

**REGULAR MEETING OF THE
LAKE METROPOLITAN HOUSING AUTHORITY
February 10, 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 6:03 p.m.

PRESENT

Cynthia Brooks
Vice-Chair Charles Stennis (arrived 6:18pm)
Gregory Schmidt (left at 6:36pm)
Kathryn Popp
George Phillips (left at 6:40pm)
Julius Williams
Chairperson Jeffrey Mackey

ALSO PRESENT

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

CHAIRPERSON'S COMMENTS:

Chairperson Jeffrey Mackey commended the Lake MHA staff for continuing to manage the COVID-19 pandemic with minimal issues.

MEETING MINUTES:

January 13, 2021 Regular and Annual Board Meeting minutes. Both minutes were accepted by unanimous acclimation.

CEO REPORT:

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

- HQS Inspector position has been filled. Candidate begins 2/22/21. Director of Housing and CFO positions will be re-posted.
- HCV lease rate is at 87% and 99% of budget authority.
- There are currently 23 vacant units in Lake MHA properties. Staff continues to reach out to eligible parties to fill the vacancies.
- Catalyst Ministry is working with Painesville Public Schools to help distribute meals on-site to eligible students at Woodlawn Homes. Otherwise, they would have to pick up meals at Harvey High School.
- CEO Melissa Winfield has reached out to the Lake County General Health District to discuss possibility of setting up COVID-19 vaccination clinics at Jackson Towers and Washington Square for eligible residents there.

- CEO Melissa Winfield has met with Brian Durdle (consultant) to discuss capital needs and funding for Woodlawn Homes. There is a meeting scheduled with Commissioner Hamercheck 2/18/21. Ideas include air conditioning, windows, sewer/drainage issues (including grinder), additional office space for staff.
- Procurement of new security camera system for Administration building, Jackson Towers, Washington Square and Woodlawn Homes is under consideration. Current system was installed in 2010. Suggestion was made to look into infrastructure wiring for Internet at facilities during this process.
- CEO Melissa Winfield will ask HR Consultant, Clemans Nelson, to present results from their review of position descriptions, performance evaluation tool, personnel policy and wage survey. They will include their recommendations for an appropriate organizational staffing structure for the agency. Preliminary recommendation is for an additional 2.5 FTEs (Assistant Director, Cert Specialist, PT HR Generalist). Office space for additional staff is a concern.
- CEO Melissa Winfield shared a development plan that relates to the Newell Street properties owned by Lake MHA. This relates to a developer who was previously interested in the property, but they no longer have an interest.

JANUARY FINANCE REPORT:

A motion was made by Cynthia Brooks and seconded by Kathryn Popp to approve the December 2020 financials. The December financials were approved by roll call with 5 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis Jr., Kathryn Popp, Julius Williams and Chairperson Jeffrey Mackey.

RESOLUTION:

- **Resolution 3-2021:** Resolution adopting waivers authorized by the U.S. Department of Housing and Urban Development.

A motion was made by Kathryn Popp and seconded by Vice-Chairperson Charles Stennis, Jr. to adopt this resolution. Resolution 3-2021 was approved by roll call with 5 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis Jr., Kathryn Popp, Julius Williams and Chairperson Jeffrey Mackey.

OFFICERS:

An Oath of Office was administered to Charles Stennis Jr. as Board Vice-Chairperson of the Lake Metropolitan Housing Authority, for a one-year term expiring December 31, 2021.

An Oath of Office was administered to Jeffrey Mackey as Board Chairperson of the Lake Metropolitan Housing Authority, for a one-year term expiring December 31, 2021.

ADJOURNMENT:

A motion was made by Cynthia Brooks to adjourn the meeting. The meeting adjourned at 6:51 p.m.

Respectfully submitted,



Melissa Winfield
Chief Executive Officer