

**Menard County Housing Authority  
Board of Commissioners Meeting  
Tuesday, December 12, 2017**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, December 12, 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 4:15pm. The following commissioners were present: Wanda Anderson, Carol Cronister, C. Jane King, James Reed, & Jeff Stott. Commissioners Absent: B.R. Boston & Elizabeth Roberts. 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 14, 2017 were reviewed and approved and ordered filed. The motion was made by Commissioner Stott and seconded by Commissioner Anderson.

Executive Director Smith began the meeting by informing the Board of the need for an Intergovernmental Agreement with the Springfield Housing Authority (SHA) to allow MCHA to administer Project-Based Section 8 vouchers in SHA's jurisdiction.

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

**RESOLUTION 2141**

**RESOLUTION TO ENTER INTO INTERGOVERNMENTAL AGREEMENT WITH  
SPRINGFIELD HOUSING AUTHORITY**

WHEREAS, the Menard County Housing Authority (MCHA) wishes to enter into an Intergovernmental Agreement with the Springfield Housing Authority (SHA) for the purpose of administering project based vouchers specifically for the proposed "Cottages at Chatham" development to be located in Chatham, Illinois; and

WHEREAS, the SHA, through its FY2017 Housing Choice Voucher budget authority, does not have any tenant based or project based vouchers available to issue; and

WHEREAS, MCHA through the U.S. Department of Housing and Urban Development and pursuant to the Housing Authorities Act ("Act") (310 ILCS10/1 et seq.) administers a Project Based Section 8 Voucher Program, wherein MCHA provides rental assistance through, and administration of, project based vouchers to qualified persons residing in privately owned housing units; and

WHEREAS, MCHA has the capacity to provide rental assistance and administration of up to 15 project based vouchers for the residents at Cottages at Chatham Illinois for an initial term of fifteen (15) years; and

WHEREAS, the term of the Agreement shall be for an initial term of fifteen (15) years in accordance with the Project Based Voucher Program rules; and,

WHEREAS, it is in the best interest of the Springfield Housing Authority to enter into the aforementioned agreement with the Menard County Housing Authority.

NOW, THEREFORE, BE IT RESOLVED, the attached Intergovernmental Agreement between the Springfield Housing Authority and Menard County Housing Authority is hereby approved and accepted.

BE IT FURTHER RESOLVED, the Executive Director is authorized and directed to sign and execute the attached Intergovernmental Agreement and make minor modifications as may be necessary or appropriate so long as such modifications are substantially in compliance with the terms and conditions of the attached agreement.

BE IT FURTHER RESOLVED, this resolution shall take effect immediately upon its passage.

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

AYES: Anderson, Cronister, King, Stott, & Wilken

NAYS: None     ABSTAINING: None     ABSENT: Boston & Roberts

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

MCHA management has reviewed the distribution of Housing Choice Vouchers throughout its jurisdiction and has identified Pike County as an area to expand the availability of affordable housing. MCHA will advertise locally (in Pike County) for proposals from landlords who would like MCHA to place Project Based Section 8 Vouchers at their developments. Prospective developments will be scored according to the selection criteria set forth in the Administrative Plan.

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

## **RESOLUTION 2142**

### **RESOLUTION TO APPROVE PLACEMENT OF PROJECT BASED VOUCHERS IN PIKE COUNTY**

WHEREAS, MCHA may convert up to 20% of its total Section 8 HAP budget authority to Project Based Vouchers (PBV), and

WHEREAS, the Board believes that placement of PBV in Pike County is consistent with the Authority's mission of furthering the availability of safe, decent and sanitary housing,

THEREFORE BE IT RESOLVED, to authorize the Executive Director to solicit proposals for placement of up to eleven (11) project based vouchers in Pike County Illinois.

Commissioner Reed moved that the foregoing resolution be adopted as introduced which motion was seconded by Commissioner King and upon roll call the “AYES” and “NAYS” were as follows:

AYES: Anderson, Cronister, King, Stott, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: Boston & Roberts

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

MCHA management has reviewed the distribution of Housing Choice Vouchers throughout its jurisdiction and has identified the Village of Chatham Illinois as an area to expand the availability of affordable housing. MCHA will advertise locally (in and around Chatham Illinois) for proposals from landlords who would like MCHA to place Project Based Section 8 Vouchers at their developments. Prospective developments will be scored according to the selection criteria set forth in the Administrative Plan.

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

### **RESOLUTION 2143**

#### **RESOLUTION TO APPROVE PLACEMENT OF PROJECT BASED VOUCHERS IN THE VILLAGE OF CHATHAM ILLINOIS**

WHEREAS, MCHA may convert up to 20% of its total Section 8 HAP budget authority to Project Based Vouchers (PBV), and

WHEREAS, the Board believes that placement of PBV in Chatham Illinois is consistent with the Authority’s mission of furthering the availability of safe, decent and sanitary housing,

THEREFORE BE IT RESOLVED, to authorize the Executive Director to solicit proposals for placement of up to fifteen (15) project based vouchers in Chatham Illinois.

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

AYES: Anderson, Cronister, King, Stott, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: Boston & Roberts

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

MCHA management has reviewed the distribution of Housing Choice Vouchers throughout its jurisdiction and has identified Clinton County as an area to expand the availability of affordable housing. MCHA will advertise locally (in Clinton County) for proposals from landlords who would like MCHA to place Project Based Section 8 Vouchers at their developments. Prospective developments will be scored according to the selection criteria set forth in the Administrative Plan.

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

## **RESOLUTION 2144**

### **RESOLUTION TO APPROVE PLACEMENT OF PROJECT BASED VOUCHERS IN CLINTON COUNTY**

WHEREAS, MCHA may convert up to 20% of its total Section 8 HAP budget authority to Project Based Vouchers (PBV), and

WHEREAS, the Board believes that placement of PBV in Clinton County is consistent with the Authority's mission of furthering the availability of safe, decent and sanitary housing,

THEREFORE BE IT RESOLVED, to authorize the Executive Director to solicit proposals for placement of up to thirteen (13) project based vouchers in Clinton County Illinois.

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

AYES: Anderson, Cronister, King, Stott, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: Boston & Roberts

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

Financial Manager Race discussed with the Board the possibility of opening a line of credit in order to ensure continuation of operations in the event of a funding decrease or delay or any other cash shortfall.

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

## **RESOLUTION 2145**

### **RESOLUTION TO AUTHORIZE FINANCIAL MANAGER TO EXPLORE LINE OF CREDIT**

WHEREAS, the Board believes it to be a prudent course of action to secure a revolving line of credit to be used to ensure continuous, uninterrupted Authority operations,

THEREFORE BE IT RESOLVED, to approve Financial Manager Race to initiate discussions with various financial institutions for the purpose of obtaining a revolving line of credit of up to \$50,000.

Commissioner King 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: Anderson, Cronister, King, Stott, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: Boston & Roberts

The Vice-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 B.R. Boston has expired and needs to be renewed.

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

#### **RESOLUTION 2146**

##### **RESOLUTION TO REAPPOINT B.R. BOSTON TO MENARD COUNTY HOUSING AUTHORITY'S ETHICS COMMITTEE.**

WHEREAS, the term of B.R. Boston has expired, and

WHEREAS, the board believes he has satisfactorily performed his duties,

THEREFORE, BE IT RESOLVED to reappoint B.R. Boston to the Menard County Housing Authority Ethics Committee for a term of three (3) years, expiring on 12/31/2020.

BE IT FURTHER RESOLVED to appoint Anne Smith as chairperson of the Ethics Committee.

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

AYES: Anderson, Cronister, King, Stott, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: Boston & Roberts

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

MCHA's Personnel Policy requires all Regular Full-Time employees to participate in the Authority's retirement plan. In order to give MCHA management greater flexibility in creating employment agreements needed to secure the most talented personnel, MCHA's management would like to make participation in the retirement plan voluntary by modifying the plan document.

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

#### **RESOLUTION 2147**

##### **RESOLUTION TO REVISE MCHA RETIREMENT PLAN DOCUMENT TO ALLOW EMPLOYEES TO OPT OUT OF RETIREMENT PLAN**

WHEREAS, the Board feels it give greater flexibility to MCHA management for the creation of employment packages that would attract and retain the most talented employees,

THEREFORE BE IT RESOLVED, to approve revision of MCHA's retirement plan document to allow employees to opt out.

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

AYES: Anderson, Cronister, King, Stott, & Wilken

NAYS: None     ABSTAINING: None     ABSENT: Boston & Roberts

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

In the next order of business, the employment agreement between Amie Creighton and the Menard County Housing Authority was reviewed by the Board, having been previously negotiated by Ms. Creighton and Anne Smith. Having come to an agreement on the terms and conditions, the Board voted to approve the agreement.

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

### **RESOLUTION 2148**

#### **RESOLUTION TO APPROVE COMPLIANCE MANAGER EMPLOYMENT CONTRACT**

WHEREAS, the Board has reviewed the terms and conditions set forth in the employment agreement and finds them acceptable,

THEREFORE IT BE RESOLVED, to approve the employment agreement between Amie Creighton and the Menard County Housing Authority, for the position of Compliance Manager, for a term of one (1) year with automatic renewal of successive one (1) year terms.

BE IT FURTHER RESOLVED that the starting salary for the Compliance Manager position be set at \$49,000, with benefits negotiated independently and provided as set forth in the agreement.

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: Anderson, Cronister, King, Stott, & Wilken

NAYS: None     ABSTAINING: None     ABSENT: Boston & Roberts

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

In the next order of business, the Board reviewed proposed changes to the MCHA Personnel Policy. MCHA management, with the guidance of attorneys at Mahoney, Silverman & Cross, comprehensively reviewed and updated the Personnel Policy where needed.

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

### **RESOLUTION 2149**

#### **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,

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

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

AYES: Anderson, Cronister, King, Stott, & Wilken

NAYS: None     ABSTAINING: None     ABSENT: Boston & Roberts

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

The Board then reviewed Executive Director Smith’s employment contract.

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

#### **RESOLUTION 2150**

#### **RESOLUTION TO APPROVE EXECUTIVE DIRECTOR’S ANNUAL SALARY & BENEFITS**

WHEREAS, The Board feels that Executive Director Anne Smith has been performing her duties in an exceptional manner, and

WHEREAS, the Board feels she deserves a pay increase commensurate with her position and responsibilities,

THEREFORE BE IT RESOLVED, to approve an increase in base salary of 2% over 2017, for Executive Director Anne Smith beginning January 1, 2018.

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

AYES: Anderson, Cronister, King, Stott, & Wilken

NAYS: None     ABSTAINING: None     ABSENT: Boston & Roberts

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

The meeting continued with a review of Audit Report for FYE 6/30/17.

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

#### **RESOLUTION 2151**

#### **RESOLUTION TO ACCEPT AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2017.**

WHEREAS, the Board believes a fair, independent audit has been performed in accordance with Government Auditing Standards,

THEREFORE IT BE RESOLVED to accept the audit report as submitted to the Board by Rector, Reeder & Lofton P.C. for FYE 6/30/2017.

Commissioner Stott 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: Anderson, Cronister, King, Stott, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: Boston & Roberts

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 King introduced and read in full the following resolution.

#### **RESOLUTION 2152**

#### **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:

Menard County Homes – 2 tenants totaling \$2,417.79

THEREFORE, BE IT RESOLVED, to write off the two (2) uncollectible accounts as of December 12, 2017 and refer them to a debt collection agency or the Illinois Debt Recovery Offset Program.

Commissioner King moved that the foregoing 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, Cronister, King, Stott, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: Boston & Roberts

The Vice-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 January 16, 2018.

There being no further business to come before the Board, it was moved by Commissioner Anderson and seconded by Commissioner Cronister to adjourn at 5:15p.m.

Respectfully submitted,



Anne R. Smith, Secretary-Treasurer

Approved

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