

MINUTES – May 1, 2025, Special Meeting of the HACM Board

The Housing Authority of the City of Meadville met in the Regular Meeting in the Community Room at Holland Towers at 2:03 p.m., the 1st day of May 2025.

Members Present:

Joseph Tompkins, Chair
Marcia J. Yohe, Treasurer
Cena M. Kneubehl, Secretary
Jane A. Osborne

Also Present:

Jon Ketcham, Acting Executive Director
Christopher Ferry, Solicitor

1. Roll Call

2. Public Comment

3. Announcement of Executive Session

Executive Session held on Thursday, May 1, 2025, at 1:15 p.m. to discuss a personnel matter.

4. Items for Potential Deliberation and Action

a) HACM board bylaws

Ms. Kneubehl requested a review of board bylaws in order to clarify board roles and to possibly add sections including: an attendance policy and a code of ethics/conflict of interest policy. Ms. Kneubehl also proposed a board subcommittee to review the bylaws.

Mr. Ferry noted that the board chair can create a committee.

Ms. Yohe proposed that Ms. Kneubehl draft a list of revisions that she would like to see.

Mr. Tompkins asked for volunteers for a bylaws committee.

Ms. Osborne volunteered alongside Ms. Kneubehl to serve on the bylaws committee.

b) March 12 meeting minutes

A motion to approve the March 12, 2025, meeting minutes was made by Ms. Kneubehl and seconded by Ms. Osborne. The motion passed 4-0.

c) January 29 meeting minutes

A motion to approve the January 29, 2025, meeting minutes was made by Ms. Osborne and seconded by Ms. Kneubehl. The motion passed 4-0.

d) Policy regarding social media, video recordings, and posting of recordings

Mr. Tompkins noted that the board reached a consensus at the January 29, 2025, special meeting to record public board meetings and to post them on newly created HACM Facebook and YouTube pages. Mr. Tompkins then drafted a detailed policy for the board to consider.

Ms. Osborne made a motion to approve the policy and Ms. Kneubehl seconded.

Mr. Ferry noted that the board needs to be in control of the official recording, whether this be in the form of a designated agent or an HACM storage device.

Ms. Yohe voiced a concern about staff time and the capacity to live stream the videos.

Mr. Tompkins offered to strike the part of the policy about livestreaming to Facebook.

Ms. Yohe wondered if it was “overkill” to do video and audio recordings of the meetings.

Ms. Kneubehl stated her belief that transparency is important.

Ms. Yohe stated that it was important for the public in attendance to know that we are recording the meetings.

Mr. Tompkins asked for a vote on the motion to adopt the policy, with the amendment of striking the part about livestreaming. The motion passed 4-0.

- e) Resolutions to approve a plan regarding conflict of interest to request a waiver from HUD or, to allow portability of HCV vouchers

Ms. Kneubehl made a motion to pass the resolution requesting a waiver from HUD regarding the conflict of interest. The motion was seconded by Ms. Osborne. The motion passed 2-1. Mr. Tompkins recused himself from the vote.

- f) Employment contract for Section 8 Coordinator position

Ms. Kneubehl made a motion to approve the employment contract. Ms. Osborne seconded. The motion passed 4-0.

- g) Per diem contract to oversee Section 8 program during the transition and training of new Section 8 Coordinator

Ms. Osborne made a motion to approve the employment contract. Ms. Kneubehl seconded. The motion passed 4-0.

- h) Per diem contract to perform administrative duties for acting Executive Director as needed.

Ms. Kneubehl made a motion to approve the employment contract. Ms. Osborne seconded. The motion passed 4-0.

5. Adjournment

Ms. Osborne made a motion to adjourn and Ms. Kneubehl seconded. The motion passed 4-0.