

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

June 16, 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 Frank Mariano, Amy Klingler and Kelli Ward. Quorum was noted. Executive Director Laura Werner and Beth Marchal Finance Director were also present. The regular scheduled meeting was called to order at 12:06 p.m.

2. Approval of May 2025 Board Meeting Minutes.

No concerns voiced. Vice Chairman Dmitri Williams made a motion to approve the minutes. Amy Klingler seconded. All ayes heard. Motion carried.

3. Approval of May 2025 Financial Report.

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

4. Directors Report

Director Werner reviewed the report that board members received. There are 134 Section 8 applications on the waiting list, which has been an increase. 22 Vouchers given to families. 223 receiving Housing Assistance Payments. VASH is leased at 11 for a total of 234 vouchers and spending \$97,342.00. Public Housing has quite a few vacancies. Two vacancies have been rented since the report was done. 53 Public Housing applications, 97% of rents in May were paid. Five move outs and two move ins.

5. Old Business

A. Complex/Maintenance Update

Director Werner stated the Maintenance Department is trying to keep up with work orders. We are working with Jeff Baker to get rehabs done since Joe was on vacation and being short an employee. Andy Freytag continues to brick the A/C sleeves and is halfway done. Sam Young will be bringing in topsoil to fill eroded areas and then plant grass seed at Mt. Vernon. There are several areas that have been neglected over the years at all complexes, but Mt. Vernon is the worst. Once he is done other complexes will be evaluated to see what needs topsoil and grass seed.

B. 2024 Audit

The 2024 audit is complete. We received a draft of the Management Letter from Kevin Penn. There were no findings and only a few recommendations regarding internal controls with Public Housing files. Director Werner stated she has put more checks and balances in place to alleviate future errors.

C. New Vehicle Purchase

Director Werner advised board members that the 2025 F250 truck was purchased for \$46,200. The 2006 F150 truck was traded in for \$2,000. Director Werner has not received the title yet and plans to have the logo put on the side doors like the other trucks. The new truck remains parked in the garage at Hilltop.

6. New Business.

A. New Hire Update

The open Maintenance position was posted. There were 8 responses from Indeed and out of those only 3 had experience. Director Werner set up interviews with those 3 candidates and nobody showed up for the interview. All candidates were then invited for interviews. A total of two interviews were conducted. Out of those two, one will not return our calls, and the other interview was completed this morning. After a brief discussion, the position will be offered to a candidate.

7. Adjournment.

Amy Klingler moved to adjourn. Kelli Ward seconded. All in favor. Motion carried. Meeting adjourned at 12:28 p.m.

Submitted by Beth Marchal, Finance Director