

**REGULAR MEETING OF THE
LAKE METROPOLITAN HOUSING AUTHORITY
June 9, 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 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 6:05 p.m.

PRESENT

Cynthia Brooks (connected 6:43pm)
Vice-Chair Charles Stennis
Gregory Schmidt (absent)
Kathryn Popp
George Phillips (excused)
Julius Williams
Chairperson Jeffrey Mackey

ALSO PRESENT

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

CHAIRPERSON'S COMMENTS:

Chairperson Jeffrey Mackey stated that he is working with Board members to complete performance evaluation for CEO Melissa Winfield.

MEETING MINUTES:

May 12, 2021 Regular Board Meeting minutes. The minutes were accepted by unanimous acclimation.

CEO REPORT:

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

- HCV utilization rate is at 85%; at 93% of budget authority. Information was shared about the various reasons that families have gone off the HCV Program in the past 6 months, which has hampered the leasing rate. The waitlist will be reopening soon, with an entirely electronic application process. 1,500 families will be randomly selected to be added to the waitlist. The waitlist was last open in 2018.
- The eviction moratorium will be ending 6/30/21.
- Rent collection for Public Housing, Multifamily and Market Rate is at 87%, with 27 units currently vacant.
- The Painesville Police did not report any serious issues when they were at Jackson Towers intermittently for 3 weeks. They noted that they do not have a use for substations at this time.

- Staffing efforts continue. Interviews are wrapping up for Director of Housing. An offer for Compliance Specialist was accepted. A candidate for FSS Coordinator has been identified. The search is on for the final Maintenance position.
- The COVID-19 vaccination clinics at agency site were a great success, with many families taking advantage of the opportunity.
- Conceptual design costs for various agency construction projects were discussed. Projects are as follows: Jackson Towers tuckpointing (most urgent), Administration Office renovations, Washington Square first floor build-out, Woodlawn Homes additional parking, Woodlawn Homes Office Renovation, Woodlawn Homes furnace/AC improvements, and ParkView Place build-out of 4 units.
- A Lake MHA student (from HCV Program) was selected to receive an OHAC Scholarship for \$1,000.
- Lake MHA has received doses of Narcan (Naloxone) to distribute throughout the community, to help with opioid overdoses.
- Attorney Marshal Pitchford will find out if Lake MHA is required to meet in person in July. If so, the meeting will be at Jackson Towers on 7/14/21.
- The approval letter from HUD on the Section 18 Disposition was shared. A 90-day notice will be sent to the 25 Public Housing residents of ParkView Place to begin communications about eventual relocation.

MAY FINANCE REPORT:

A motion was made by Cynthia Brooks and seconded by Vice-Chairperson Charles Stennis, Jr. to approve the April 2021 financials. The April 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.

The draft budget was reviewed. The final version will be brought to the July Board meeting for approval. CEO Melissa Winfield is recommending that she be given approval to provide bonuses to eligible staff in appreciation of the difficulties in providing services over the past year, due to the pandemic and understaffing.

A motion was made by Cynthia Brooks and seconded by Vice-Chairperson Charles Stennis, Jr. to give CEO Melissa Winfield authority to provide bonus pay-outs to eligible staff in the range of \$750-\$1,500. This motion was 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 9-2021:** Resolution authorizing the Chief Executive Officer to submit application for the 2021 Community Development Block Grant (CDBG) funding cycle.

A motion was made by Cynthia Brooks and seconded by Vice-Chairperson Charles Stennis, Jr. to adopt this resolution. Resolution 9-2021 was approved by roll call with 5 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., Kathryn Popp, Julius Williams, and Chairperson Jeffrey Mackey.

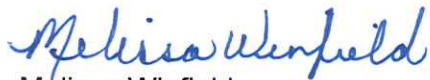
EXECUTIVE SESSION

A motion was made by Kathryn Popp and seconded by Cynthia Brooks to enter into Executive Session at 7:06pm to discuss a real estate transaction, to include attendance by agency staff and legal counsel. Motion was approved by roll call with 5 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., Kathryn Popp, Julius Williams, and Chairperson Jeffrey Mackey.

ADJOURNMENT:

A motion was made by Cynthia Brooks to adjourn the meeting. The meeting adjourned at 7:25 p.m.

Respectfully submitted,



Melissa Winfield
Chief Executive Officer