

GREENE METROPOLITAN HOUSING AUTHORITY BOARD
MEETING 751
HELD September 16,2025

In Attendance:

Present: Nancy Hadley, Marilyn McCauley, Pam Gayheart, and Stacy Leggett

Others Present: Brenda Smallwood, Donna Lawhorn, Joyce, Huddleson, Joe Stacy, Penny Madry Johnson, and Jennifer Marietta

Absent: None

Swearing in of Penny Madry Johnson

Nancy Hadley administered the oath for Penny Madry Johnson as a new Board Member. The Board members introduced themselves to Ms. Johnson. Ms. Johnson then presented the Board with an overview of her background.

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 June 17, 2025, minutes. There were no corrections or comments. Pam Gayheart moved the approval of the June 17, 2025, minutes. It was seconded by Marilyn McCauley. The minutes were unanimously approved.

Review of Receipts/Expenditures

The August financials presented by Donna Lawhorn.

Public Housing budgeted revenue is \$997,788. The actual YTD revenue is \$999,353. 25% has been received as a % of the budget. Public Housing budgeted expenses are \$921,887. The actual YTD expenses are \$864,996. 94% has been expensed as a % of the budget.

HCVP Operations (Admin Fees) budgeted revenue is \$457,421. The actual YTD revenue is \$378,745. 20.7% has been received as a % of the budget. HCVP operations budgeted expenses are \$433,201. The actual YTD expenses are \$421,692. 97% has been expensed as a % of the budget.

HCV HAP budgeted revenue is \$4,460,363. The actual YTD revenue is \$4,015,046. 22.5% has been received as a % of the budget. HCV HAP budgeted expenses are \$4,466,448. The actual YTD expenses are \$3,779,424. 85% has been expensed as a % of the budget.

Village Greene budgeted revenue is \$60,668. The actual YTD revenue is \$19,504. 8% has been received as a % of the budget. Village Greene budgeted expenses are \$37,651. The actual YTD expenses are \$40,124. 107% has been expensed as a % of the budget.

Sensible Shelter budgeted revenue is \$34,482. The actual YTD revenue is \$35,855. 26% has been received as a % of the budget. Sensible Shelter budgeted expenses are \$27,910. The actual YTD expenses are \$18,297. 66% has been expensed as a % of the budget.

Discretionary budgeted revenue is \$88,013. The actual YTD revenue is \$104,448. 29.7% has been received as a % of the budget. Discretionary budgeted expenses are \$34,187. The actual YTD expenses are \$19,302. 56% has been expensed as a % of the budget.

COCC budgeted revenue is \$588,800. The actual YTD revenue is \$415,440. 17.6% has been received as a % of the budget. COCC budgeted expenses are \$617,474. The actual YTD expenses are \$608,607. 55% has been expensed as a % of the budget.

The board had a couple of questions, which Donna Lawhorn answered.

Department Reports

Brenda reported that 155 applications were received in the month of August.

32 applicant files were sent to the Section 8 Department to be briefed. 5 Section 8 vouchers expired and was not used by the applicant.

There were 1952 applicants on the Section 8 wait list. Columbus Place has 19 applicants on their wait list. There were 1672 applicants on the Public Housing wait list and 162 on the Village Greene wait list.

There were 16 vacancies in Public Housing in the month of August. Yellow Springs Village Greene and Wise Manor were fully leased. Quail Run had 1 vacancy.

Accounts receivable for Public Housing increased to 8% for the month of August. Yellow Springs Village Greene increased to 11%. Quail Run decreased to 0%. Wise Manor remained at 1%.

As of August 1st, Section 8 had 1213 units under lease. As of August 31st, Public Housing had 342 units under lease.

The Maintenance Department completed 242 work orders in the month of August. This equated to labor hours of 545.42.

Directors Report -Risk Mitigation Updates Since January 2025

The Director's report was reviewed by the Board. Brenda presented a risk mitigation plan going forward for GMHA.

Old Business

None

New Business

Resolution to update the Revised Capitalization/Fixed Asset Policy - Resolution 1501

Brenda stated that Donna Lawhorn, Controller, had recommended revising the Capitalization/Fixed Asset Policy. Brenda requested the Board to review and approve the revised Policy.

Stacy Leggett introduced **Resolution 1501**, Be it resolved the Greene Metropolitan Housing Authority Board approve the revised Capitalization/Fixed Asset Policy. Marilyn McCauley moved the adoption of the resolution, seconded by Pam Gayheart, Roll Call Vote: Hadley, Leggett, McCauley, Johnson, and Gayheart. Nays: None.

Resolution to Approve the Revised Credit Card Policy- Resolution 1502

Brenda Requested the board approve the revised Credit Card Policy. There was a short discussion among the board.

Nancy Hadley introduced **Resolution 1502**, Be it resolved the Greene Metropolitan Housing Authority Board approve the Revised Credit Card Policy. Stacy Leggett, moved the adoption of the resolution, seconded by Pam Gayheart. Roll Call Vote: Hadley, Leggett, McCauley, Johnson, and Gayheart. Nays: None.

Resolution to approve the Write-Offs- Resolution 1503 Public Housing/ Resolution 1504 Quail Run

Brenda requested the Board to approve the following Public Housing Account Write Offs: AMP 18- \$4,816.75, AMP 182- \$6,155.18, and AMP 183- \$25,482.06 totaling \$36,399.75. The Board reviewed the information submitted.

Marilyn McCauley, introduced **Resolution 1503**, Be it resolved the Greene Metropolitan Housing Authority Board approves the Public Housing Write Offs totaling \$36,399.75. Stacy Leggett, moved the adoption of the resolution, seconded by Pam Gayheart, Roll Call Vote: Hadley, Leggett, McCauley, Johnson, and Gayheart. Nays: None.

Brenda requested the Board approve the following Quail Run Account Write Offs: \$3,641.65. The Board reviewed the information submitted.

Nancy Hadley, introduced **Resolution 1504**, Be it resolved the Greene Metropolitan Housing Authority Board approves the Quail Run Write Offs totaling \$3,641.65. Stacy Leggett,

moved the adoption of the resolution, seconded by Pam Gayheart, Roll Call Vote: Hadley, Leggett, McCauley, Johnson, and Gayheart. Nays: None.

Nancy Hadley requested a motion to adjourn the Regular Board Meeting and to go into Executive Session. It was seconded by Marilyn McCauley.

Executive Session

Regular Business Meeting

Nancy Hadley requested a motion to go back into regular session. Pam Gayheart moved to go back into regular session. It was seconded Stacy Leggett. Roll Call Vote: Ayes: Hadley, Leggett, Johnson, and McCauley. Nays: None.

Nancy Hadley made the motion to adjourn the meeting. It was seconded by Pam Gayheart.

The Meeting adjourned at 5:55 p.m.

Nancy Hadley

GMHA Board Chair

Next Meeting

October 21st at 4:30 p.m. Location: GMHA's Office

