for the Housing Authority. After a brief discussion, Chairman James Frye asked for a motion to keep the current health plan and increase employee portion to 10% for individual employees. Vice Chairman Dmitri Williams made a motion, Amy Klingler seconded. All ayes heard. Motion carried.

### **D. Shred It**

The first ever file purge has been complete according to Director Werner. All Public Housing files were kept as most owe money, but the purge was done according to the Retention Policy.

### **E. Personnel**

Maintenance employee, Kenneth Smith, has resigned. The open position will be posted on Indeed.

## **8. Adjournment.**

Amy Klingler moved to adjourn. Kelli ward seconded. All in favor. Motion carried. Meeting adjourned at 12:43 p.m.

Submitted by Beth Marchal, Finance Director