

**Menard County Housing Authority
Board of Commissioners Meeting
Tuesday, December 13, 2016**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, December 13, 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 4:00pm. The following commissioners were present: B.R. Boston, Wanda Anderson, Carol Cronister, C. Jane King, & Jeff Stott. Commissioners Absent: Elizabeth Roberts, & Pamela Wilken. 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 November 8, 2016 were reviewed and approved and ordered filed. The motion was made by Commissioner Boston and seconded by Commissioner Anderson.

Jason Race began the meeting by informing the Board that the Housing Authority of Piatt County (HAPC) has agreed to enter into an interagency agreement with MCHA for the primary purpose of MCHA providing financial management services to HAPC.

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

RESOLUTION 2061

RESOLUTION TO APPROVE INTERAGENCY AGREEMENT WITH HOUSING AUTHORITY OF PIATT COUNTY

WHEREAS, Illinois Housing Authorities may enter into Interagency Agreements with each other as provided by 310 ILCS 8.5, 24 CFR 85.36(b)(5) and HUD Procurement Handbook 7460.8; and,

WHEREAS, this Interagency Agreement is made for reasons of economy and efficiency since each Housing Authority has specific property management and development expertise and experience required by the other Housing Authority,

NOW THEREFORE BE IT RESOLVED, the Housing Authority of Piatt County (HAPC) and the Menard County Housing Authority (MCHA) hereby agree to the following:

1. MCHA will provide the HAPC with Financial & HUD Compliance Management services defined as functions typically performed by a Financial Manager & Public Housing Manager. Those services include, but are not limited to:
 - Assist with preparation and submission of the following required periodic HUD reports, including:
 - Annual & 5-Year PHA Plan

- Performance Funding Subsidy
 - Unaudited Financial Data Schedule
 - Capital Fund Performance & Evaluation and monthly Obligated/Expended reports
 - EPIC Reporting
 - Section 3 Compliance reporting
 - Contract & Subcontract Activity reports
 - Monthly bank reconciliation and other internal control measures
 - Prepare monthly financial reports for Board of Commissioners
 - Assist with update and implementation of PHA policies and procedures
 - Assist with development of Annual Operating Budgets & Capital Planning Budgets
2. In exchange for providing Financial & HUD Compliance Management Services to HAPC, MCHA will receive compensation equal to \$1,700.00 per month, payable on the first day of each month. A pro-rated monthly rate will be charged for the first and last month of the agreement. Additional services, not included in the scope of services of this agreement (such as development of new housing and/or sources of revenue for HAPC) will be billed, by MCHA, separately at a rate mutually agreed upon by both parties and set forth in an addendum to this agreement.
 3. The initial term of this Interagency Agreement is for two (2) years, 1/1/17-12/31/18; however, the agreement will automatically extended for an additional one (1) year on each anniversary date of this agreement until terminated in writing by either party. Either party may terminate this agreement at any time by giving thirty (30) days written notice.
 4. HAPC agrees to indemnify and hold harmless MCHA from consequences resulting from any activity performed by MCHA on behalf of HAPC, with the consent of HAPC's Board of Commissioners. In addition, each party shall indemnify, defend and hold harmless the other party and its directors, officers, agents and employees, with respect to any and all liabilities, losses, claims, suits, damages, taxes, charges, judgments or expenses including, but not limited to, reasonable attorney's fees and litigation costs, and demands of any kind and nature by any party which the indemnified party may incur or suffer as a result of any cause of action relating to or arising out of the indemnifying party's negligent acts or omissions. The indemnifying party shall not have an obligation to indemnify, defend and hold harmless the indemnified party for any liabilities, losses, claims, suits, damages, taxes, charges, judgments or expenses including, but not limited to, reasonable attorney's fees and litigation costs, and demands of any kind or nature arising out of any negligent acts or omissions of the indemnified party. Both parties agree to extend indemnification following termination of the agreement for those activities performed during the term of this agreement.
 5. MCHA shall not be liable for delay in performing any obligations under this agreement if such delay is caused by strike, riot, act of war, act of God or any other unforeseeable and unavoidable event beyond the reasonable control of MCHA.
 6. MCHA agrees to maintain an acceptable level of insurance throughout the term of the contract, to protect against claims of loss or property damage.

7. If any of the provisions of this agreement prove to be invalid or void, that shall in no way affect any other provision, and all other provisions of this agreement shall remain in effect.
8. This is the complete agreement and supersedes all prior and contemporaneous understandings relating to the subject matter hereof, may not be amended or modified except in writing by authorized representatives of MCHA and HAPC, and shall be governed by the laws of the State of Illinois.
9. This agreement shall not be assigned by MCHA to any other firm or individual without expressed written consent of HAPC.
10. MCHA agrees to comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968 as amended and set forth in 24CFR Part 135 by the Secretary of HUD which requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the Project area.

Commissioner Stott 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, Cronsiter, King & Stott

NAYS: None ABSTAINING: None ABSENT: Roberts & Wilken

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

In conjunction with the interagency agreement with HAPC, the Board has agreed to increase the salaries of Anne Smith and Jason Race by \$3,000/year each. If the contract is canceled at any time during the initial 2-year term, their respective salaries will be reduced by \$3,000/year.

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

RESOLUTION 2062

RESOLUTION TO APPROVE SALARY INCREASES FOR EXECUTIVE DIRECTOR AND FINANCIAL MANAGER

WHEREAS, MCHA has entered into an interagency agreement with HAPC to provide financial management services, resulting in an additional \$20,400 per year in revenue, and

WHEREAS the Board wishes to compensate the Executive Director and Financial Manager for the additional work related to the interagency agreement,

THEREFORE BE IT RESOLVED to approve a \$3,000 per year pay increase for the Executive Director and a \$3,000 per year pay increase for the Financial Manager, effective January 1, 2017, and

BE IT FURTHER RESOLVED that both pay increases will be revoked upon termination of the interagency agreement at any time within the initial 2-year term of the agreement.

Commissioner Boston 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, Cronsiter, King & Stott

NAYS: None ABSTAINING: None ABSENT: Roberts & Wilken

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

Executive Director Smith then informed the Board that Zeffert & Associates had completed its annual study of utility prices and concluded that because the average utility rates had changed significantly, MCHA has decided to change the Section 8 utility allowances for the upcoming year. The new allowances will be implemented and made effective January 1, 2017.

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

RESOLUTION 2063

RESOLUTION TO APPROVE SECTION 8 UTILITY ALLOWANCES

WHEREAS, upon completion of the annual utility cost study, MCHA has determined that the average Section 8 utility rates have changed significantly,

THEREFORE BE IT RESOLVED, to approve the new Section 8 utility allowances, as presented, effective January 1, 2017.

Commissioner Boston 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, Cronsiter, King & Stott

NAYS: None ABSTAINING: None ABSENT: Roberts & Wilken

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

Executive Director Smith

Executive Director Smith continued the meeting by informing the Board of changes to the Ban Policy to include procedures for removal from the Banned list.

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

RESOLUTION 2064

RESOLUTION TO APPROVE CHANGES TO THE BAN POLICY

WHEREAS, The Ban Policy needed to be updated to include a section on the procedures for being removed from the Banned List,

THEREFORE BE IT RESOLVED, to approve the Ban Policy as amended.

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

AYES: Boston, Anderson, Cronsiter, King & Stott

NAYS: None ABSTAINING: None ABSENT: Roberts & Wilken

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

The Board continued the meeting with a review of the Ethics Policy. The purpose of the ethics policy is to establish standards for employee and Commissioner conduct that will assure the highest level of public service and set forth those acts or omissions of acts that could be deemed injurious to the general mission of the Authority. In accordance with the policy, a 3-member ethics review committee was established. The term of committee member Anne Smith has expired and needs to be renewed.

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

RESOLUTION 2065

RESOLUTION TO REAPPOINT ANNE SMITH TO MENARD COUNTY HOUSING AUTHORITY’S ETHICS COMMITTEE.

WHEREAS, the term of Anne Smith has expired, and

WHEREAS, the board believes she has satisfactorily performed her duties,

THEREFORE BE IT RESOLVED to reappoint Anne Smith to the Menard County Housing Authority Ethics Committee for a term of three (3) years, expiring on 12/31/2019.

BE IT FURTHER RESOLVED to reappoint B.R. Boston as chairperson of the Ethics Committee.

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

AYES: Boston, Anderson, Cronsiter, King & Stott

NAYS: None ABSTAINING: None ABSENT: Roberts & Wilken

The Board then reviewed the Conflict of Interest Declarations from the Commissioners of the Authority. Pamela Wilken is employed by the National Bank of Petersburg.

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

RESOLUTION 2066

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 King 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, Cronsiter, King & Stott

NAYS: None ABSTAINING: None ABSENT: Roberts & Wilken

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 2067

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 King and upon roll all the “AYES” and “NAYS” were as follows:

AYES: Boston, Anderson, Cronsiter, King & Stott

NAYS: None ABSTAINING: None ABSENT: Roberts & Wilken

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 Tax Credit Specialist training in Chicago on 11/15-11/18.

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

RESOLUTION 2068

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 Tax Credit Specialist training in Chicago on 11/15-11/18.

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

AYES: Boston, Anderson, Cronsiter, King & Stott

NAYS: None ABSTAINING: None ABSENT: Roberts & Wilken

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 Cronister introduced and read in full the following resolution.

RESOLUTION 2069

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:

County Estates – 2 tenants totaling \$1,440.09

THEREFORE BE IT RESOLVED, to write off the two (2) uncollectible accounts as of December 13, 2016 and refer them to a debt collection agency.

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

AYES: Boston, Anderson, Cronsiter, King & Stott

NAYS: None ABSTAINING: None ABSENT: Roberts & Wilken

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 January 17, 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 5:05p.m.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved
