

**Menard County Housing Authority
Board of Commissioners Meeting
Tuesday, November 8, 2016**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, November 8, 2016 in the Board Room of the Management & Maintenance Building at 101 W. Sheridan Rd, Petersburg. Board members and the public were provided written notification on Friday, November 4, 2016.

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, Elizabeth Roberts, & Pamela Wilken. Commissioners Absent: Carol Cronister, C. Jane King, & Jeff Stott. 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 September 20, 2016 were reviewed and approved and ordered filed. The motion was made by Commissioner Roberts and seconded by Commissioner Wilken.

The minutes of the special meeting held on October 19, 2016 were reviewed and approved and ordered filed. The motion was made by Commissioner Wilken and seconded by Commissioner Anderson.

Meggann Bell then informed the Board that Goodwin & Associates had completed its annual study of utility prices and concluded that because the average utility rates had increased, MCHA has decided to change the Public Housing and Low Income Housing Tax Credit utility allowances for the upcoming year. The new allowances will be implemented and made effective January 1, 2017.

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

RESOLUTION 2057

RESOLUTION TO APPROVE UTILITY ALLOWANCES

WHEREAS, upon completion of the annual utility cost study, MCHA has determined that the average Public Housing and Low Income Housing Tax Credit utility rates have increased significantly,

THEREFORE BE IT RESOLVED, to approve increasing the Public Housing and Low Income Housing Tax Credit utility allowances, as presented, effective January 1, 2017.

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

AYES: Boston, Anderson, Roberts & Wilken

NAYS: None ABSTAINING: None ABSENT: Cronister, King & Stott

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

The meeting continued with a discussion of MCHA's Executive Director & Employee Incentive Pay Plans. Beginning 7/1/16, Development Fees and Management Fee Incentives are being split between MCHA & RHD, per the Operating Agreement. In order to rebalance the dollar amounts that are being paid as incentives, the percentages paid to the E.D. and the Employees have been changed in order to keep the total dollars paid at, or below, levels in the current policy, thereby allowing MCHA to continue to retain a portion of the fees.

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

RESOLUTION 2058

RESOLUTION TO APPROVE CHANGES TO EXECUTIVE DIRECTOR AND EMPLOYEE INCENTIVE PAY PLANS

WHEREAS, the distribution of Development Fees and Incentive Management Fees between MCHA & RHD have changed as of 7/1/16, and

WHEREAS the Board wishes to keep the total dollars paid as incentives to remain at or below current levels,

THEREFORE BE IT RESOLVED adopt changes to the Executive Director and Employee Incentive Plans as presented:

Commissioner Boston 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, Roberts & Wilken

NAYS: None ABSTAINING: None ABSENT: Cronsiter, King & Stott

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

Executive Director Smith continued the meeting by informing the Board that Amie Creighton will attend HCV Accounting & Reporting in Orlando, FL on 12/14-12/16/2016.

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

RESOLUTION 2059

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 Amie Creighton to attend HCV Accounting & Reporting in Orlando, FL on 12/14-12/16/2016.

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, Roberts & Wilken

NAYS: None ABSTAINING: None ABSENT: Cronsiter, King & Stott

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 Boston introduced and read in full the following resolution.

RESOLUTION 2060

RESOLUTION TO WRITE OFF UNCOLLECTIBLE TENANT BALANCES

WHEREAS, the Authority has attempted to collect remaining balances from three (3) vacated tenants with the breakdown of amounts owed as follows:

Public Housing – 3 tenants totaling \$1,491.32

THEREFORE BE IT RESOLVED, to write off the three (3) uncollectible accounts as of November 8, 2016 and refer them to a debt collection agency.

Commissioner Boston moved that the foregoing 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, Roberts & Wilken

NAYS: None ABSTAINING: None ABSENT: Cronsiter, King & Stott

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 December 13, 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 4:50p.m.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved

