

**REGULAR MEETING OF THE  
LAKE METROPOLITAN HOUSING AUTHORITY  
OCTOBER 13, 2021  
WOODLAWN COMMUNITY CENTER  
553 SANDERS AVENUE, PAINESVILLE, OHIO  
6:00 P.M.**

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

**PRESENT**

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

**ALSO PRESENT**

Eric Martin, Interim Co-Executive Director  
Amy Tressler, Interim Co-Executive Director  
Marshal Pitchford, Attorney

**CHAIRPERSON'S COMMENTS:**

Board Chair Jeffrey Mackey requested to review previous org charts and the Executive Director job description. Mr. Mackey also made a request for a summary of any staff feedback provided to the Co-Directors regarding agency morale.

**MEETING MINUTES:**

September 8, 2021 Regular Board Meeting & September 29, 2021 Special Board Meeting minutes. The minutes were accepted by unanimous acclimation.

**CEO REPORT:**

Eric Martin & Amy Tressler shared highlights from CEO report that was emailed in advance of meeting:

- Of the 100 HCV applicants pulled from the waiting list, 5 Mainstream vouchers were issued, and 6 other vouchers were pending verification documentation. A large percentage of applicants either failed to show for the briefing appointment and have been rescheduled; or did not qualify for the preferences they selected and were returned to the waiting list. Admission process takes time and is lengthy. There's a continued need to engage case managers of applicants where possible to increase attendance at appointments.
- HCV utilization is at 83%, down one percentage point from August.
- Multifamily/Public Housing occupancy rate increased to 90%, Vacancies have dropped to 26.
- Many families issued notices for nonpayment of rent have paid past balances. An interim rule issued by HUD will be effective November 8 requiring the extended 30-day notice period and language informing families how to obtain emergency rental assistance. Lake MHA is revising notices to comply with this rule.
- Section 18 Disposition: 18 vouchers were issued to Public Housing residents at Parkview, and the remaining 4 were scheduled to be issued today. Eric Martin has met with a potential relocation coordinator to assist PH residents with finding available housing. 6-12 months is an estimated relocation timeframe for families.
- Maintenance will be assessing repairs/projects to invest at Parkview utilizing available Public Housing Operating Reserves prior to the close-out of the Public Housing program.

- **Staffing:** Recruitment is ongoing for the vacant FSS position. A combined HR/Generalist/Executive Assistant position, Multifamily Certification Specialist, and HQS inspections are identified staffing needs. Staffing issues remain a concern as workload is heavy.
- Security cameras and the JT façade repairs remain priorities and work continues on both procurement projects. A scope of work for security cameras is being developed. More will be shared as things progress.
- Signage is posted at Lake MHA Administrative Offices and all site locations recommending masks be worn in keeping with CDC and local health district guidance.

### **FINANCE REPORT:**

A motion was made by Vice-Chairperson Charles Stennis, Jr and seconded by Kathryn Popp to approve the August 2021 financials. The August financials were approved by roll call with 5 ayes from Vice-Chairperson Charles Stennis, Gregory Schmidt, Kathryn Popp, Julius Williams, and Chairperson Jeffrey Mackey.

### **OTHER UPDATES:**

- Vice Chairperson Stennis reported staff survey was sent out and he will share results when completed. Some have been returned already.
- A number of Woodlawn Homes residents were present to express concerns over water intrusion in the basements of units and need for security cameras.

### **RESOLUTIONS:**

- **Resolution 17-2021:** Resolution authorizing the Interim Co-Executive Director to negotiate and enter a contract with Adam Zimmerman to provide housing relocation assistance for public housing tenants.

A motion was made by Vice- Chairperson Charles Stennis, Jr. and seconded by Kathryn Popp to adopt this resolution. Resolution 17-2021 was approved by roll call with 5 ayes from Vice-Chairperson Charles Stennis, Gregory Schmidt, Kathryn Popp, Julius Williams, and Chairperson Jeffrey Mackey.

### **ADJOURNMENT:**

The meeting adjourned by general acclimation at 7:00 p.m.

Respectfully submitted,



Eric Martin & Amy Tressler  
Interim Co-Executive Directors