

## **MINUTES – April 17, 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 4:30 p.m., the 1st day of May 2025.

### Members Present:

Joseph Tompkins, Chair  
Richard Zinn, Vice 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. Announcement of Prior Executive Session

An Executive Session was held on Sunday, April 13, 2025, at 4:30 p.m. to discuss a personnel matter

### 3. Items for Potential Deliberation and Action

- a) Placement of Executive Director on temporary leave of absence with pay effective immediately until further action of board of directors.

Ms. Yohe stated that due to staffing issues, the situation can be handled differently. Ms.

Kneubehl stated that given the information we have, this is the most appropriate action to take.

Ms. Kneubehl made a motion to place the Executive Director on temporary leave. Ms. Osborne seconded. The motion passed 4-1.

- b) Appointment of temporary interim Acting Executive Director effective immediately

Ms. Osborne made a motion to place the Executive Director on temporary leave. Ms. Kneubehl seconded. The motion passed unanimously.

- c) Amendment of those authorized to sign for the Authority at various banking institutions wherein the Authority transacts business. (Resolution No. 5 of FY 2026)

Ms. Kneubehl made a motion to adopt the amendment. Ms. Osborne seconded. The motion passed unanimously.

### 4. Adjournment

Ms. Kneubehl made a motion to adjourn. Ms. Osborne seconded. The motion passed unanimously.