

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

January 29, 2026

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman James Frye, Vice Chairman Dmitri Williams, and board member Frank Mariano. Board members Amy Klingler and Kelli Ward were excused. A quorum was noted. Executive Director Laura Werner and Finance Director Beth Marchal were also present. The regularly scheduled meeting was called to order at 12:07 p.m.

2. Approval of November 2025 Board Meeting Minutes.

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

3. Approval of November 2025 Financial Report.

There were no questions or concerns. Frank Mariano made a motion to approve the Financial Report. Vice Chairman Dmitri Williams seconded the motion. All ayes were heard. The motion carried.

4. Approval of December 2025 Financial Report.

No questions or concerns were voiced. Vice Chairman Dmitri Williams made a motion to approve the Financial Report. Frank Mariano seconded the motion. All ayes were heard. The motion carried.

5. Directors Report

Director Werner reviewed the Director's Report that board members received. There are 139 Section 8 applications on the waiting list. No vouchers were given to families. A total of 229 families are receiving Housing Assistance Payments. There were 2 move-outs and 7 move-ins. In December there were 10 VASH families, for a total of 239 vouchers, with spending totaling \$102,629.00. Public Housing has one vacant unit at 1125 Hilltop Ave. #B. There are 63 Public Housing applications on file, and 97% of rents collected. No rent evictions occurred, and there were 2 move-outs and 1 move-in.

6. Old Business

A. Complex/Maintenance Update

Director Werner stated that the current focus is addressing work orders and rehabilitating vacant apartments. Maintenance is completing repairs identified during prior inspections in preparation for REAC. Director Werner expects the REAC inspection to occur between now and May and noted that the Housing Authority will receive short notice prior to the inspection.

A1 Auto & Towing is now the towing company for the Housing Authority. They were very easy to work with and have already towed vehicles from Hilltop.

B. Hilltop Playground Camera Update

The playground installation is complete. Director Werner reported receiving a quote from Low Voltage in the amount of \$5,498.39 for the installation of one camera at the playground and one camera in the Community Room for the mailboxes, with an additional monthly cost for internet service. Director Werner stated that the condition of the playground is due more to neglect than tenant damage and noted that preventative measures will be implemented for the new playground. She recommended postponing the installation of cameras at this time, with the option of revisiting the matter in the future if needed. She will look into putting signs up at each playground for liability purposes.

7. New Business.

A. Retention Policy

The Retention Policy has not been updated since the office remodel. The policy was revised to reflect the current locations of filing cabinets and record storage. Chairman James Frye called for a motion to approve Resolution 2026-01, Adoption of Updated Retention and Security Records. Vice Chairman Dmitri Williams made the motion, seconded by Frank Mariano. All ayes were heard. Motion carried.

B. Credit Card

The Housing Authority has established a credit card through U.S. Bank with a credit limit of \$5,000. The primary use of the credit card will be for training-related expenses.

C. Online Bill Pay/ACH Payments

The Housing Authority wants the option to add online bill payment and ACH payments as approved payment methods. The Purchasing Narrative was updated to outline the procedures for handling these payments. Director Werner noted that this option would be used primarily for large payments to mitigate the risk of checks being stolen, altered, and fraudulently cashed. Chairman James Frye called for a motion to approve Resolution 2026-02, Adoption of Updated Purchasing Narrative to Include Online Bill Pay/ACH Payments. Frank Mariano made the motion, seconded by Vice Chairman Dmitri Williams. All ayes were heard. Motion carried.

D. Uncollectables

Director Werner reviewed the uncollectables report. She explained there were four units with high damages and eleven units with balances over \$1,000, noting that repair and material costs continue to rise. The 2025 uncollectables total is \$12,000 less than the previous year and represents the lowest amount the Housing Authority has seen since the end of COVID in 2021. Director Werner stated that she plans to continue her strategy of completing repairs and charging tenants while they are residing in the unit and not allowing rents to be delinquent for multiple months. Chairman James Frye called for a motion to approve the uncollectables report. Vice Chairman Dmitri Williams made the motion, seconded by Frank Mariano. All ayes were heard. Motion carried.

E. Employee Retirement

Joe submitted his letter of resignation on December 31, 2025, and will retire effective February 1, 2026, with his last day of work tomorrow. The Maintenance Supervisor position was posted internally and on Indeed. Director Werner conducted interviews this week and, after reviewing background checks, has narrowed the pool to two candidates. She hopes to offer the position to the final candidate next week.

8. Adjournment.

Motion to adjourn was moved by Frank Mariano and seconded by Vice Chairman Dmitri Williams. All in favor; motion carried. The meeting adjourned at 12:41 p.m.

Submitted by Beth Marchal, Finance Director