

**Menard County Housing Authority
Board of Commissioners Meeting
Tuesday, November 10, 2020**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, November 10, 2020 in the Conference Room of the Section 8 Building at 117 N. 7th St., Petersburg.

The Chairman of the Board, Jeff Stott, called the meeting to order at 4:30 pm. The following commissioners were present: Brian Ogden, James Reed, Elizabeth Roberts, and Jeff Stott. The following commissioners were absent: Paul Brown and Shelley Knuppel. The following were also present: Brad Ames (Executive Director), Lindsey Whitley (Director of Administration and Finance), Jason Race (Bedrock Housing Consultants), Meggann Bell (CCDC) and Anne Smith (CCDC).

There were no public comments.

The minutes of the regular meeting held on October 13, 2020 were reviewed and approved and ordered filed. The motion was made by Commissioner Roberts and seconded by Commissioner Reed.

Executive Director Ames 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 Roberts introduced and read in full the following resolution.

RESOLUTION 2321

RESOLUTION TO WRITE OFF UNCOLLECTIBLE TENANT BALANCES

WHEREAS, the Authority has attempted to collect remaining balances from two (2) vacated tenants with the breakdown of amounts owed as follows:

Menard County Homes \$1,203.98

THEREFORE, BE IT RESOLVED, to write off the two (2) uncollectible accounts as of November 10, 2020; and refer them to a debt collection agency or the Illinois Debt Recovery Offset Program.

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

AYES: Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Knuppel

The Chairman thereupon declared the motion carried and said resolution adopted

MCHA management has reviewed the distribution of Housing Choice Vouchers throughout its jurisdiction and has identified Arthur, IL as an area to expand the availability of affordable housing. MCHA will advertise locally (in Arthur, IL) for proposals from landlords who would like MCHA to place Project Based Section 8 Vouchers at their developments. Prospective developments will be scored according to the selection criteria set forth in the Administrative Plan.

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

RESOLUTION 2322

RESOLUTION TO APPROVE PLACEMENT OF PROJECT BASED VOUCHERS IN ARTHUR, 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 in Arthur, IL is consistent with the Authority's mission of furthering the availability of safe, decent and sanitary housing,

THEREFORE, BE IT RESOLVED, to authorize the Executive Director to solicit proposals for placement of up to eight (8) project based vouchers in Arthur, Illinois.

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

AYES: Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Knuppel

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

The meeting continued with a discussion of administration of up to 71 Tenant Protection Vouchers (TPV) to be issued in conjunction with demolition of Public Housing units in Freeport, IL. MCHA believes it to be in the best interest of the Authority to enter into a Memorandum of Understanding (MOU) with the Freeport Housing Authority in order to denote areas of responsibility during the relocation of residents.

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

RESOLUTION 2323

RESOLUTION TO ENTER INTO MEMORANDUM OF UNDERSTANDING WITH FREEPORT HOUSING AUTHORITY

WHEREAS, pursuant to the Illinois Housing Authorities Act ("Act") (310 ILCS 10/1 et seq.), MCHA administers a U.S. Department of Housing and Urban Development funded Section 8 Housing Choice Voucher Program ("HCV Program"), which provides rental assistance through housing vouchers to very low income persons residing in privately owned housing units. The HCV Program is designed to allow persons possessing housing vouchers to freely reside and relocate to areas within the State of Illinois or throughout the United States;

WHEREAS, all families currently residing in the Public Housing units to be demolished will be displaced;

WHEREAS, an application has or will be submitted to HUD seeking 71 Tenant Protection Vouchers to provide housing for the families to be displaced;

WHEREAS, Freeport Housing Authority does not administer a HCV Program and/or does not have the capacity to administer the issuance, lease up and on-going administration of the Tenant Protection Vouchers;

WHEREAS, it would be beneficial to both Parties for MCHA to administer the Tenant Protection Vouchers Program as an extension of its HCV Program.

THEREFORE, BE IT RESOLVED that Menard County Housing Authority will administer up to 71 Tenant Protection Vouchers for Freeport Housing Authority for residents that may be displaced due to the demolition of Public Housing units in Freeport, IL.

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

AYES: Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Knuppel

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

The meeting continued with a discussion of the proposed intergovernmental agreement between MCHA and the Freeport Housing Authority.

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

RESOLUTION 2324

RESOLUTION TO APPROVE INTERGOVERNMENTAL AGREEMENT WITH FREEPORT HOUSING AUTHORITY

WHEREAS, MCHA through the U.S. Department of Housing and Urban Development and pursuant to the Housing Authorities Act (“Act”) (310 ILCS10/1 et seq.) administers a Section 8 Housing Choice Voucher Program, wherein MCHA provides rental assistance via housing vouchers to very low income persons residing in privately owned housing units (“Tenant Based Program” and “Project Based Vouchers” or any other voucher program). The Tenant Based Program is designed to allow persons possessing housing vouchers to freely reside and relocate to areas within the State of Illinois or throughout the United States;

WHEREAS, MCHA may have persons in its Tenant Based Program that wish to reside or utilize a project based voucher or participate in any other voucher program within Freeport, IL;

WHEREAS, it would be beneficial to both Parties for MCHA to administer its Tenant Based Program and within the Housing Authority’s area of operation.

NOW THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties enter into this Agreement and hereby agree as follows:

THAT THE Freeport Housing Authority hereby grants permission to MCHA, allowing it to operate its Tenant and Based Program (or any other voucher program) within the Housing Authority’s area of operation with respect to the housing vouchers it awards to persons wishing to reside within the Housing Authority’s area of operation.

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

AYES: Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Knuppel

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

The Board then reviewed the updated Internal Control Policy. The Policy was modified to correspond with changed job titles and responsibilities. The section regarding Maintenance Inventory was also removed as Menard County Housing Authority no longer holds this inventory.

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

RESOLUTION 2325

RESOLUTION TO APPROVE INTERNAL CONTROL POLICY

WHEREAS, the Board believes it to be to the benefit of the Authority to make the aforementioned updates to the internal control policy in order to further define the roles and responsibilities of all participants in the operations of MCHA,

THEREFORE, IT BE RESOLVED, to approve the Internal Control Policy, as presented.

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

AYES: Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Knuppel

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 Fiscal Year Ending December 31, 2021. This budget included an employee increase of 1.31% overall.

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

RESOLUTION 2326

RESOLUTION TO APPROVE BUDGET FOR FYE DECEMBER 31, 2021

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

THEREFORE, BE IT RESOLVED to approve an employee salary increase of 1.31% overall,

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

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

AYES: Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Knuppel

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

The meeting continued with a discussion of donating parcel numbers, 11-14-106-041 and 11-14-106-042 to Central Illinois Services (CIS) for the Lukins' Landing project. CIS will be submitting an application to receive Low Income Housing Tax Credits to rehab the homes on those parcels of land. In the event, that the project is funded, CIS is offering MCHA no less than 25% of Central Illinois Services' portion of developer fees for the Lukins' Landing project in exchange for the land.

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

RESOLUTION 2327

RESOLUTION TO DONATE PARCEL NUMBERS 11-14-106-041 AND 11-14-106-042 TO CENTRAL ILLINOIS SERVICES

WHEREAS, the Board wishes to donate parcel numbers 11-14-106-041 and 11-14-106-042 to Central Illinois Services in exchange for 25% of Central Illinois Services' portion of developer fees for the Lukins' Landing; and,

WHEREAS, the donation of these parcels will be contingent upon award of Low Income Housing Tax Credits to fund the project.

THEREFORE, BE IT RESOLVED, to donate parcel numbers 11-14-106-041 and 11-14-106-042 to Central Illinois Services in exchange for 25% of Central Illinois Services' portion of developer fees for the Lukins' Landing project, pending funding award.

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

AYES: Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Knuppel

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

Executive Director Ames passed around the proposed Payment Standards to be effective January 1, 2021.

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

RESOLUTION 2328

RESOLUTION TO APPROVE SECTION 8 PAYMENTS STANDARDS EFFECTIVE JANUARY 1, 2021

WHEREAS, the Menard County Housing Authority updates the Section 8 Payment Standards annually as required by HUD; and,

WHEREAS, MCHA is permitted to adopt a Payment Standard between 90% to 110% of the HUD published Fair Market Rents (FMRs).

THEREFORE, BE IT RESOLVED to approve the Payment Standards as presented, to be effective January 1, 2021.

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

AYES: Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Knuppel

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

Next, Mrs. Bell explained that adding Jason Race as an additional signor for the properties in which CCDC manages, would expedite and simplify the check signing process for the following properties: County Estates, Menard County Homes, Parkside Homes, Prairie Place, and Scott County Homes.

After discussion Commissioner Roberts introduced and read in full the following resolutions:

RESOLUTION 2329

RESOLUTION TO APPROVE BANK ACCOUNT SIGNATORIES AT ALLIANCE COMMUNITY BANK

WHEREAS, THE Menard County Housing Authority Board desires consistency in the authorized signatories on the various bank accounts it manages,

THEREFORE, BE IT RESOLVED, to authorize the following signatories on the accounts at Alliance Community Bank:

MEN Replacement Reserve	1066641	Brad Ames, James Reed, Jeff Stott, Meggann Bell, Jason Race
MEN Operating	50001078	Brad Ames, James Reed, Jeff Stott, Meggann Bell, Jason Race
MEN Security Deposit	2073080	Brad Ames, James Reed, Jeff Stott, Meggann Bell, Jason Race
Scott County Homes Operating	1090488	James Reed, Jeff Stott, Meggann Bell, Brad Ames, Jason Race
Scott County Homes Security Deposit	2075237	James Reed, Jeff Stott, Brad Ames, Jason Race
Scott County Homes Operating Res	210000509	James Reed, Jeff Stott, Brad Ames, Jason Race
Scott County Homes Replacement Res	210000517	James Reed, Jeff Stott, Brad Ames, Jason Race
Scott County Homes Tax & Insurance Res	210000513	James Reed, Jeff Stott, Brad Ames, Jason Race
Parkside Homes LP	502532	Anne Smith, James Reed, Jeff Stott, Meggann Bell, Brad Ames, Jason Race
Parkside Homes LP, Security Deposit	50292	Anne Smith, James Reed, Jeff Stott, Brad Ames, Jason Race

BE IT FURTHER RESOLVED, to remove all signatories not listed above, who have not been previously removed.

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

AYES: Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Knuppel

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

RESOLUTION 2330

RESOLUTION TO APPROVE BANK ACCOUNT SIGNATORIES AT PETEFISH SKILES & CO BANK

WHEREAS, THE Menard County Housing Authority Board desires consistency in the authorized signatories on the various bank accounts it manages,

THEREFORE, BE IT RESOLVED, to authorize the following signatories on the accounts at Petefish Skiles & Co Bank:

County Estates 1, LP	12025550	Anne Smith, James Reed, Jeff Stott, Meggann Bell, Brad Ames, Jason Race
----------------------	----------	---

County Estates 1, LP Security Deposit	5512025550	Anne Smith, James Reed, Jeff Stott, Brad Ames, Jason Race
Prairie Housing, LP Replacement Res	5512044321	Anne Smith, James Reed, Jeff Stott, Brad Ames, Jason Race
Prairie Housing, LP Operating Res	5512041234	Anne Smith, James Reed, Jeff Stott, Brad Ames, Jason Race
Prairie Housing, LP Tax & Insurance Esc.	5512049876	Anne Smith, James Reed, Jeff Stott, Brad Ames, Jason Race
Prairie Housing, LP Operating Race	12010561	Anne Smith, James Reed, Jeff Stott, Meggann Bell, Brad Ames, Jason Race
Prairie Housing, LP Security Deposit	5512010561	Anne Smith, James Reed, Jeff Stott, Brad Ames, Jason Race

BE IT FURTHER RESOLVED, to remove all signatories not listed above, who have not been previously removed.

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

AYES: Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Knuppel

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

Mr. Race then reviewed the financial statements.

The next meeting was scheduled for 4:30 pm on December 12, 2020.

There being no further business to come before the Board, it was moved by Commissioner Roberts and seconded by Commissioner Reed to adjourn at 5:24 pm.

Respectfully submitted,

Bradley Ames, Executive Director

Approved
