

**Preble Metropolitan Housing Authority
Annual Meeting Board Minutes
391 W. Lexington Rd., Eaton, OH
October 27, 2025, 5:00 p.m.**

Members Present:

Suzy Cottingim
Dave Haber
Kathy Clapp
Craig Moormeier

Staff Present:

Janelle Caron
Tammy Caler

Guests Present:

Clayton Genth
Emily Rohwer
Autumn Green
Barry Strahorn
Eddie Cooper

Dave called the meeting to order at 5:01 p.m. The attendance roster will serve as roll call. There were introductions of members and staff.

Janelle gave an overview of the Housing Choice Voucher Program. The Housing Choice Voucher program is a HUD Section 8 program that assists families to afford decent, safe and sanitary housing in the private market by providing rental subsidy. Tenants of this program will not pay more than 30-40% of their income for housing. The PMHA provides the other 60-70% paid directly to the landlord. Units are inspected annually to ensure that HUD Inspection standards are met.

HCV Program: Basics, Benefits, and Ways to Participate Video:

<https://www.youtube.com/watch?v=M6n9bwwMH30>

Eddie Cooper and Barry Strahorn gave a presentation demonstrating the effectiveness of weatherizing a home using the “house of pressure”. There was time for questions after the demonstration.

Approval of minutes. Minutes from regular meeting July 21, 2025, were reviewed. Suzy made a motion to accept the minutes. Kathy seconded the motion. Minutes approved.

Approval of Financial Reports. Reports were reviewed from June – September 2025. There was discussion. Suzy made a motion to approve the reports. Kathy seconded the motion. Financials approved.

Communications. No new communications since the last meeting. Government shut down has stopped some communication.

Reports from the Director. Reports were given to the group. Discussion followed (see print out).

Reports from the Committees.

There have not been any meetings of committees. There isn't a current Resident Advisory Chair.

Old Business. The financial statements of the PMHA for the year ended March 31, 2025, were audited by BHM CPA group. There were no findings. We have received a 4-star rating in the StaRs Rating System by the Ohio Auditor of State. The StaRS program was implemented to track compliance among public entities, help the public hold government accountable, and provide public officials a standard and incentive in their efforts to operate in an open and transparent manner. Best practices for 4 stars means you have: A method to track public records requests, standard request forms, public records request acknowledgment, public records custodian identified and trained, prompt certified public records training, online presence with upcoming events and office operations, and online presence with official documents.

New Business

Kathy Clapp has been appointed as a new member to replace Keith Carr's term. Craig Moormeier's term has been renewed by the City of Eaton. The compliance date for implementation of NSPIRE for voucher programs is further extended to February 1, 2027. The Admin policy changes consists of NSPIRE standards for carbon

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monoxide detectors and smoke alarms must be implemented regardless of the extended compliance date to comply with congressional mandates. The notification requirements for PHA's that will delay implementation of NSPIRE have also changed. A major change between NSPIRE and HQS is that the NSPIRE final rule removed the "Site and Neighborhood" requirement for HCV at 24 CFR 982.401(1). NSPIRE will no longer allow for the use of unvented, fuel-burning space heaters because of the risk of carbon monoxide exposure. There are multiple changes for HOTMA regulations updates. Other clarifications and modifications to reflect industry best practices, and to ensure that the content is user-friendly, current, and in compliance with all recent HUD regulations and guidance. Complete list is available. Suzy made a motion to accept the changes to the Admin Policy. Kathy seconded the motion. Changes approved.

PMHA will complete an annual plan for fiscal year 2026 if eligible. We are not required to do so this year as a Qualified PHA. There will be no changes from last year's annual plan. *Note any comments from tenant RAB. If the system will allow us to submit this year, I will send out the plan by email and vote to submit as reviewed by board.* The Board reviewed the prospective Annual Plan completed for 2026. Suzy made a motion to approve the Annual Plan for 2026 as presented. Kathy seconded. Motion carried.

HUD has released the proposed FMR for 2026. These rents are going up. Last year the Board voted to increase the PMHA payment standards to 105% of HUD FMR. The Board discussed the effects of the different percentages that could be voted on. Dave made a motion to approve the Payment Standard at 100% of the HUD FMR released for 1/1/2026. Craig seconded the motion. Motion carried.

Officers were elected: Chair – Craig Moormeier, Vice Chair – Dave Haber, Secretary – Suzy Cottingim. Kathy made a motion to elect those seats as stated. Suzy seconded the motion. Motion carried.

The current contract with MVCAP will expire 3/31/2026. The Board discussed the proposed contract with MVCAP. Suzy made a motion to accept the contract with MVCAP for a 5-year period. Craig seconded the motion. Motion carried.

By-laws were updated 4/28/2025. Available for review. No additional changes at this time.

The Board insurance has been renewed for another year. The premium decreased to \$1,350.

PMHA has its own website to find out information about our program. It is updated periodically.

<https://miamivalleycap.org/preble-metropolitan-housing-authority/>


There is a website for HCV Tenant Resources that HUD has established. There is information here for voucher holders and households that need voucher assistance.

[HCV Tenants | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/landlord)

HUD is still promoting landlord participation and has a website with information as well as a quarterly newsletter. https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/landlord

Kathy made a motion to adjourn. Dave seconded the motion. The meeting adjourned at 6:04 p.m.

Next meetings: January 26, April 27, July 27, October 26. All meetings are at 1pm except for the annual meeting in October.



Signature PMHA Board Member

2-2-2026

Date



Signature Executive Director, PMHA

2.2.2026

Date