

**DARKE COUNTY METROPOLITAN HOUSING AUTHORITY**  
**BOARD MEETING MINUTES**  
**October 14, 2025 @ 2 pm**

**BOARD PRESENT**

Amy Erisman  
Renee Shuttleworth  
Jeff Whitaker

**STAFF PRESENT**

Erin Jeffries  
Katie O'Donoghue Ly  
Cheri Shefbuch

Call to Order: The meeting was called to order by Amy at 2:06 pm.

Roll Call:

- Amy Erisman- Present
- Brian Wagner- Absent
- Jeff Whitaker- Present
- Renee Shuttleworth- Present

**Quorum:** Established

**Approval of Minutes:** Amy requested a motion to approve the July 2025 meeting minutes. Jeff made a motion to approve the July minutes. The motion was seconded by Renee. Motion to approve July 2025 minutes carried unanimously.

Katie and Erin introduced themselves again to the board. Katie stated that she is filling in for Julie, who left the organization on September 9, 2025. She reported that the agency is actively reviewing and interviewing applicants for Julie's former position as Director of MVCAP here in Darke County. Several qualified candidates from other MVCAP offices have applied.

**Resignations:** The board discussed recent resignations of two members:

- Lyn Bliss, President of METRO board
- Greg Zechar, Board member

Motions were made to accept both resignations. Jeff made a motion to accept Lyn's resignation as President. Renee seconded. Motion carried unanimously.

Jeff made a motion to accept Greg's resignation. Renee seconded the motion.

Jeff made a motion to accept Greg's resignation. Renee seconded the motion. Motion carried unanimously

The board will need to replace both members.

**Board updates:** Amy will temporarily step into the President's role until new board members are appointed, and a new vote is taken.

- The mayor will need to approve two new board member appointments to replace Lyn and Greg. Send names to him of anyone who would be a great fit for the board.
- Bylaws will need to be updated as some are outdated.

### **Staffing and Financial Discussion:**

A discussion was held regarding current staffing shortages within the Metro department. The agency has reached out to Nan McKay and the Miami County HUD Department to explore potential solutions.

It was noted that the department is currently facing a budget shortfall and operating deficit, which is not sustainable. The agency is actively reviewing ways to address the situation and make necessary adjustments.

### **Director's Agenda and Five-Year Plan:**

Katie reported that the five-year plan and various contracts between Metropolitan Housing, MVCAP, and Development Disabilities need to be updated. Although the formal agreement has expired, the five-year plan includes an auto-renew clause that remains in effect until January 2026.

An emergency board meeting will be scheduled for November 13, 2025, at 2:00 pm to review and sign the updated five-year plan. Erin will be sending the financial report as of September 30, 2025, to the board for review.

The next regular board meeting is scheduled for January 13, 2026, at 2:00 p.m.

**Old Business:** Discussion was held regarding a Metro housing unit on South Ohio Street. Tenants have reported issues with heating and electrical systems. The matter will continue to be monitored and addressed as needed.

**Adjournment:** With no further business, Amy asked for a motion to adjourn. Jeff made a motion to adjourn, and it was seconded by Renee. The motion carried unanimously.

A handwritten signature in black ink that reads "Amy Erisman". The signature is written in a cursive, flowing style.

Amy Erisman  
Vice President (Acting President)