

**Preble Metropolitan Housing Authority**  
**Regular Board Minutes**  
**308 Eaton Lewisburg Rd., Eaton, OH**  
**January 29, 2024**  
**11:00 a.m.**

**Members Present:**

Keith Carr  
Craig Moormeier  
Hope Tolle

**Staff Present:**

Janelle Caron  
Tammy Caler

**Guests Present:**

The meeting was called to order at 11:00 a.m. The attendance roster will serve as roll call.

**Approval of minutes.** Minutes from October 23, 2023, public meeting, and regular meeting on November 2, 2023, were reviewed. Hope made a motion to accept the minutes. Criag seconded the motion. Minutes approved.

**Approval of Financial Reports.** Reports were reviewed from September 2023 - December 2023. There was discussion. It was decided that we will table the vote for approval to allow more time to review them. A vote will be taken over email or at the next meeting.

**Communications.** There were communications with Henry Paschael regarding our spending. We need to look at increasing our payment standards as well as releasing four vouchers per month until we get to our maximum spending.

**Reports from the Director.** Reports were given to the group. Discussion followed.

**Reports from the Committees.**

There have not been any meetings of committees. Tammy will send letters out to the tenants to try and schedule a resident meeting.

**Old Business.**

There was discussion about keeping admin funds separate from HAP funds. More clarification is needed.

**New Business**

The audit was complete for fy 2022. We received a Two-star achievement award in open and transparent government. They are currently auditing fy 2023. We had no findings with two recommendations. 1. We must create a disaster recovery plan. 2. We must have two people sign the Board minutes at each meeting when they are approved.

There are trainings available now for the 5-year and annual plans, Janelle will attend.

**Agency Reports**

No reports were given.

Craig made a motion to adjourn. Hope seconded the motion. The meeting adjourned at 11:52 a.m.

Next meetings: April 22, July 22, October 28 (public). All meetings are scheduled for 11 am at the MVCAP office except the public meeting.

\_\_\_\_\_  
Signature PMAH Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Executive Director, PMHA

\_\_\_\_\_  
Date