

**Menard County Housing Authority
Board of Commissioners Meeting
Tuesday, May 11, 2021**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, May 11, 2021 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 4:35 pm. The following commissioners were present: Alan Anderson, Paul Brown, Shelley Knuppel, Brian Ogden, Elizabeth Roberts, and Jeff Stott. The following commissioners were absent: James Reed. The following were also present: Brad Ames (Executive Director), Jason Race (Bedrock Housing Consultants), Kurt Dixon (Bedrock Housing Consultants), Meggann Bell (CCDC), and Anne Smith (CCDC).

There were no public comments.

A motion was made by Commissioner Brown and seconded by Commissioner Roberts to add Internal Control Policy updates to the agenda.

The minutes of the regular meeting held on April 13, 2021 were reviewed and approved and ordered filed. The motion was made by Commissioner Brown and seconded by Commissioner Ogden.

Mr. Race then reviewed the financial statements.

Executive Director Ames continued the meeting by informing the Board that Lindsay Wilken, FSS Coordinator, wishes to open a bank account for FSS Program Donations. These funds will be used to help FSS Program participants meet their goals. The Board was interested in having a set of guidelines established for allowable uses of these funds and staff will work to develop a policy.

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

RESOLUTION 2343

RESOLUTION TO APPROVE OPENING A FSS DONATIONS BANK ACCOUNT

WHEREAS, The Board believes that it would be beneficial to the FSS Program participants to open a FSS Donations bank account; and,

WHEREAS, such actions are allowable per the Family Self-Sufficiency Program Guidebook.

THEREFORE, BE IT RESOLVED, to authorize Brad Ames to open the accounts and approve the following signatories:

Lindsay Wilken
Brad Ames

BE IT FURTHER RESOLVED, to open the FSS Donations Account at Alliance Community Bank.

Commissioner Anderson 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: Anderson, Brown, Knuppel, Ogden, Roberts & Stott
NAYS: None ABSTAINING: None ABSENT: Reed

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

The meeting continued with a review of the Independent Auditor's Report for FYE 12/31/2019. Mr. Race reviewed the overall financial condition of MCHA along with reported audit findings and associated corrective actions taken, or to be taken, by MCHA.

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

RESOLUTION 2344

RESOLUTION TO ACCEPT AUDIT REPORT FOR FISCAL YEAR ENDING DECEMBER 31, 2021

WHEREAS, the Board believes a fair, independent audit has been performed in accordance with Government Auditing Standards,

THEREFORE, BE IT RESOLVED to accept the audit report as submitted to the Board by Aprio LLP for FYE 12/31/2019.

Commissioner Knuppel 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: Anderson, Brown, Knuppel, Ogden, Roberts & Stott

NAYS: None ABSTAINING: None ABSENT: Reed

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

The next item on the agenda, Conflict of Interest Declarations, was tabled until the next meeting; however, the Board filled out Statement of Economic Interest forms for Menard County.

The Board then reviewed the updated Internal Control Policy. With the changes in the work environment experienced by many businesses over the past year, MCHA has begun allowing employees to work remotely on a limited basis. The Internal Control Policy did not previously address security measures needed to reasonably protect confidential data and was modified for that purpose to include a section regarding Remote Work.

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

RESOLUTION 2345

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

AYES: Anderson, Brown, Knuppel, Ogden, Roberts & Stott

NAYS: None ABSTAINING: None ABSENT: Reed

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

The next meeting was scheduled for 4:30 pm on June 8, 2021.

There being no further business to come before the Board, it was moved by Commissioner Brown and seconded by Commissioner Ogden to adjourn at 5:16 pm.

Respectfully submitted,

Bradley Ames, Executive Director

Approved
