

**Menard County Housing Authority  
Board of Commissioners Meeting  
Tuesday, October 9, 2018**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, October 9, 2018 in the Board Room of the Management & Maintenance Building at 101 W. Sheridan Rd, Petersburg.

The Chairman of the Board, B.R. Boston, called the meeting to order at 4:08 pm. The following commissioners were present: B.R. Boston, Paul Brown, Brian Ogden, Elizabeth Roberts and Jeffrey Stott. Commissioners Absent: C.J. King and James Reed. The following were also present: Anne Smith (Executive Director), Jason Race (Bedrock Housing Consultants), Lindsey Whitley (Financial Support Specialist) and Meggann Bell (Regional Housing Development).

There were no public comments.

The minutes of the regular meeting held on September 18, 2018 were reviewed and approved and ordered filed. The motion was made by Commissioner Stott and seconded by Commissioner Boston.

Executive Director Smith began the meeting by explaining that the final step in the public housing closeout process is board approval to terminate the Public Housing Annual Contributions Contract with HUD, effective as of December 31, 2018.

After discussion, Commissioner Boston introduced the following resolution.

**RESOLUTION 2200**

**RESOLUTION TO TERMINATE PUBLIC HOUSING ANNUAL CONTRIBUTIONS CONTRACT**

WHEREAS, the Authority has followed all of the closeout requirements of PIH Notice 2016-23, the ACC, the 1937 Act, and the 2 CFR part 200, to the best of the board's knowledge; and,

WHEREAS, the board desires to terminate the Public Housing Annual Contributions Contract with HUD, effective as of December 31, 2018.

THEREFORE, BE IT RESOLVED, to terminate the Public Housing Annual Contributions Contract with HUD, effective as of December 31, 2018.

Commissioner Boston moved that the forgoing resolution be adopted and introduced, which motion was seconded by Commissioner Stott and upon roll all the "AYES" and "NAYS" were as follows:

AYES: Boston, Brown, Roberts, Stott and Ogden

NAYS: None    ABSTAINING: None    ABSENT: King and Reed

The Chairman thereupon declared the motion carried and said resolution adopted.

Ms. Smith continued the meeting by proposing an update to the interagency agreement between MCHA and the Housing Authority of Christian County. This update would include the services pertaining to Procurement and Section 3.

Commissioner Boston introduced the following resolution.

## **RESOLUTION 2201**

### **RESOLUTION TO APPROVE AN UPDATE TO THE INTERAGENCY AGREEMENT WITH HOUSING AUTHORITY OF CHRISTIAN COUNTY**

WHEREAS, Illinois Housing Authorities may enter into Interagency Agreements with each other as provided by 310 ILCS 8.5, 24 CFR 85.36(b)(5) and HUD Procurement Handbook 7460.8; and,

WHEREAS, this Interagency Agreement is made for reasons of economy and efficiency since each Housing Authority has specific property management and development expertise and experience required by the other Housing Authority,

NOW THEREFORE, the Housing Authority of Christian County and the Menard County Housing Authority hereby agree to the following:

1. One Housing Authority may provide services with which it has expertise and experience to the other Housing Authority on a task order basis. Services may include, but are not limited to:
  - Section 8 Program Technical Assistance
  - HQS Inspections
  - IT Technical Assistance
  - Procurement Assistance
  - Section 3 Compliance Assistance
2. The process for issuing a task order is as follows:
  - One Housing Authority may issue a request for a possible task order. The request will specify the services required and the timetable for completion.
  - The second Housing Authority may submit a draft task order which will detail how the services will be provided, work plan, schedule for completion of the services, fee, and payment schedule.
  - The requesting Housing Authority will review the draft task order and may approve it, negotiate modifications or reject it with a request for resubmittal.
  - Once the requesting Housing Authority accepts the proposed task order, it will issue a written notice to proceed to the second Housing Authority. Services will begin work within three (3) calendar days of the written notice to proceed unless otherwise specified in the task order work plan.
  - Nothing in this agreement shall prevent either Housing Authority from awarding contract(s) for services within the scope of this Agreement to other procured parties.
3. Both Housing Authorities hereby agree to the following clause:

To indemnify and hold harmless either Housing Authority and its employees from and against all claims against the Authority, its agent or servants, and all losses and expenses, including attorney's fees that may be incurred by the Authority defending such claims, arising out of resulting from the performance of the work and caused in whole or in part by any negligent act

or omission of anyone directly or indirectly employed by and of them or anyone for whose acts any of them may be liable, regardless of whether or not it caused in part by a party indemnified hereunder.

4. Services will be provided by either Housing Authority per the following terms:

- The actual hourly salary rate of the person(s) providing the service(s) times a factor of two (2). The factor will cover such costs as benefits, overhead, indirect costs, profit, etc.
- Travel expenses
- Other direct expenses

5. The initial term of this Interagency Agreement is for two years; however, the agreement will automatically extend for an additional year on each anniversary date of this agreement until terminated in writing by either party. Either party may terminate this agreement at any time by giving thirty (30) days written notice.

6. Invoices will be issued monthly for services provided; payment will be due within thirty (30) days of the date of the invoice.

Commissioner Boston moved that the forgoing resolution be adopted and introduced, which motion was seconded by Commissioner Brown and upon roll all the “AYES” and “NAYS” were as follows:

AYES: Boston, Brown, Roberts, Stott and Ogden

NAYS: None ABSTAINING: None ABSENT: King and Reed

The Chairman thereupon declared the motion carried and said resolution adopted.

Executive Director Smith continued the meeting by informing the Board that Jeff Stott and Anne Smith will be attending the PHADA Commissioners’ Conference in Miami, FL on 1/5/19 – 1/10/19.

Commissioner Brown introduced and read in full the following resolution:

#### **RESOLUTION 2202**

#### **RESOLUTION TO APPROVE OVERNIGHT TRAVEL FOR MCHA STAFF TO ATTEND PHADA’S ANNUAL COMMISSIONERS’ CONFERENCE**

WHEREAS, The Board believes it to be in the best interest of the Authority for MCHA staff to attend the aforementioned training,

THEREFORE, BE IT RESOLVED, to approve overnight travel expenses for Jeff Stott and Anne Smith to attend the PHADA Commissioners’ Conference in Miami, FL on 1/5/19 – 1/10/19.

Commissioner Brown moved that the forgoing resolution be adopted and introduced, which motion was seconded by Commissioner Brown and upon roll call the “AYES” and “NAYS” were as follows:

AYES: Boston, Brown, Roberts, Stott and Ogden

NAYS: None ABSTAINING: None ABSENT: King and Reed

The Chairman thereupon declared the motion carried and said resolution adopted.

The Board then reviewed the monthly financial reports, discussed the 2019 budget, and received an update on developments and pending projects.

The next meeting was scheduled for 4:00 pm on November 13, 2018.

There being no further business to come before the Board, it was moved by Commissioner Stott and seconded by Commissioner Boston to adjourn at 4:55 pm.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved

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