

**REGULAR MEETING OF THE
LAKE METROPOLITAN HOUSING AUTHORITY
January 13, 2021
*ONLINE – via Zoom
6:00 P.M.**

This meeting and all formal actions memorialized herein were taken in a duly noticed virtual, open meeting of this Board and that all deliberations which resulted in formal action were taken in meeting(s) open to the public, in full compliance with all applicable legal requirements including Section 121.22 of the Ohio Revised Code and HB 404 during the state declared COVID-19 emergency.

The meeting was called to order by Chairperson Jeffrey Mackey at 6:09 p.m.

PRESENT

Cynthia Brooks
Vice-Chair Charles Stennis
Gregory Schmidt
Kathryn Popp
George Phillips (excused)
Julius Williams
Chairperson Jeffrey Mackey

ALSO PRESENT

Melissa Winfield, Chief Executive Officer
Marshal Pitchford, Attorney
Tammy Doll, Executive Assistant

BOARD MEMBER:

An Oath of Office was administered to Gregory Schmidt as a Board Commissioner of the Lake Metropolitan Housing Authority, for a five-year term expiring November 18, 2025.

CHAIRPERSON'S COMMENTS:

Chairperson Jeffrey Mackey recognized and thanked the Lake MHA leadership and staff for handling the multitude of COVID-19 challenges during 2020.

Chairperson Jeffrey Mackey declared a recess of the regular meeting to attend to the Annual Meeting business at 6:17 pm. Regular meeting resumed shortly thereafter.

MEETING MINUTES:

November 12, 2020 Regular Board Meeting minutes. The minutes were accepted by unanimous acclamation.

CEO REPORT:

CEO Melissa Winfield shared highlights from her report that was emailed in advance of meeting:

- Since last Board meeting, Lake MHA has become aware of some residents and staff testing positive for COVID-19. As the virus continues to spread throughout the area, agency staff are learning how best to handle these occurrences and minimize risk, keeping staff and residents as safe as possible, while following CDC and Health Department guidelines. Lake MHA is taking advantage of payroll tax credits for those staff who must be out of the office. Residents are being assisted as much as possible, but the role of Lake MHA is limited on individual cases.

- Staffing challenges continue, but two Program positions have been filled. HQS Inspector position is close to being filled. Now that the holidays have passed, recruiting efforts are likely to increase again.
- CDC Eviction Moratorium ends 1/31/21. Lake MHA currently has 25 vacant units and several residents that are behind in their rent.
- The Family Self-Sufficiency (FSS) grant has been renewed.
- New HUD COVID-19 Waivers have been adopted and were included in the packet.
- A message was sent to the agency email list regarding the holiday giveaway items for families at Woodlawn through Catalyst Ministry.
- CEO Melissa Winfield provided a draft COVID-19 Vaccination Policy for staff, to solicit feedback from Board members. Agency staff are not currently on any priority list. The following feedback was discussed:
 - Staff should have a choice about receiving the vaccine.
 - It would probably have to be voluntary.
 - Staff should be educated about the vaccine so they can make an informed decision.
 - It would not make sense to terminate someone for refusing to take vaccine. Establish relationship with Lake County Health District regarding how to obtain vaccinations for staff.
 - Marshal Pitchford – Will obtain more detailed analysis.
- The auditors concluded their audit 1/12/21, with the help of CEO Melissa Winfield and Controller Brittany Stone (in absence of a CFO). Chairperson Jeffrey Mackey asked CEO Melissa Winfield to share positive remarks from Board with Controller Brittany Stone. CEO Melissa Winfield shared preliminary feedback that was received.
- Drafts are now available for revised Personnel Policy Manual and job descriptions, for CEO review.

DECEMBER FINANCE REPORT:

A motion was made by Kathryn Popp and seconded by Cynthia Brooks to approve the October 2020 financials. The October financials were approved by roll call with 6 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis Jr., Gregory Schmidt, Kathryn Popp, Julius Williams and Chairperson Jeffrey Mackey.

A motion was made by Cynthia Brooks and seconded by Vice Chairperson Charles Stennis to approve the November 2020 financials. The November financials were approved by roll call with 6 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis Jr., Gregory Schmidt, Kathryn Popp, Julius Williams and Chairperson Jeffrey Mackey.

OTHER UPDATES & COMMENTS:

CEO Winfield will be reviewing any effect that the Lake Health merger with University Hospitals will have on the agency health plan in 2022.

RESOLUTIONS:

- **Resolution 1-2021:** Resolution approving a revised Public Records Policy, Section 9.11 of the Personnel Policy Manual of the Lake Metropolitan Housing Authority.

The retention schedule that corresponds with this policy will need to be revised at a future time.

A motion was made by Cynthia Brooks and seconded by Charles Stennis, Jr. to adopt this resolution. Resolution 1-2021 was approved by roll call with 6 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis Jr., Gregory Schmidt, Kathryn Popp, Julius Williams, and Chairperson Jeffrey Mackey.

- **Resolution 2-2021:** Resolution approving an Investment Policy.

A motion was made by Cynthia Brooks and seconded by Gregory Schmidt to adopt this resolution. Resolution 2-2021 was approved by roll call with 6 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis Jr., Gregory Schmidt, Kathryn Popp, Julius Williams, and Chairperson Jeffrey Mackey.

ADJOURNMENT:

A motion was made by Cynthia Brooks to adjourn the meeting. The meeting adjourned at 6:59 p.m.

Respectfully submitted,



Melissa Winfield
Chief Executive Officer