

**Menard County Housing Authority
Board of Commissioners Meeting
Tuesday, January 16, 2018**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, January 16, 2018 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 4:12pm. The following commissioners were present: Wanda Anderson, Carol Cronister, James Reed, Elizabeth Roberts, & Jeff Stott. Commissioners Absent: B.R. Boston & C. Jane King. The following were also present: Anne Smith (Executive Director), Jason Race (Bedrock Housing Consultants) & Meggann Bell (Regional Housing Development).

There were no public comments.

The minutes of the regular meeting held on December 12, 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 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 March 1, 2018, after a thirty-day comment period.

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

RESOLUTION 2153

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 March 1, 2018.

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

AYES: Anderson, Cronister, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Boston & King

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

Executive Director Smith

The meeting continued with a discussion of changes to the Section 8 Administrative Plan. Changes to the plan include adding a Veteran Preference, and changing the lifetime ban on murder to a twenty-year ban.

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

RESOLUTION 2154

RESOLUTION TO APPROVE AMENDMENTS TO SECTION 8 ADMIN PLAN

WHEREAS, the Board deems it necessary to amend the Section 8 Administrative Plan, from time to time, to address changing circumstances,

THEREFORE, BE IT RESOLVED to adopt the changes to the Section 8 Administrative Plan as presented.

Commissioner Stott moved that the forgoing 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, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Boston & King

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

Mr. Race continued the meeting with a presentation of the proposed MCHA Budget for Calendar Year 2018, in addition, MCHA wishes to receive authorization for Executive Director Smith to seek approval from HUD to change the Housing Authority’s Fiscal Year End from 6/30 to 12/31.

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

RESOLUTION 2155

RESOLUTION TO APPROVE BUDGET FOR CYE DECEMBER 31, 2018.

WHEREAS, MCHA’s Operating Budget needed to be reviewed and approved; and,

WHEREAS, MCHA wishes to receive authorization for Executive Director Smith to seek approval from HUD to change MCHA’s Fiscal Year End from 6/30 to 12/31.

THEREFORE, BE IT RESOLVED, to approve the Operating Budget as presented.

BE IT FURTHER RESOLVED, the Executive Director is authorized to seek approval from HUD to change MCHA’s Fiscal Year End from 6/30 to 12/31.

Commissioner Cronister 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, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Boston & King

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

The meeting continued with a discussion of MCHA's desire to authorize Executive Director Smith to apply for a line of credit, not to exceed \$50,000.00, so that day-to-day operations may continue should the need arise.

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

RESOLUTION 2156

RESOLUTION TO APPROVE OPENING A LINE OF CREDIT FOR MCHA.

WHEREAS, the MCHA wishes to move forward with opening a line of credit for no more than \$50,000.00,

THEREFORE, BE IT RESOLVED, to authorize Executive Director Smith to open a line of credit in the name of MCHA.

BE IT FURTHER RESOLVED, Executive Director Smith will inform the Board of Commissioners of the line of credit balance on a monthly basis.

Commissioner Stott moved that the forgoing 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, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Boston & King

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

Executive Director Smith continued the meeting with a review of the FYB July 1, 2018 Draft Agency Plan.

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

RESOLUTION 2157

RESOLUTION TO APPROVE THE DRAFT FY2018 AGENCY PLAN

WHEREAS, the Menard County Housing Authority prepared a Draft FYB2018 annual Housing Agency Plan and presented to the Resident Advisory Board in December 2017,

THEREFORE, BE IT RESOLVED that the Menard County Housing Authority approve the Draft FYB2018 Agency Plan and instructs the Executive Director to publish for a forty-five (45) day public comment period.

Commissioner Roberts 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: Anderson, Cronister, Reed, Roberts, & Stott
NAYS: None ABSTAINING: None ABSENT: Boston & King

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

Executive Director Smith continued the meeting by informing the Board that Lindsey Whitley will attend HCV financial training in Tampa, FL on 4/16/18 – 4/19/18, Teresa Sexton and Pamela Spoor will attend Housing Counseling training in Las Vegas, NV on 2/19/18 – 2/22/18, Anne Smith will attend the Governor’s Conference in Chicago, IL on 2/20/18 – 2/22/18, and Anne Smith and Jeff Stott will attend the PHADA Conference in New Orleans, LA on 5/5/18 – 5/10/18.

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

RESOLUTION 2158

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 Lindsey Whitley to attend HCV financial training in Tampa, FL on 4/16/18 – 4/19/18, Teresa Sexton and Pamela Spoor to attend Housing Counseling training in Las Vegas, NV on 2/19/18 – 2/22/18, Anne Smith to attend the Governor’s Conference in Chicago, IL on 2/20/18 – 2/22/18, and Anne Smith and Jeff Stott to attend the PHADA Conference in New Orleans, LA on 5/5/18 – 5/10/18.

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

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

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

Mr. 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 2159

RESOLUTION TO WRITE OFF UNCOLLECTIBLE TENANT BALANCES

WHEREAS, the Authority has attempted to collect remaining balances from four (4) vacated tenants with the breakdown of amounts owed as follows:

Bond County Homes – 1 tenant totaling \$231.84

County Estates – 3 tenants totaling \$1852.18

THEREFORE, BE IT RESOLVED, to write off the four (4) uncollectible accounts as of January 16, 2018 and refer them to a debt collection agency or the Illinois Debt Recovery Offset Program.

Commissioner Stott 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, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Boston & King

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 February 13, 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 5:10p.m.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved
