

**Menard County Housing Authority  
Board of Commissioners Meeting  
Tuesday, April 11, 2017**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, March 14, 2017 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 4:00pm. The following commissioners were present: B.R. Boston, Wanda Anderson, Carol Cronister, Elizabeth Roberts, Jeff Stott & Pamela Wilken. Commissioners Absent: C. Jane King. The following were also present: Anne Smith (Executive Director), Jason Race (Financial Manager), & Meggann Bell (Regional Housing Development).

There were no public comments.

The minutes of the Regular Meeting held on March 14, 2017 were reviewed and approved and ordered filed. The motion was made by Commissioner Roberts and seconded by Commissioner Wilken.

Executive Director Smith began the meeting by reviewing MCHA's plans to place Project Based Vouchers in Scott County. MCHA has a signed intergovernmental agreement with the PHA in that jurisdiction that allows it to operate a Section 8 program, and MCHA has received and reviewed all proposals submitted in response to its RFP.

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

**RESOLUTION 2083**

**RESOLUTION TO APPROVE PLACEMENT OF PROJECT BASED VOUCHERS AT SCOTT COUNTY HOMES**

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

WHEREAS, MCHA has reviewed proposals submitted in response to its Request for Proposals, and

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

WHEREAS, MCHA has a signed intergovernmental agreement with the Scott County Housing Authority (SCHA) granting permission for MCHA to operate a Section 8 program within SCHA's jurisdiction, and

THEREFORE, BE IT RESOLVED, to approve MCHA to enter into a HAP contract for the placement of six (6) Project Based Vouchers at Scott County Homes, pending financial closing and approval of environmental & subsidy layering reviews.

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

AYES: Boston, Anderson, Cronister, Roberts & Wilken

NAYS: None ABSTAINING: None ABSENT: King

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 Douglas County as an area to expand the availability of affordable housing. MCHA will advertise locally (in Douglas County) 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 further discussion, Commissioner Anderson introduced and read in full the following resolution.

#### **RESOLUTION 2084**

#### **RESOLUTION TO APPROVE PLACEMENT OF PROJECT BASED VOUCHERS IN DOUGLAS COUNTY**

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 Douglas County 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 fourteen (14) project based vouchers in Douglas County Illinois.

Commissioner Anderson 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, Anderson, Cronister, Roberts & Wilken

NAYS: None ABSTAINING: None ABSENT: King

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

The meeting continued with a discussion of administration of up to 238 Tenant Protection Vouchers (TPV) to be issued in conjunction with demolition of McBride & Elmwood apartments in Cairo, IL. HUD has approached MCHA, as the current administrator of Section 8 vouchers in Alexander and several surrounding counties, to administer TPV for the current 185 families living in the public housing that is scheduled to be demolished. There is a possibility of a total of 238 vouchers because

families who lived at McBride or Elmwood within the previous 24 months may also be eligible to apply for a TPV.

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

### **RESOLUTION 2085**

#### **RESOLUTION TO ACCEPT ISSUANCE AND ADMINISTRATION OF TPV FOR DISPLACED ALEXANDER COUNTY HOUSING AUTHORITY RESIDENTS**

WHEREAS, the Board of Commissioners of the Menard County Housing Authority (MCHA) believes it to be in the best interest of the Authority and the population it serves to accept the responsibility of administering the Tenant Protection Vouchers issued to current and recent former residents of McBride & Elmwood apartments in Cairo, IL, and

WHEREAS, MCHA has the necessary staffing and technological capacity to receive the new vouchers into its existing program infrastructure,

THEREFORE, BE IT RESOLVED to accept 238 Tenant Protection Vouchers, to be administered by MCHA for eligible current and former residents of Alexander County Housing Authority's McBride & Elmwood apartments in Cairo, IL, and

BE IT FURTHER RESOLVED that the effective date of the allocation of the vouchers and corresponding funding increment will be determined by HUD, and

BE IT FURTHER RESOLVED that MCHA recognizes the number of funded and unfunded vouchers is subject to change based on utilization.

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

AYES: Boston, Anderson, Cronister, Roberts & Wilken

NAYS: None    ABSTAINING: None    ABSENT: King

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

Executive Director Smith continued the meeting by informing the Board of the need for an updated Interagency agreement with the Coles County Housing Authority (CCHA) to allow MCHA to administer Project-Based Section 8 vouchers in CCHA's jurisdiction.

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

### **RESOLUTION 2086**

#### **RESOLUTION TO ENTER INTO INTERGOVERNMENTAL AGREEMENT WITH COLES COUNTY HOUSING AUTHORITY**

WHEREAS, Menard County Housing Authority (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 through, and administration of, housing choice vouchers to qualified persons residing in privately owned housing units. The Program is designed to allow persons possessing housing choice vouchers to freely reside and relocate to areas within the State of Illinois or throughout the United States; and

WHEREAS, MCHA currently has an intergovernmental agreement with Coles County Housing Authority for the purpose of administering Tenant Based Section 8 Vouchers within its jurisdiction, and

WHEREAS, MCHA & CCHA wish to clarify that MCHA is also allowed to administer Project Based Vouchers, as a part of the Section 8 Program that it administers; and

WHEREAS, it would be beneficial to both parties for MCHA to be able to administer its Section 8 Project-Based Voucher Program within CCHA’s area of operation,

NOW THEREFORE BE IT RESOLVED, that the Executive Director is granted permission to enter MCHA into an updated intergovernmental agreement with Coles County Housing Authority for the purpose of allowing MCHA to administer its Section 8 Program, including Project Based Vouchers, within CCHA’s area of operation.

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

AYES: Cronister, Boston, Roberts, Wilken, Stott, Anderson  
NAYS: None ABSTAINING: None ABSENT: King

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

Financial Manager Jason Race continued the meeting with a review of the audited financial reports for MCHA for FYE 6/30/16. There were no findings.

Commissioner Stott then introduced and read in full the following resolution:

**RESOLUTION 2087**

**RESOLUTION TO ACCEPT AUDIT REPORT FOR FISCAL YEAR ENDING  
JUNE 30, 2016.**

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 Rector, Reeder & Lofton P.C. for FYE 6/30/2016.

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

AYES: Boston, Anderson, Roberts, Stott, Cronister & Wilken  
NAYS: None ABSTAINING: None ABSENT: King

The Chairman thereupon declared the motion carried and said resolution adopted

Executive Director Smith then reviewed changes to the Emergency Policy.

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

### **RESOLUTION 2088**

#### **RESOLUTION TO APPROVE CHANGES TO EMERGENCY POLICY**

WHEREAS MCHA is required to review and update its policies from time to time, and

WHEREAS MCHA has experienced recent changes in staff and communications systems,

THEREFORE, BE IT RESOLVED to update the Emergency Policy to update the contact information for the Emergency Protocol.

Commissioner Stott 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: Boston, Anderson, Cronister, Roberts & Wilken  
NAYS: None ABSTAINING: None ABSENT: King

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

Executive Director Smith continued the meeting by informing the Board that Melissa Groh will attend Housing Counseling training in Atlanta, GA on April 25-28 and Jason Race & Amie Creighton will attend HCV Financial Management training on May 9-11 in St. Louis.

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

### **RESOLUTION 2089**

#### **RESOLUTION TO APPROVE OVERNIGHT TRAVEL FOR MCHA STAFF**

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

THEREFORE, BE IT RESOLVED, to approve overnight travel expenses for Melissa Groh to attend Housing Counseling training in Atlanta, GA on April 25-28 and Jason Race & Amie Creighton to attend HCV Financial Management training on May 9-11 in St. Louis.

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

AYES: Boston, Anderson, Cronister, Roberts & Wilken

NAYS: None ABSTAINING: None ABSENT: King

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

The Board then reviewed the monthly financial reports.

The next meeting was scheduled for 4:00 on May 9, 2017.

There being no further business to come before the Board, it was moved by Commissioner Boston and seconded by Commissioner Wilken to adjourn at 5:00p.m.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved

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