

**Menard County Housing Authority  
Board of Commissioners Meeting  
Tuesday, April 10, 2018**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, April 10, 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 4:04 pm. The following commissioners were present: B.R. Boston, Carol Cronister, Elizabeth Roberts, & Jeffrey Stott. Commissioners Absent: Wanda Anderson, C.J. King, & James Reed. 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 March 13, 2018 were reviewed and approved and ordered filed. The motion was made by Commissioner Cronister and seconded by Commissioner Roberts.

In conjunction with acceptance of the Tenant Protection Vouchers for the displaced residents of Alexander County Housing Authority's McBride, Elmwood, & Thebes public housing developments, HUD has requested that MCHA pass an addendum to its Section 8 Administrative Plan allowing TPV holders to receive an additional 60 days to lease up with their voucher.

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

**RESOLUTION 2175**

**RESOLUTION TO APPROVE ADDENDUM TO SECTION 8 ADMINISTRATIVE PLAN FOR TENANT PROTECTION VOUCHERS FOR ALEXANDER COUNTY HOUSING AUTHORITY**

WHEREAS, approximately 200 households must be relocated from properties owned by the Alexander County Housing Authority ("ACHA"); and

WHEREAS, each family will be issued a Tenant Protection Voucher; and

WHEREAS, the Menard County Housing Authority ("MCHA") has been selected to administer these vouchers; and

WHEREAS, due to the limited availability of safe, decent, and affordable housing in Alexander County, searches for replacement housing may exceed the maximum time frames for voucher extensions as prescribed in the Menard County Housing Choice Voucher Administrative Plan, now be it

THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby authorizes an exception to the current policy regarding voucher extensions; and be it further

RESOLVED, that the Menard County Housing Authority will allow households who are issued a Tenant Protection Voucher as part of the Alexander County Housing Authority relocation efforts to receive additional voucher extensions beyond what is currently authorized in the Administrative Plan, and be it further

RESOLVED that though MCHA's current policy allows for a maximum voucher term of 150 days with all extensions; MCHA will allow ACHA families up to four (4) additional voucher extensions of 60 days each, not

to exceed 240 days for a maximum ACHA voucher term of 390 days, and persons with disabilities may receive additional extensions for Reasonable Accommodations, and be it further

RESOLVED that this resolution shall be considered an addendum to the Housing Choice Voucher Administrative Plan that expires once all the affected families have been relocated, and be it further

RESOLVED, by adoption of this resolution, the Board certifies that these changes do not represent a material change to the MCHA Agency Plan and are not subject to a public hearing or HUD approval for adoption of this revision.

Commissioner Stott 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, Roberts, & Stott

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

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

MCHA management has reviewed the distribution of Housing Choice Vouchers throughout its jurisdiction and feels that Menard County would benefit from six (6) Project Based Vouchers. MCHA will advertise locally 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 2176**

#### **RESOLUTION TO APPROVE PLACEMENT OF PROJECT BASED VOUCHERS IN MENARD 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 Menard 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 six (6) project based vouchers in Menard County.

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: Boston, Cronister, Roberts & Stott

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

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 an Emergency Action 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 Stott introduced and read in full the following resolution:

**RESOLUTION 2177**

**RESOLUTION TO APPROVE THE EMERGENCY ACTION PLAN FOR MCHA**

WHEREAS, the Menard County Housing Authority prepared an Emergency Action Plan which provides the requirements to be in compliance with OSHA regulations.

THEREFORE, BE IT RESOLVED that the Menard County Housing Authority approve the Emergency Action Plan.

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

AYES: Boston, Cronister, Roberts, & Stott

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

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

The meeting continued with a discussion about purchasing the parking lot at 209 W. Sheridan Rd. in Petersburg. Menard County Housing Authority is currently paying a monthly rental fee to Central Illinois Services to use the lot for the Menard County Homes Hi-Rise. Central Illinois Services has posted the property for sale and with ample cash available, MCHA would like to purchase the property in the amount of \$60,000.00.

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

**RESOLUTION 2178**

**RESOLUTION TO AUTHORIZE EXECUTIVE DIRECTOR TO PURCHASE REAL PROPERTY**

WHEREAS, MCHA wishes to purchase the parking lot located at 209 W. Sheridan Rd. in Petersburg IL in order to continue to provide parking availability to the residents, and

WHEREAS, MCHA possesses sufficient cash to purchase the property,

THEREFORE, BE IT RESOLVED to authorize the Executive Director to purchase the property for \$60,000.00 from the current owner.

Commissioner Stott 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, Roberts, & Stott

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

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

Financial Consultant 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 2179**

**RESOLUTION TO WRITE OFF UNCOLLECTIBLE TENANT BALANCES**

WHEREAS, the Authority has attempted to collect remaining balances from one (1) vacated tenant with the breakdown of amounts owed as follows:

HTSV – 1 tenant totaling \$991.00

THEREFORE, BE IT RESOLVED, to write off the one (1) uncollectible account as of April 10, 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 Boston and upon roll all the “AYES” and “NAYS” were as follows:

AYES: Boston, Cronister, Roberts, & Stott

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

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

The Board then reviewed the monthly financial reports and received an update on developments and pending projects.

The next meeting was scheduled for 4:00pm on May 15, 2018.

There being no further business to come before the Board, it was moved by Commissioner Cronister and seconded by Commissioner Roberts to adjourn at 4:37p.m.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved

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