

**GREENE METROPOLITAN HOUSING AUTHORITY BOARD
MEETING 757
HELD January 20, 2026**

In Attendance:

Present: Nancy Hadley, Marilyn McCauley, Pam Gayheart, and Penny Madry Johnson.

Others Present: Brenda Smallwood, Donna Lawhorn, Joyce Huddleson, Jennifer Warner, Joe Stacy, Jennifer Marietta.

Absent: Stacey Leggett

New Board Member

Official swearing in of Penny Madry Johnson, administered by Nancy Hadley, Board Chair.

Public Comments

Nancy Hadley asked if there were any public comments. Individuals were invited to speak with a 3-minute speaking limit.

There were none.

Review/Approval Minutes

The Board reviewed the December 16, 2025, minutes. There were no corrections or comments. Pam Gayheart moved the approval of December 16, 2025, minutes. It was seconded by Marily McCauley. The minutes were unanimously approved.

Review of Receipts/Expenditures for December 2025

HCVP HAP budgeted expenses are \$8,042,206. The actual YTD expenses The December financials were presented by Donna Lawhorn.

Public Housing budgeted revenue is \$1,796,018. The actual YTD revenue is \$1,802,762. 75.3% has been received as a percentage of the budget. Public Housing budgeted expenses are \$1,659,397. The actual YTD expenses are \$1,641,902, 99% has been expensed as a percentage of the budget.

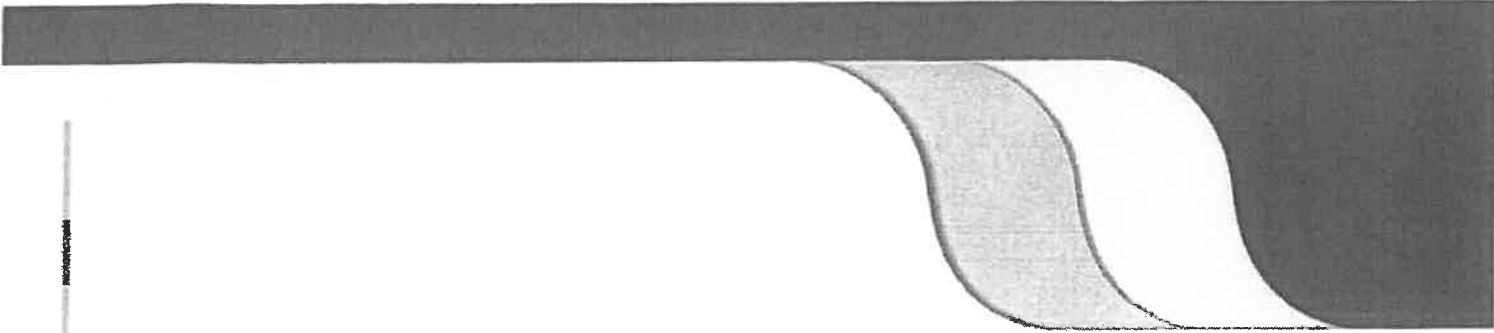
HCVP Operations (Admin Fees) budgeted revenue is \$823,358. The actual YTD revenue is \$767,097, 69.9% has been received as a percentage of the budget. HCVP operations budgeted expenses are \$779,761. The actual YTD expenses are \$762,550. 98% has been expensed as a percentage of the budget.

HCV HAP budgeted revenue is \$8,028,654. The actual YTD revenue is \$7,241,085. 67.6% has been received as a percentage of the budget. The actual YTD expenses are \$6,981,398. 87% has been expensed as a percentage of the budget.

Village Greene budgeted revenue is \$109,203. The actual YTD revenue is \$149,902. 103% has been received as percentage of the budget. Village Greene budgeted expenses are \$67,772. The actual YTD expenses are \$83,079 123% has been expensed as a percentage of the budget.

Sensible Shelter budgeted revenue is \$62,068. The actual YTD revenue is \$64,916. 78.4% has been received as a percentage of the budget. Sensible Shelter budgeted expenses are \$50,237. The actual YTD expenses are \$40,135. 80% has been expensed as a percentage of the budget.

Discretionary budgeted revenue is \$158,424. The actual YTD revenue is \$188,976. 89.5% has been received as a percentage of the budget. Discretionary budgeted expenses are \$61,537. The actual YTD expenses are \$40,392 and 66% has been expensed as a percentage of the budget.



COCC budgeted revenue is \$1,059,841. The actual YTD revenue is \$848,024. 60% has been received as a percentage of the budget. COCC budgeted expenses are \$1,111,452. The actual YTD expenses are \$1,055,078. 95% has been expensed as a % of the budget.

Department Reports

Brenda reported that 118 applications were received in the month of December.

22 applicant files were sent to the Section 8 Department to be briefed. 7 Section 8 vouchers expired and were not used by the applicants.

There were 1277 applicants on the Section 8 wait list. Columbus Place has 13 applicants on their wait list. There were 1117 applicants on the Public Housing wait list and 95 on the Village Greene wait list.

There were 22 vacancies in Public Housing in the month of December. Yellow Springs Village Greene, Wise Manor, and Quail Run were fully leased. Accounts receivable for Public Housing increased to 17% for the month of December. Yellow Springs Village Greene decreased to 15%. Quail Run decreased to 0%. Wise Manor increased to 26%.

As of December, Section 8 had 1208 units under lease. As of December 31st.

Public Housing had 337 units under lease.

The Maintenance Department completed 263 work orders in the month of December. This is equated to labor hours of 638.35.

Directors Report/ Operational Updates

The Director's report/Operational Updates were reviewed by the Board. There were no comments.



Old Business

None

New Business

Auditor Michael Joseph is in the process of reviewing financial statements. He is anticipating completing the review process by the end of February 2026. Mr. Joseph will be our Auditor for 5 (five) consecutive years.

Resolution needed to approve office wide/general records retention policy/Ohio Attorney General Office

Donna Lawhorn presented the proposed Records Retention Policy from the State of Ohio. We would like to take this opportunity to adopt this policy as that of the PHA with Board approval. This was suggested by Auditor Joseph.

Marilyn McCauley introduced Resolution No, 1511 be it resolved that the Greene Metropolitan Housing Authority Board approves adoption of the new Public Records Retention Policy. Penny Madry Johnson Second this action. All in favor.

A Resolution is needed to approve an on-call vehicle use fringe benefit for Maintenance Staff.

Donna Lawhorn presented a proposed resolution to approve fringe benefits for driving maintenance vehicles home to include \$3.00 per day when on call. Recommended by Auditor Joseph

Pam Gayheart introduced Resolution No. 1512 to approve fringe benefits to include \$3.00 per day for driving a GMHA vehicle when on call. Penny Madry Johnson Second this action. All in favor.



Resolution to approve time and a half for all after hour Maintenance call outs.

Donna presented a proposed resolution to be compensated at time and a half for all call outs after hours. This has been a practice of the Agency however was not formally written in policy. It was suggested to add this to our policy by Auditor Joseph.

Pam Gayheart introduced Resolution No. 1513 to approve time and a half compensation for all after hour Maintenance call outs. Penny Madry Johnson, Second. All in favor

Authorization requested to approve the pay rates for 2026

Donna presented the Board with a salary survey and the listed salary of all GMHA employees as well as job titles. This was reviewed and signed by all present Board members to show they have viewed the survey and salaries of all GMHA staff.

Executive Session- Hiring, termination and/or discipline of a Public employee Litigation /Personnel issues

Nancy Hadley requested a motion to go back into the regular board meeting. It was seconded by Marilyn McCauley. Roll Call Vote: Ayes: Hadley, McCauley, Johnson, Gayheart
Nays: None

Pam Gayheart requested a motion to adjourn the meeting. It was seconded by Penny Madry Johnson.

The Meeting adjourned at 5:26 p.m.

Nancy Hadley
GMHA Board Chair

Next Meeting

February 4 2026, at 4:30 p.m. to include Board Training Location: GMHA's Office

