

**Menard County Housing Authority  
Board of Commissioners Meeting  
Tuesday, November 13, 2018**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, November 13, 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 4:13 pm. The following commissioners were present: B.R. Boston, Paul Brown, Elizabeth Roberts and Jeffrey Stott. Commissioners Absent: C.J. King, Brian Ogden 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 October 9, 2018 were reviewed and approved and ordered filed. The motion was made by Commissioner Stott and seconded by Commissioner Roberts.

Executive Director Smith began the meeting by reviewing MCHA's plans to place six (6) Project Based Vouchers at County Estates in Menard County. MCHA has received and reviewed all proposals submitted in response to its RFP.

After discussion, Commissioner Roberts introduced and read in full the following resolution.

**RESOLUTION 2203**

**RESOLUTION TO APPROVE PLACEMENT OF SIX (6) PROJECT BASED VOUCHERS AT COUNTY ESTATES IN MENARD COUNTY, IL.**

WHEREAS, MCHA may convert up to 20% of its total Section 8 HAP budget authority to Project Based Vouchers (PBV), and

WHEREAS, the Board believes that placement of PBV at County Estates in Menard County, Illinois is consistent with the Authority's mission of furthering the availability of safe, decent and sanitary housing, and

THEREFORE, BE IT RESOLVED, to approve MCHA to enter into a HAP contract for the placement of six (6) Project Based Vouchers at County Estates.

BE IT FURTHER RESOLVED that due to the changing nature of MCHA's budget authority, final placement of PBV is subject to availability of funds.

Commissioner Roberts moved that the foregoing resolution be adopted as introduced which motion was seconded by Commissioner Boston and upon roll call the "AYES" and "NAYS" were as follows:

AYES: Boston, Brown, Roberts, & Stott

NAYS: None    ABSTAINING: None    ABSENT: King, Ogden, & Reed

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

The meeting continued with a discussion of the proposed interagency agreement between MCHA and Mason County Housing Authority.

After discussion, Commissioner Boston introduced and read in full the following resolution:

## **RESOLUTION 2204**

### **RESOLUTION TO APPROVE INTERAGENCY AGREEMENT WITH MASON COUNTY HOUSING AUTHORITY**

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 Mason County Housing Authority 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:
  - Property management
  - Property maintenance
  - Building renovation
  - Property development
  - Resident services
  - Financial services
  - Grant writing
  - Contract administration
  - Section 8 program administration
  - Hearing officer
  - Inspections
  
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 fourteen (14) 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 attorneys 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

NAYS: None    ABSTAINING: None    ABSENT: King, Ogden, & Reed

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

Executive Director Smith continued the meeting by informing the Board that Zeffert & Associates had completed its annual study of utility prices and concluded that because the average utility rates had changed significantly, MCHA has decided to change the Section 8, RAD, and LIHTC utility allowances for the upcoming year. The new allowances will be implemented and made effective January 1, 2019, after a thirty-day comment period.

After discussion, Commissioner Roberts introduced and read in full the following resolution.

### **RESOLUTION 2205**

#### **RESOLUTION TO APPROVE SECTION 8, RAD, & LIHTC UTILITY ALLOWANCES**

WHEREAS, upon completion of the annual utility cost study, MCHA has determined that the average Section 8, RAD, and LIHTC utility rates have changed significantly,

THEREFORE, BE IT RESOLVED, to approve the new Section 8, RAD, and LIHTC utility allowances, as presented, effective January 1, 2019.

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

AYES: Boston, Brown, Roberts, & Stott

NAYS: None      ABSTAINING: None      ABSENT: King, Ogden, & Reed

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

The meeting continued with a discussion of the MCHA By-Laws and the need to amend Section 7, paragraph 2. This section identifies the role of the Executive Director and his/her check and contract signing authority.

After discussion, Commissioner Brown introduced and read in full the following resolution:

### **RESOLUTION 2206**

#### **RESOLUTION TO AMEND MENARD COUNTY HOUSING AUTHORITY BY-LAWS**

WHEREAS, the Board believes that the MCHA By-Laws should be amended to remove Section 7, paragraph 2.

THEREFORE, BE IT RESOLVED, to amend the MCHA By-Laws by removing Section 7, paragraph 2.

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

AYES: Boston, Brown, Roberts, & Stott

NAYS: None      ABSTAINING: None      ABSENT: King, Ogden, & Reed

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

Executive Director Smith presented to the Board a list of tenants who had vacated their units but had not paid their balances nor had they arranged repayment plans. The amounts owed have been deemed uncollectible.

After discussion, Commissioner Stott introduced and read in full the following resolution.

### **RESOLUTION 2207**

#### **RESOLUTION TO WRITE OFF UNCOLLECTIBLE TENANT BALANCES**

WHEREAS, the Authority has attempted to collect remaining balance from two (4) vacated tenants with the breakdown of amounts owed as follows:

Menard County Homes \$1518.18

Menard County Homes \$80.39

Scott County Homes \$3930.96

County Estates \$1305.35

THEREFORE, BE IT RESOLVED, to write off the two (4) uncollectible accounts as of November 13, 2018 and refer them to a debt collection agency or the Illinois Debt Recovery Offset Program.

Commissioner Stott 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

NAYS: None    ABSTAINING: None    ABSENT: King, Ogden, & Reed

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

Mr. Race continued the meeting with a presentation of the proposed MCHA Budget for Calendar Year 2019

After discussion, Commissioner Boston introduced and read in full the following resolution.

**RESOLUTION 2208**

**RESOLUTION TO APPROVE BUDGET FOR FYE DECEMBER 31, 2019**

WHEREAS, MCHA's Operating Budget needed to be reviewed and approved; and,

THEREFORE, BE IT RESOLVED, to approve the Operating Budget as presented.

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

NAYS: None    ABSTAINING: None    ABSENT: King, Ogden, & Reed

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

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

Executive Director Smith closed the meeting with the following additional comments: The Housing Choice Voucher Program received the award of High Performer based on the SEMAP submission and the Hi-Rise Ventilation Retro-fit contract has been awarded to Vollintine Construction.

The next meeting was scheduled for 4:00 pm on December 11, 2018.

There being no further business to come before the Board, it was moved by Commissioner Stott and seconded by Commissioner Roberts to adjourn at 5:12 pm.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved

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