

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

**September 15, 2025**

**1. Roll Call.**

Chairman James Frye called the meeting to order. Present upon roll call were Chairman James Frye, Vice Charman Dmitri Williams, board members Amy Klingler and Kelli Ward. 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 August 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 August 2025 Financial Report.**

No questions or concerns. Vice Chairman Dmitri Williams 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 113 Section 8 applications on the waiting list. 45 vouchers given to families. Vouchers will continue to increase as we try to increase occupancy. 219 receiving Housing Assistance Payments. 5 move outs and 6 move ins. VASH remains at 10 for a total of 229 vouchers and spending \$95,109.00. Public Housing has 2 vacant units, 507 and 505. 61 Public Housing applications on file and 98% of rents collected, 1 eviction, 4 move outs and 6 move ins.

**5. Old Business**

**A. Complex/Maintenance Update**

Director Werner stated Samson's Lawn Care has filled the bare areas and planted grass at Mt. Vernon. Any grass that doesn't take this fall will be reseeded by Samson's in the Spring.

The Maintenance Department is continuing to work on curb appeal, but the majority is done.

Director Werner advised that Maintenance is going to start up the trash compactor at Jackson Towers. It hasn't been running in a couple of years, and we need to see if it still works so it can be utilized.

The Maintenance Department is doing good on work orders. Work orders are close to being caught up and much better than in the past.

Complete Pest Control is conducting the bi-annual roach bait at all complexes. All complexes should be complete by the middle of October.

**6. New Business.**

**A. Section 8 Fair Market Rents/Payment Standards**

Director Werner advised board members that payment standards are set by the Housing Authority. The base rate is between 90%-110% of the Fair Market Rents posted by HUD. In the past, the Housing Authority has been at 100% of the Fair Market Rents. This year Director Werner would like to follow suit except to increase the one bedroom to 105%. Director Werner advised that we have 93 one-bedroom Section 8 tenants. Out of those 93 tenants, close to 75% are paying over 30% of adjusted

income for rent and utilities and one-fifth of those are paying over 40% of their adjusted income for rent and utilities. Director Werner is hopeful that increasing to 105% will allow new one-bedroom applicants to find affordable housing and therefore increase occupancy. Chairman James Frye asked for a motion to approve Resolution 2025-03 Section 8 Fair Market Rents/Payments Standards. Amy Klingler made a motion to approve. Vice Chairman Dmitri Williams seconded. All in favor. Motion carried.

#### **B. Annual Plan**

The Annual Plan meetings were held this month. One tenant attended at Hilltop and 15 at Jackson Towers. The tenants at Jackson Towers had one recommendation, a new rug for the lobby. Some tenants needed to report personal work orders.

Director Werner stated that we are considered a Qualified PHA, which is a Housing Authority with fewer than 550 Public Housing and Section 8 units combined who is not troubled in Public Housing Assessment System (PHAS) or Section Eight Management Assessment Program (SEMAP). Both PHAS and SEMAP are performance evaluation systems used by HUD. Director Werner advised that since we are a Qualified PHA, we only need to submit the Civil Rights Certification to HUD for our Annual Plan. Chairman James Frye asked for a motion to approve Resolution 2025-04 Annual Plan. Kelli Ward made a motion to approve. Amy Klingler seconded. All in favor. Motion carried.

#### **7. Adjournment.**

Vice Chairman Dmitri Williams moved to adjourn. Amy Klingler seconded. All in favor. Motion carried. Meeting adjourned at 12:23 p.m.

Submitted by Beth Marchal, Finance Director