

**Menard County Housing Authority  
Board of Commissioners Meeting  
Tuesday, October 10, 2017**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, October 10, 2017 in the Board Room of the Management & Maintenance Building at 101 W. Sheridan Rd, Petersburg.

The Vice-Chairman of the Board, Wanda Anderson, called the meeting to order at 4:10pm. The following commissioners were present: Wanda Anderson, Carol Cronister, C. Jane King, & Elizabeth Roberts. Commissioners Absent: B.R. Boston, James Reed, & 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 19, 2017 were reviewed and approved and ordered filed. The motion was made by Commissioner Anderson and seconded by Commissioner Roberts.

The meeting began with a review of the updated Menard County Housing Authority Disposition Policy. Changes to the disposition dollar thresholds were made in order to remain consistent with the MCHA Procurement Policy and 2CFR200.

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

**RESOLUTION 2130**

**RESOLUTION TO APPROVE UPDATED DISPOSITION POLICY**

WHEREAS, MCHA is required to update its policies, from time to time, in order to improve agency processes and remain in compliance with HUD regulations,

NOW THEREFORE BE IT RESOLVED, MCHA will adopt the updated Disposition Policy, as presented, effective October 10, 2017.

Commissioner Cronister 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: Anderson, Cronister, King, & Roberts

NAYS: None    ABSTAINING: None    ABSENT: Cronister, Boston, Reed, & Stott

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

The meeting continued with a proposal to give Section 8 staff a performance award. MCHA management is in the process of revising the incentive plan to find new ways for Section 8 staff to take part in the success of the Authority. The program has grown tremendously in the past 4 years (up 550% in the number of vouchers and now operates in over 20 counties throughout the state),

and the Section 8 staff has done an excellent job keeping pace with the changes, even taking on additional work to earn MCHA additional fees by assisting other PHAs with their Project Based Voucher placement process and taking on the Tenant Protection Vouchers from the Cairo relocation. These efforts have resulted in \$103,600 in additional revenue to MCHA during the current fiscal year.

MCHA management requests that the Board approve allocation of \$6,216 (6% of the additional revenue generated), in order to make performance awards to the Section 8 staff and to authorize the Executive Director to determine how to distribute the funds.

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

### **RESOLUTION 2131**

#### **RESOLUTION TO APPROVE SECTION 8 PERFORMANCE AWARDS**

WHEREAS, the Section 8 staff, Section 8 Manager and two Assistant Section 8 Managers, has taken on considerable additional work this past year, resulting in substantial additional revenue to the Authority, and

WHEREAS, the Section 8 staff does not have a mechanism to participate in other performance awards,

THEREFORE IT BE RESOLVED, to approve \$6,216.00, to be paid out to the Section 8 staff, as defined above and as determined by the Executive Director.

Commissioner King 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: Anderson, Cronister, King, & Roberts

NAYS: None ABSTAINING: None ABSENT: Cronister, Boston, Reed, & Stott

The Vice-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 2132**

#### **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:

Bond County Homes – 1 tenant totaling \$188.83

Menard County Homes – 2 tenants totaling \$1,376.47

THEREFORE, BE IT RESOLVED, to write off the three (3) uncollectible accounts as of October 10, 2017 and refer them to a debt collection agency or the Illinois Debt Recovery Offset Program.

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

AYES: Anderson, Cronister, King, & Roberts

NAYS: None    ABSTAINING: None    ABSENT: Cronister, Boston, Reed, & 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 4:00pm on November 14, 2017.

There being no further business to come before the Board, it was moved by Commissioner Anderson and seconded by Commissioner Cronister to adjourn at 4:40p.m.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved

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