

MINUTES – December 18, 2025
Special Meeting of the HACM Board

The Housing Authority of the City of Meadville Board of Directors met at Holland Towers in the Community Room at 2:00 p.m., the 18th day of December 2025.

Members Present: Joseph F. Tompkins, Chairman
 Marcia J. Yohe, Treasurer
 Cena Kneubehl, Secretary
 Jane A. Osborne

Also Present: Jon Ketcham, Acting Executive Director
 Jill Chapin, Administrative Assistant

Notice of executive session held December 10 to discuss personnel matters

Items for deliberation and potential action:

- **RESOLUTION NO. 15 OF 2026 – RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MEADVILLE TO APPROVE THE MEETING DATES FOR CALENDAR YEAR 2026.** The guidelines set forth in the bi-laws were reviewed regarding monthly HACM Board Meetings and a discussion was held concerning the availability of staff, board members and residents to attend. A motion to meet on the second Wednesday of every month at 2 pm was made by Ms. Kneubehl, seconded by Ms. Osborne. The motion passed with Directors Yohe, Kneubehl, Osborne and Tompkins voting in favor.

- **Payroll Timecard Register** A motion to approve the Payroll Timecard Register was made by Ms. Kneubehl, seconded by Ms. Yohe. The motion passed with Directors Yohe, Kneubehl, Osborne and Tompkins voting in favor.

- **Public Housing Operating Budget – Fiscal Year Ending March 31, 2027** Mr. Tompkins addressed the board stating that today's meeting was a chance to ask questions and set goals, with no expectation of the budget being approved the same day. Mr. Ketcham began the budget review discussing payroll, benefits and raises. He discussed the difference between the Maintenance and Administrative staff, as Maintenance goes by M1, M2 and M3. He reported in the past that Administrative Staff has received a 4% raise, which the Executive Director has brought to the board for approval. Mr. Ketcham explained the HUD operating subsidy calculation he used to get his figures, which he has learned will be 89%-90% this year. He stated he used 89% of the operating subsidy to base the budget on. He added that he based rental income on 90% occupancy, which can also be increased.

Mr. Tompkins inquired how HACM got into the current financial situation and Mr. Ketcham reported some factors include: higher than normal vacancies, outsourcing grounds upkeep and outsourcing apartment turnarounds. Discussion was held on getting vacancies down, which would increase the PHAS score. It was also reported that HUD reached out to HACM to set up an action plan to increase the PHAS score as well. Mr.

Ketcham spoke on the focus currently being to turn units over and get them leased up. Ms. Yohe stated the board outsourced the lawn care as temporary support when individuals were moving around Holland Towers to get units ready as Maintenance could not keep up with both.

Mr. Ketcham then went through each AMP and explained the calculations used in working on the individual AMP's budgets.

Emergency Funds available through HUD were discussed should operating funds fall below 3 months.

The board problem solved expenses that could be reduced including:

- Getting rid of one of the large copiers

- Leasing vs owning printers

- Leasing vs owning computers

- Cell Phones- cutting back as not all staff utilize them

- Mileage reimbursement was explained and discussed

- Utility discussion and subsidies were explained

- Insurance Costs- Mr. Ketcham will look into other providers

Payroll was discussed, including Mr. Lynch's salary and position and Deputy Executive Director/ Accountant.

Mr. Tompkins requested Mr. Ketcham go over the budget and play with numbers to see if he can reduce the \$150,00 deficit before the next Special Board Meeting.

Ms. Kneubehl inquired about Grants or other funding streams, Mr. Ketcham reported he has looked into other sources; however, they are not readily available.

A Special Board Meeting was scheduled for December 30, 2025, at 2 pm.

Ms. Yohe reported she has heard there will likely be no bailouts, and to keep that in mind while moving forward with the budget.

Executive session to discuss personnel matters

Adjournment A motion to adjourn the meeting was made by Ms. Kneubehl, seconded by Ms. Osborne. The motion passed with Directors Yohe, Kneubehl, Osborne and Tompkins voting in favor.

