

**Menard County Housing Authority  
Board of Commissioners Meeting  
Tuesday, March 13, 2018**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, March 13, 2018 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: 15 pm following the PHA Annual Plan Hearing held at 4 p.m. The following commissioners were present: B.R. Boston, Carol Cronister, C. Jane King, & Elizabeth Roberts. Commissioners Absent: Wanda Anderson, James Reed, & Jeffrey Stott. The following were also present: Anne Smith (Executive Director), Jason Race (Bedrock Housing Consultants), Lindsey Whitley (Financial Support Specialist) & Meggann Bell (Regional Housing Development).

There were no public comments.

The minutes of the regular meeting held on February 13, 2018 were reviewed and approved and ordered filed. The motion was made by Commissioner Roberts and seconded by Commissioner Cronister.

The Annual Plan Hearing for S8 PHA Plan was held in the Board Room at 4 p.m. Executive Director Smith advised the Board that there were no comments or questions in regard to the draft 2018 PHA Plan and the Resident Advisory Board who met January 3, 2018 had no further comments. Commissioner King introduced and read in full the following resolution.

**RESOLUTION 2170**

**RESOLUTION TO APPROVE PHA SECTION 8 PLAN SUBMISSION FOR FYB JULY 1, 2018**

WHEREAS, the Menard County Housing Authority prepared a Draft FYB2018 annual Housing Agency Plan and presented to the Resident Advisory Board on January 3 2018; and

WHEREAS, the Menard County Housing Authority then provided the Draft FYB2018 Housing Agency Plan for public review and comment for forty-five (45) days, after which a Public Hearing was held on March 13, 2018; and there were no challenged elements of the PHA Plan.

BE IT RESOLVED that the Menard County Housing Authority approve the FYB2018 PHA Section 8 Plan and instructs the Executive Director to submit to the HUD Chicago field office for their review and approval.

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

AYES: Boston, Cronister, King, & Roberts

NAYS: None    ABSTAINING: None    ABSENT: Anderson, Reed, & Stott

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

Executive Director Smith informed the Board that the 126 Public Housing units are now in the RAD program. Menard County Homes will need to have a savings account opened for depositing the resident’s security deposits into. The National Bank of Petersburg needs a Board Resolution to approve opening the savings account and who is authorized as signatories for withdraws and which staff can make inquiries in regard to the account.

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

**RESOLUTION 2171**

**RESOLUTION TO APPROVE OPENING A SAVINGS ACCOUNT FOR MENARD COUNTY HOMES SECURITY DEPOSITS**

WHEREAS, Menard County Homes needs a savings account for security deposits and the National Bank of Petersburg needs Board approval to open the account.

THEREFORE, BE IT RESOLVED, to authorize Anne R. Smith to open the account and approve the following signatories on the accounts for Menard County Homes, (Menard county Housing Authority, Management Agent), for a Savings Account for Security Deposits held for tenants of Menard County Homes.

Menard County Homes, Security Deposit Savings Account

Anne R. Smith  
B. R. Boston  
Wanda Anderson  
James Reed

BE IT FURTHER RESOLVED, to authorize the following staff to make phone inquiries to the bank regarding the Security Deposit account balance, deposits made, and debits to the accounts.

Meggann Bell  
Amie Creighton  
Lindsey Whitley

Commissioner Roberts 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, Cronister, King, & Roberts

NAYS: None    ABSTAINING: None    ABSENT: Anderson, Reed, & Stott

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

Executive Director Smith then presented the proposed maintenance wage rate recommendations of MCHA management for fiscal year beginning July 1, 2018.

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

**RESOLUTION 2172**

**RESOLUTION TO APPROVE THE MAINTENANCE STAFF'S WAGE RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2018.**

WHEREAS, there have been changes to the maintenance wage rates that are acceptable to the Board and in accordance with HUD regulations,

THEREFORE, BE IT RESOLVED to approve the minimum maintenance wage rate determination form effective July 1, 2018 for submission to HUD for their approval as follows:

|                                    |   |
|------------------------------------|---|
| Maintenance Mechanic               | \$15.50/hr.                                 |
| Maintenance Assistant              | \$10.00/hr.                                 |
| Maintenance Aide                   | \$8.25/hr.                                  |
| Casual Labor (no fringe benefits ) | \$8.25/hr. or current Illinois Minimum Wage |

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: Boston, Cronister, King, & Roberts

NAYS: None ABSTAINING: None ABSENT: Anderson, Reed, & Stott

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

Executive Director Smith then discussed the recent visit of the Illinois Department of Labor and the need for MCHA to develop a Hazardous Control Plan to stay in compliance with OSHA regulations. Executive Director Smith then presented the Board with the newly developed plan.

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

### **RESOLUTION 2173**

#### **RESOLUTION TO APPROVE THE HAZARDOUS CONTROL PLAN FOR MCHA**

WHEREAS, the Menard County Housing Authority prepared a Hazardous Control Plan which plan provides requirements to be in compliance with OSHA regulations.

THEREFORE, BE IT RESOLVED that the Menard County Housing Authority approve the Hazardous Control Plan.

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: Boston, Cronister, King, & Roberts

NAYS: None ABSTAINING: None ABSENT: Anderson, Reed, & Stott

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

Executive Director Smith continued the meeting by informing the Board that Pamela Spoor, Teresa Sexton and herself will be attending Housing Action Illinois’ HCO Made Easy Training in Chicago, IL on 4/4/18 – 4/5/18, Anne Smith will also be attending the IAHA Clinic in Decatur, IL from 4/11/18 – 4/12/18.

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

### **RESOLUTION 2174**

#### **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 aforementioned training,

THEREFORE, BE IT RESOLVED, to approve overnight travel expenses for Pamela Spoor, Teresa Sexton and Anne Smith to attend Housing Action Illinois' HCO Made Easy Training in Chicago, IL on 4/4/18 – 4/5/18, and for Anne Smith to attend the IAHA Annual Clinic in Decatur, IL from 4/11/18 – 4/12/18.

Commissioner Roberts 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, Cronister, King, & Roberts

NAYS: None    ABSTAINING: None    ABSENT: Anderson, 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 April 10, 2018.

There being no further business to come before the Board, it was moved by Commissioner Roberts and seconded by Commissioner Cronister to adjourn at 4:38p.m.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved

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