

**Menard County Housing Authority
Board of Commissioners Meeting
Tuesday, June 8, 2021**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, June 8, 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 4:30 pm. The following commissioners were present: Alan Anderson, Paul Brown, Shelley Knuppel, James Reed, Elizabeth Roberts, and Jeff Stott. The following commissioners were absent: Brian Ogden. The following were also present: Brad Ames (Executive Director), Lindsey Whitley (Director of Administration & Finance), Jason Race (Bedrock Housing Consultants), Kurt Dixon (Bedrock Housing Consultants), Meggann Bell (CCDC), and Anne Smith (CCDC).

There were no public comments.

The minutes of the regular meeting held on May 11, 2021 were reviewed and approved and ordered filed. The motion was made by Commissioner Brown 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 2346

RESOLUTION TO WRITE OFF UNCOLLECTIBLE TENANT BALANCES

WHEREAS, the Authority has attempted to collect remaining balances from one (1) vacated tenant with the breakdown of amounts owed as follows:

Menard County Homes \$2,995.58

THEREFORE, BE IT RESOLVED, to write off the one (1) uncollectible account as of June 8, 2021; 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: Anderson, Brown, Knuppel, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Ogden

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

Mr. Race then reviewed the financial statements.

The meeting continued by reviewing the Personnel Policy. Proposed changes included: removing Section 2.10 regarding Employee Performance Appraisals; removing antiquated language in Section 5.6 regarding the Personal Appearance of Employees; removing paragraph one of Section 5.17 regarding Housing Authority Equipment and the completion of a form when using Authority owned equipment; making edits to Section 6.12 regarding the Retirement Plan and directing employees to refer to the Retirement Plan Document for specifics regarding the Plan; making edits to Section 7.3 regarding Per Diem and Travel and adding the ability for employees to use the company credit card to pay for travel expenses; and lastly making edits to Section 7.5

regarding Lodging and giving employees the ability to pay for lodging with the company credit card. All the of items were approved with the exception of Section 2.10 regarding Employee Performance Appraisals. No edits will be made to that Section.

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

RESOLUTION 2347

RESOLUTION TO APPROVE CHANGES TO PERSONNEL POLICY

WHEREAS, The Board has reviewed the proposed changes to the MCHA Personnel Policy and finds them to be beneficial, excluding proposed changes to Section 5.6 regarding Employee Performance Appraisals.

THEREFORE, BE IT RESOLVED, to approve the modified MCHA Personnel Policy as presented.

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

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.

The next meeting was scheduled for 4:30 pm on July 13, 2021.

There being no further business to come before the Board, it was moved by Commissioner Brown and seconded by Commissioner Reed to adjourn at 5:01 pm.

Respectfully submitted,

Bradley Ames, Executive Director

Approved
