

**REGULAR MEETING OF THE
LAKE METROPOLITAN HOUSING AUTHORITY
March 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 6:00 p.m.

PRESENT

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

ALSO PRESENT

Melissa Winfield, Chief Executive Officer
Marshal Pitchford, Attorney
Tammy Doll, Executive Assistant
Heidi Miller, HR Consultant
Somany Pich, HR Consultant

INTRODUCTION OF GUESTS:

Somany Pich and Heidi Miller, both from Clemans Nelson, presented information from various Human Resources projects they had been asked to work on for Lake MHA. A wage survey was conducted and the results were shared, along with a proposed pay grade scale for all positions. As a result of an organizational analysis, all current positions were evaluated and additional positions were recommended (included as Resolution 4-2021 for Board approval). Revised performance evaluation tool was showcased.

CHAIRPERSON'S COMMENTS:

Chairperson Jeffrey Mackey spoke of the continued work in the community to administer COVID-19 vaccinations. He noted that the agency should continue to do whatever is possible to assist Lake MHA residents to obtain the vaccines if they are willing.

MEETING MINUTES:

February 10, 2021 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:

- Leasing rates have been down as a result of reduced staffing (position vacancies).
- Inspections will increase as new HQS Inspector is trained.
- There are currently 23 vacant units, and over 20 tenants are behind on their rent payments. The current CDC eviction moratorium ends 3/31/21 unless it is further extended.

- The Auditor of State should be releasing the agency audit soon.
- There has been no response from the Lake County General Health District regarding vaccinations at Washington Square and Jackson Towers.
- Members of agency health insurance plan should not be affected by merger of Lake Health and University Hospitals.
- The annual plan public meeting is scheduled virtually for April 8, so that it can be approved at the April Board meeting.
- Melissa Winfield met with County Commissioners on February 18 at Woodlawn Homes to discuss possible capital projects for using CDBG funds.
- A representative from GPD (architecture and engineering contractor) visited multiple sites to review office expansion possibilities with current space. Undeveloped units at ParkView Place were also discussed to renovate and expand number of market rate units.
- Melissa Winfield will be on a CEO retreat March 21 – March 26 in Geneva-on-the-Lake.

FEBRUARY FINANCE REPORT:

A motion was made by Cynthia Brooks and seconded by Julius Williams to approve the January 2021 financials. The January financials were approved by roll call with 5 ayes from Cynthia Brooks, Kathryn Popp, George Phillips, Julius Williams and Chairperson Jeffrey Mackey.

RESOLUTION:

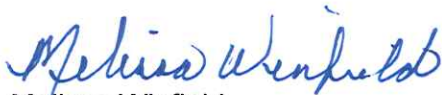
- **Resolution 4-2021:** Resolution revising the organizational structure of the Lake Metropolitan Housing Authority.

A motion was made by Cynthia Brooks and seconded by Kathryn Popp to adopt this resolution. Resolution 4-2021 was approved by roll call with 5 ayes from Cynthia Brooks, Kathryn Popp, George Phillips, Julius Williams and Chairperson Jeffrey Mackey.

ADJOURNMENT:

A motion was made by Cynthia Brooks to adjourn the meeting. The meeting adjourned at 7:19 p.m.

Respectfully submitted,



Melissa Winfield
Chief Executive Officer