

**Menard County Housing Authority
Board of Commissioners Meeting
Tuesday, May 15, 2018**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, May 15, 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 4:06 pm. The following commissioners were present: B.R. Boston, Paul Brown, Carol Cronister, James Reed, Elizabeth Roberts, & Jeffrey Stott. Commissioners Absent: C.J. King. 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 April 10, 2018 were reviewed and approved and ordered filed. The motion was made by Commissioner Stott and seconded by Commissioner Cronister.

Carol Cronister was recognized for her 5 years of service on the Board. Paul Brown was introduced as a new Board member filling the remaining term of Wanda Andersons.

The meeting began with a discussion of the proposed interagency agreement between MCHA and the Housing Authority of Christian County (HACC) for the purpose of assisting HACC with their Housing Choice Voucher Program.

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

RESOLUTION 2180

RESOLUTION TO APPROVE INTERAGENCY AGREEMENT WITH HOUSING AUTHORITY OF CHRISTIAN COUNTY

WHEREAS, Illinois Housing Authorities may enter into Interagency Agreements with each other as provided by 310 ILCS 8.5, 24 CFR 85.36(b)(5) and HUD Procurement Handbook 7460.8; and,

WHEREAS, this Interagency Agreement is made for reasons of economy and efficiency since each Housing Authority has specific property management and development expertise and experience required by the other Housing Authority,

NOW THEREFORE, the Housing Authority of Christian County and the Menard County Housing Authority hereby agree to the following:

1. One Housing Authority may provide services with which it has expertise and experience to the other Housing Authority on a task order basis. Services may include, but are not limited to:
 - Section 8 Program Technical Assistance
 - HQS Inspections
 - IT Technical Assistance
2. The process for issuing a task order is as follows:

- One Housing Authority may issue a request for a possible task order. The request will specify the services required and the timetable for completion.
- The second Housing Authority may submit a draft task order which will detail how the services will be provided, work plan, schedule for completion of the services, fee, and payment schedule.
- The requesting Housing Authority will review the draft task order and may approve it, negotiate modifications or reject it with a request for resubmittal.
- Once the requesting Housing Authority accepts the proposed task order, it will issue a written notice to proceed to the second Housing Authority. Services will begin work within three (3) calendar days of the written notice to proceed unless otherwise specified in the task order work plan.
- Nothing in this agreement shall prevent either Housing Authority from awarding contract(s) for services within the scope of this Agreement to other procured parties.

3. Both Housing Authorities hereby agree to the following clause:

To indemnify and hold harmless either Housing Authority and its employees from and against all claims against the Authority, its agent or servants, and all losses and expenses, including attorney's fees that may be incurred by the Authority defending such claims, arising out of resulting from the performance of the work and caused in whole or in part by any negligent act or omission of anyone directly or indirectly employed by and of them or anyone for whose acts any of them may be liable, regardless of whether or not it caused in part by a party indemnified hereunder.

4. Services will be provided by either Housing Authority per the following terms:

- The actual hourly salary rate of the person(s) providing the service(s) times a factor of two (2). The factor will cover such costs as benefits, overhead, indirect costs, profit, etc.
- Travel expenses
- Other direct expenses

5. The initial term of this Interagency Agreement is for two years; however, the agreement will automatically extend for an additional year on each anniversary date of this agreement until terminated in writing by either party. Either party may terminate this agreement at any time by giving thirty (30) days written notice.

6. Invoices will be issued monthly for services provided; payment will be due within thirty (30) days of the date of the invoice.

Commissioner Reed 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, Brown, Cronister, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: 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 Cronister introduced and read in full the following resolution.

RESOLUTION 2181

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:

HTSV – 1 tenant totaling \$1561.93

Menard County Homes – 2 tenants totaling \$3672.89

THEREFORE, BE IT RESOLVED, to write off the three (3) uncollectible accounts as of May 15, 2018 and refer them to a debt collection agency or the Illinois Debt Recovery Offset Program.

Commissioner Cronister 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: Boston, Brown, Cronister, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: King

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

The Director informed the Board that MCHA had made a payment of \$18,329 to MCHA HAP Administrative Account for settlement of OIG Audit Finding (1B). Staff is working with the HUD Field office in resolving other findings.

There was discussion on a possible change of the meeting time but the Board decided to leave it at 4 p.m. for now.

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

The next meeting was scheduled for 4:00 pm on June 12, 2018.

There being no further business to come before the Board, it was moved by Commissioner Stott and seconded by Commissioner Cronister to adjourn at 4:48 pm.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved
