

**WHEELING HOUSING AUTHORITY  
MINUTES OF REGULAR MEETING  
May 8, 2019**

The Board of Commissioners of the Housing Authority of the City of Wheeling met for its Regular Meeting on Wednesday, May 8, 2019 at 3:00 p.m. Said meeting was held at the Riverview Towers Board Room, 601 Main Street, Wheeling, WV. The meeting was called to order and opened with prayer at 3:00 p.m. Those present and absent were as follows:

Commissioners Present:     Jerry Craig  
                                      Denis Wilson  
                                      Michael Hooper  
                                      John Looney  
                                      Bernadette Smith  
                                      Joyce Wolen, Executive Director

Others Present:                Tammy Miller  
                                      Tom Surratt  
                                      Jamie Norman  
                                      Monica Hunter

Chairperson Craig noted Commissioner Hooper was in route to the meeting due to being held up in traffic. Additionally, he noted this was Commissioner Smith's last meeting. Chairperson Craig also welcomed the new executive secretary, Monica Hunter.

**PUBLIC COMMENTS:** None.

**MINUTES:** On a motion by Commissioner Wilson and seconded by Commissioner Looney, the Board unanimously approved the minutes from the April 10, 2019 meeting.

**REPORT OF SECRETARY-TREASURER:** Executive Director Wolen reported interviews will be set up for vacant maintenance positions. She noted when advertising, she used the title of maintenance specialist to see if we could get better qualified candidates.

Ms. Wolen reported a meeting with Wheeling's Mayor Glenn Elliott to discuss ways the housing authority can work with the City. The Mayor discussed grant monies and programs that could be implemented. He noted he had received emails regarding Sacred Heart Church as well as seeking a replacement for Commissioner Smith. The Board provided some input on potential candidates, as well as existing programs the authority could explore.

Ms. Wolen also attended a meeting with Susan Hagen, Amy Gamble and Kate Marshall to discuss establishing group homes for self-sufficient members of the community with mental illnesses. The group homes would be split in three categories: (1) men, (2) women, and (3) transitional. Additionally, Ms. Wolen will send out a mass email to staff who may be interested in working with this venture.

Ms. Wolen reported she and staff attended the WVAHA Conference April 30-May 2, 2019, in Bridgeport, WV, which was very good. Insight was gained regarding housing issues and the need for stable funding, as well as the benefit a housing authority brings to each city/county and state.

**COMMITTEE/STAFF REPORT:**

Maintenance Supervisor Tom Surratt reported ongoing sewage/clogged drain issues at Hil-Dar and continued efforts to address those issues. Future plans should include replacement of the lines. Mr. Surratt attended REAC training, which included new changes in the program, books for inspections are being ordered and all maintenance staff will be trained. Focusing on prepping all sites ready for inspection within 14 days of notification of an inspection. The main areas of concentration by inspectors are fencing, drains, erosion and unit turnarounds.

Capital Fund Coordinator Jamie Norman reported three contractors are interested in window replacement for Garden Park Terrace but the bid had to be delayed due to contractors needing extra time to respond. Ramp Construction LLC has begun roof replacement at Luau Manor and work should be completed soon, weather permitting. HUD announced the Capital Fund Grant for 2019 is \$1,110,368.

The Board thanked Mr. Surratt and Ms. Norman for their report.

**UNFINISHED BUSINESS/COMMENTS:** Executive Director Wolen reported she had received word from HUD that the demolition of the Sacred Heart Church was approved. We will move forward with the contract approved last month.

**APPROVALS/COMMUNICATIONS:** On a motion by Commissioner Wilson and seconded by Commissioner Hooper, the Board unanimously approved Resolution 19-006 to allow the executive director to enter into contract with TSG to replace the server drives at the main office in the amount of \$30, 018.60.

**NEW BUSINESS:** Executive Director Wolen contacted Bob Hagedorn regarding auctioning obsolete equipment and material; Mr. Hagedorn submitted a contract to utilize items in inventory for sale at an auction, which will provide better service than hosting an auction on site. Commission Hooper reviewed the contract and stated two items in contract that should be reviewed; that storage for items removed is not reimburseable and all items are sold “as-is.”

Four staff members will be attending leadership training presented by West Virginia University Extension Service for WVAHA, June 4-5, 2019 in Morgantown, WV.

Deputy Director/Director of Finance Tammy Miller reported the WHA audit was completed and there were no findings.

A discussion was held regarding WNV and the potential for future development initiatives. Additionally, a discussion was held regarding whether the Board should remain an affiliate or if it should be restructured as an instrumentality. Executive Director Wolen will provide Board members with the current Bylaws and information regarding changes in reporting should the Board change to an instrumentality.

As this is Commissioner Smith’s final meeting with her resignation being effective June 1, 2019, the Board thanked her for her service. On a motion by Commissioner Hooper and seconded by Commissioner Looney, the Board unanimously adopted a Resolution of Appreciation which was read and is attached as a part of these minutes. Ms. Smith thanked the Board.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** There being no further business to come before the Board, on a motion by Commissioner Wilson and seconded by Commissioner Looney, the meeting adjourned at 4:15 p.m.

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Joyce K. Wolen, Secretary/Treasurer  
Executive Director

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Jerry Craig, Chairperson