

**SPECIAL MEETING OF THE
LAKE METROPOLITAN HOUSING AUTHORITY
SEPTEMBER 29, 2021
200 W. JACKSON ST., 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 (via telephone)
Kathryn Popp
George Phillips (arrived at 6:03pm)
Julius Williams
Chairperson Jeffrey Mackey

ALSO PRESENT

Eric Martin, Interim Co-Executive Director
Amy Tressler, Interim Co-Executive Director
Patricia Jones, Jackson Towers Resident
Judy Puffenbarger, Jackson Towers Resident

CHAIRPERSON'S COMMENTS:

Gregory Schmidt is joining the meeting by telephone. Commissioner Schmidt cannot vote but can comment on discussion.

RESOLUTION:

- **Resolution 16-2021:** Resolution authorizing the Interim Co-Directors to execute a contract with Du & Associates, Inc. for consulting services.

Eric Martin commented that consulting services will aide the Housing Authority with the executive management transition process; price is reasonable and will provide needed guidance/training on compliance with the Multifamily program & utilization of the HCV 2-yr tool. Lake MHA can utilize the proposed services proportionate to agency need. HCV management component was added due to the new management staff at Lake MHA. Amy Tressler concurred that the consulting services will fill an identified need due to the changes in staffing and executive management. Chairperson Mackey noted these services will be helpful to staff; he suggested keeping an eye on costs and reporting back the helpfulness of the training. Vice Chairperson Stennis remarked the auditing component is beneficial to support agency compliance. Commissioner Schmidt commented that the proposal offers specific deliverables to the Housing Authority.

A motion was made by Cynthia Brooks and seconded by Vice-Chairperson Charles Stennis, Jr. to adopt this resolution. Resolution 16-2021 was approved by roll call with 6 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., George Phillips, Julius Williams, Kathryn Popp and Chairperson Jeffrey Mackey.

JACKSON TOWERS EXTERNAL REPAIRS:

Discussion was had on GPD's adjusted proposal for the Jackson Towers external repairs. Inspection of the pre-cast panels was added. Examination of horizontal panels for cracks to concrete will be done through use of a drone; clear communication to residents about the use of drones will be made. Sampling of caulking is included to examine for the presence of asbestos, which if found will require a contractor to remove or seal. This will require proper notification to EPA. Work is estimated to take 2 months but due to weather work will likely commence in spring. The adjusted proposal increases costs by \$6,000 for a total of \$25,000 for GPD services, which does not require further formal resolution.

Resident Patti Jones commented that she is one of the residents relocated due to the water intrusion in her unit. Water intrusion to her former unit was significant and she hopes to return to that unit once repairs are complete.

JACKSON TOWERS SECURITY CAMERAS

Resident Judy Puffenbarger inquired about getting new security cameras at Jackson Towers. Since cameras have been inoperable, criminal activity has increased in the building. Eric Martin noted that procurement of a new security camera system is a priority and will require a formal bidding process. Commissioner Schmidt commented that previous discussions on cameras included the need for them to be digital, with license plate recognition and proper placement in the parking lot, inside hallways, and elevators for proper identification.

EXECUTIVE SESSION

A motion was made by Cynthia Brooks and seconded by Vice-Chairperson Charles Stennis, Jr. to enter Executive Session at 6:30pm to discuss a potential real estate transaction and employment matters, to include attendance by agency staff.

A motion was made at 6:41pm to leave Executive Session and return to meeting, which was unanimous.

Vice-Chairperson Stennis shared that a survey will be distributed to staff via Survey Monkey to evaluate staff engagement and culture. This will be used to help address the issue of staff burnout. Chairperson Mackey and the recruitment committee will be meeting to continue work on recruitment of a Chief Executive Officer and will report progress at the next regular meeting.

ADJOURNMENT:

A motion was made and was unanimous to adjourn the meeting. The meeting adjourned at 6:51 p.m.

Respectfully submitted,



Eric Martin & Amy Tressler
Interim Co-Directors