

**REGULAR MEETING OF THE  
LAKE METROPOLITAN HOUSING AUTHORITY  
April 14, 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 6:01 p.m.

**PRESENT**

Cynthia Brooks  
Vice-Chair Charles Stennis  
Gregory Schmidt (absent)  
Kathryn Popp  
George Phillips (connected 6:50pm)  
Julius Williams (disconnected 6:22-6:46pm)  
Chairperson Jeffrey Mackey

**ALSO PRESENT**

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

**CHAIRPERSON'S COMMENTS:**

Chairperson Jeffrey Mackey spoke of the continued work in the community to administer COVID-19 vaccinations.

**MEETING MINUTES:**

March 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:

- Amy Tressler was officially promoted to the new Assistant Director position. She will attend this and all future Board meetings.
- Staff are reaching out to residents at Washington Square and Jackson Towers to see what interest exists in having Lake MHA assist in obtaining the COVID-19 vaccine.
- HCV leasing rate is at 86%, with budget authority at 95%. Goal is to have one of these rates at 98%, translating in a need to utilize 184 more vouchers or increase spending up to \$770,000.
- There are currently 24 vacant units in Lake MHA properties.
- An offer has been made to best-matched CFO candidate.
- Architect (GPD) is providing quotes for two capital projects (Jackson Towers façade repair and Woodlawn HVAC upgrades). Possible funding sources will be identified once GPD provides cost estimates.
- CEO Melissa Winfield would like to institute an agency scholarship (for college or trade school) for eligible program participants who are high school seniors. She will draft preliminary criteria for Board approval at an upcoming meeting.

- PHADA Annual Convention will be held virtually May 17-18. Agenda details can be found in recent *Advocate* issue that was emailed. All Board members are able to sign up and attend sessions if interested.
- Lake Erie Bluffs has been reserved for a staff summer picnic on July 29.
- Broadband Internet service could become an included expense for calculating utility allowances for families. CEO Melissa Winfield will contact Painesville City Manager about possibilities in obtaining broadband for Lake MHA units.

### **MARCH FINANCE REPORT:**

A motion was made by Vice-Chairperson Charles Stennis, Jr. and seconded by Cynthia Brooks to approve the February 2021 financials. The February financials were approved by roll call with 4 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., Kathryn Popp and Chairperson Jeffrey Mackey.

### **RESOLUTIONS:**

- **Resolution 5-2021:** Resolution authorizing and directing the Chairperson and the Chief Executive Officer to execute and file the PHA Annual Plan and Five-Year Capital Fund Plan for Fiscal Year 2021 with the U.S. Department of Housing and Urban Development.

A motion was made by Cynthia Brooks and seconded by Vice-Chairperson Charles Stennis, Jr. to adopt this resolution. Resolution 5-2021 was approved by roll call with 4 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., Kathryn Popp and Chairperson Jeffrey Mackey.

- **Resolution 6-2021:** Resolution Affirmatively Furthering Fair Housing.

A motion was made by Kathryn Popp and seconded by Vice-Chairperson Charles Stennis, Jr. to adopt this resolution. Resolution 6-2021 was approved by roll call with 4 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., Kathryn Popp and Chairperson Jeffrey Mackey.

- **Resolution 7-2021:** Resolution to Amend Agency Credit Card Policy.

A motion was made by Cynthia Brooks and seconded by Vice-Chairperson Charles Stennis, Jr. to adopt this resolution. Resolution 7-2021 was approved by roll call with 4 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., Kathryn Popp and Chairperson Jeffrey Mackey.

### **EXECUTIVE SESSION**

A motion was made at 6:43pm by Cynthia Brooks and seconded by Vice-Chairperson Charles Stennis, Jr. to enter into Executive Session to discuss the sale and/or disposition of real property, to include attendance by CEO Melissa Winfield, Amy Tressler and Tammy Doll. Motion was approved by roll call with 4 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., Kathryn Popp and Chairperson Jeffrey Mackey.

### **ADJOURNMENT:**

A motion was made by Cynthia Brooks to adjourn the meeting. The meeting adjourned at 6:56 p.m.

Respectfully submitted,



Melissa Winfield  
Chief Executive Officer