

**Menard County Housing Authority  
Board of Commissioners Meeting  
Tuesday, January 15, 2016**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, January 15, 2016 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 4:05pm. 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), Meggann Bell (Housing Manager), & Jason Race (Financial Manager).

There were no public comments.

The minutes of the regular meeting held on December 8, 2015 were reviewed and approved and ordered filed. The motion was made by Pamela Wilken and seconded by Jeff Stott.

Executive Director Smith began the meeting with a review of the FY2016 Draft Agency Plan.

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

**RESOLUTION 2013**

**RESOLUTION TO APPROVE THE DRAFT FY2016 AGENCY PLAN**

WHEREAS, the Menard County Housing Authority prepared a Draft FYB2016 annual Housing Agency Plan and presented to the Resident Advisory Board in November 2015; and

WHEREAS, the Menard County Housing Authority then provided the Draft FYB2016 Housing Agency Plan for public review and comment for forty-five (45) days, after which a Public Hearing was held on December 8, 2015; and

NOW THEREFORE BE IT RESOLVED that the Menard County Housing Authority approve the Draft FYB2016 Public Housing Agency Plan and instructs the Executive Director to submit to the HUD Chicago field office.

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

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

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

The Board then reviewed the Conflict of Interest Declarations from the Commissioners of the Authority. Wanda Anderson is a co-owner of Ace Hardware in Petersburg & Pamela Wilken is employed by the National Bank of Petersburg.

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

#### **RESOLUTION 2014**

##### **RESOLUTION TO ACCEPT COMMISSIONER CONFLICT OF INTEREST DECLARATIONS**

WHEREAS, the Board finds the board conflict of interest declarations to be complete and accurate,

THEREFORE IT BE RESOLVED to accept the declarations as presented for the current year.

Commissioner Anderson 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, Cronister, Roberts, Stott, & Wilken

NAYS: None     ABSTAINING: None     ABSENT: King

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

The Board then reviewed the Conflict of Interest Declarations from the Employees of the Authority. Ralph Collins is a landlord within the County and has in the past or is currently receiving housing choice voucher payments.

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

#### **RESOLUTION 2015**

##### **RESOLUTION TO ACCEPT EMPLOYEE CONFLICT OF INTEREST DECLARATIONS**

WHEREAS, the Board finds the employee conflict of interest declarations to be complete and accurate,

THEREFORE IT BE RESOLVED to accept the declarations as presented for the current year.

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

AYES: Boston, Anderson, Cronister, Roberts, Stott, & 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 the need to open an operating checking account and a security deposit savings account for Bond County Homes in Greenville, IL.

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

### **RESOLUTION 2016**

#### **RESOLUTION TO APPROVE BANK ACCOUNTS FOR BOND COUNTY HOMES**

WHEREAS, the Board deems it necessary for the proper operation of the Authority to maintain operating checking and security deposit savings accounts for each project managed by the Authority,

THEREFORE BE IT RESOLVED to authorize Executive Director Smith to open an operating checking and security deposit savings account at Bradford National Bank in Greenville, in the name of Bond County Homes LP.

BE IT FURTHER RESOLVED to authorize Anne Smith, Buddy Boston, Pamela Wilken & Wanda Anderson as signatories on the account.

Commissioner Roberts 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, Stott, & 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 Anne Smith, Jason Race, Brad Ames & Danielle Gerndt will attend RAD PBV training in Indianapolis on March 28-31, 2016

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

### **RESOLUTION 2017**

#### **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 Anne Smith, Jason Race, Brad Ames & Danielle Gerndt to attend RAD PBV training in Indianapolis on March 28-31, 2016.

Commissioner Anderson 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, Anderson, Cronister, Roberts, Stott, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: King

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

Financial Manager Race then 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 2018**

#### **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:

LIPH – 2 tenants totaling \$1,367.95

THEREFORE BE IT RESOLVED, to write off the two (2) uncollectible accounts as of January 15, 2016 and refer them to a debt collection agency.

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

AYES: Boston, Anderson, Cronister, Roberts, Stott, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: King

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

The Board then reviewed the monthly financial reports.

The next meeting was scheduled for Tuesday, February 9, 2016.

There being no further business to come before the Board, it was moved by Commissioner Boston and seconded by Commissioner Anderson to adjourn at 4:35p.m.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved

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