

**REGULAR MEETING OF THE
LAKE METROPOLITAN HOUSING AUTHORITY
July 14, 2021
200 W. JACKSON STREET, PAINESVILLE, OHIO
6:00 P.M.**

The meeting was called to order by Chairperson Jeffrey Mackey at 6:00 p.m.

PRESENT

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

ALSO PRESENT

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

OHAC SCHOLARSHIP RECIPIENT

Chairperson Jeffrey Mackey welcomed Romyaih Hill, the recipient of the OHAC 2021 William F. Gandert Scholarship, along with her father. A photo was taken as she was congratulated by Chairperson Jeffrey Mackey and CEO Melissa Winfield, along with all other members present.

CHAIRPERSON'S COMMENTS:

Chairperson Jeffrey Mackey reminded all to remain vigilant regarding the COVID-19 pandemic and remarked that vaccines are showing success against all variants.

MEETING MINUTES:

June 9, 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:

- Agency is currently above 70% lease-up threshold for VASH vouchers and is eligible to apply for more.
- Staffing: New Compliance Specialist started on July 12, 2021. An offer will be extended to Director of Housing candidate. Other vacant positions are FSS Coordinator, HR Generalist and Maintenance Tech.
- CDBG funding was not awarded for A/C at Woodlawn Homes. Other funding opportunities will be sought.
- There will be no change with employee health insurance due to merger of University Hospitals and Lake Health.
- Legal RFP was released online and only one response was received (from current vendor, Dicaudo, Pitchford & Yoder, with current pricing). With proper documentation, Lake MHA will proceed with award of the contract to them, and resolution will be presented at September Board meeting.
- Section 18 Disposition (PVP): 90 Day Notice was issued to families, and an in-person meeting was held to answer questions about the relocation process. Families will likely have the option to port out of county with their voucher if they choose since they have already established residency in Lake County. Plan is to hire a relocation coordinator to help the families find new housing.

- A structural engineer will assess Jackson Towers before agency can proceed work with GPD to repair cracks in façade to eliminate rain damage in certain units.
- Tenants: An increase in some criminal activity by tenants was noted. Staff is working with Attorney Pitchford on strategy for evicting tenants for non-payment once eviction moratorium expires.

JUNE FINANCE REPORT:

A motion was made by George Phillips and seconded by Vice-Chairperson Charles Stennis, Jr. to approve the May 2021 financials. The May financials were approved by roll call with 6 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., Kathryn Popp, George Phillips, Julius Williams, and Chairperson Jeffrey Mackey.

RESOLUTIONS:

- **Resolution 10-2021:** Resolution approving FY 2022 consolidated budget, including the HCV, Multifamily and Public Housing budgets and approving submission of the proposed budgets to HUD.

Budget Reports should be modified to indicate "FY 2022" on last column of first page instead of "FY 2021". A motion was made by Cynthia Brooks and seconded by George Phillips to adopt this resolution, with noted change. Resolution 10-2021 was approved by roll call with 6 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., Kathryn Popp, George Phillips, Julius Williams, and Chairperson Jeffrey Mackey.

- **Resolution 11-2021:** Resolution authorizing the CEO to execute a contract with ComDoc, Inc. for document management services.

A motion was made by Cynthia Brooks and seconded by George Phillips to adopt this resolution. Resolution 11-2021 was approved by roll call with 6 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., Kathryn Popp, George Phillips, Julius Williams, and Chairperson Jeffrey Mackey.

EXECUTIVE SESSION

A motion was made by Kathryn Popp and seconded by Vice-Chairperson Charles Stennis, Jr. to enter into Executive Session at 6:46pm to discuss a potential real estate transaction, to include attendance by agency staff. Motion was approved by roll call with 6 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., Kathryn Popp, George Phillips, Julius Williams, and Chairperson Jeffrey Mackey.

ADJOURNMENT:

A motion was made by Kathryn Popp to adjourn the meeting. The meeting adjourned at 6:52 p.m.

Respectfully submitted,

Melissa Winfield
Chief Executive Officer

*Signed By Eric P. Martin
Eric P. Martin For Melissa Winfield*