

**Menard County Housing Authority
Board of Commissioners Meeting
Tuesday, October 13, 2020**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, October 13, 2020 in the lobby of the Management Building at 101 W. Sheridan Rd, Petersburg.

The Chairman of the Board, Jeff Stott, called the meeting to order at 4:47 pm. The following commissioners were present: Paul Brown, Brian Ogden, James Reed, Elizabeth Roberts, and Jeff Stott. The following commissioners were absent: Shelley Knuppel. The following were also present: Brad Ames (Executive Director), Lindsey Whitley (Director of Administration and Finance), Jason Race (Bedrock Housing Consultants), and Anne Smith (CCDC).

There were no public comments.

The minutes of the regular meeting held on September 8, 2020 were reviewed and approved and ordered filed. The motion was made by Commissioner Brown and seconded by Commissioner Reed.

The Annual Plan Hearing for S8 PHA Plan was held in the lobby at 4:30 p.m. Executive Director Ames advised the Board that there were no comments or questions in regard to the draft 2021 PHA Plan and the Resident Advisory Board had no further comments.

Commissioner Brown introduced and read in full the following resolution.

RESOLUTION 2315

RESOLUTION TO APPROVE PHA SECTION 8 PLAN SUBMISSION FOR FYB JANUARY 1, 2021

WHEREAS, the Menard County Housing Authority prepared a Draft FYB2021 Annual Housing Agency Plan and presented to the Resident Advisory Board; and

WHEREAS, the Menard County Housing Authority then provided the Draft FYB2021 Housing Agency Plan for public review and comment for forty-five (45) days, after which a Public Hearing was held on October 13, 2020; and there were no challenged elements of the PHA Plan.

BE IT RESOLVED that the Menard County Housing Authority approve the FYB2021 PHA Section 8 Plan and instructs the Executive Director to submit to the HUD Chicago field office for their review and approval.

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

AYES: Brown, Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Knuppel

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

Executive Director Ames 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 Ogden introduced and read in full the following resolution.

RESOLUTION 2316

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 \$292.05

Scott County Homes \$1,611.19

THEREFORE, BE IT RESOLVED, to write off the two (2) uncollectible accounts as of October 13, 2020; and refer them to a debt collection agency or the Illinois Debt Recovery Offset Program.

Commissioner Ogden 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: Brown, Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Knuppel

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 has identified Casey, IL as an area to expand the availability of affordable housing. MCHA will advertise locally (in Casey, IL) 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 discussion, Commissioner Brown introduced and read in full the following resolution.

RESOLUTION 2317

RESOLUTION TO APPROVE PLACEMENT OF PROJECT BASED VOUCHERS IN CASEY, IL

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 Casey, IL 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 Pawnee, Illinois.

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

AYES: Brown, Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Knuppel

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

The meeting continued with a discussion of the proposed intergovernmental agreement between MCHA and the City of Casey, IL.

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

RESOLUTION 2318

RESOLUTION TO APPROVE INTERGOVERNMENTAL AGREEMENT THE CITY OF CASEY, IL

WHEREAS, Menard County Housing Authority (MCHA) wishes to enter into an Intergovernmental Agreement with the City of Casey, IL for the purpose of administering project-based vouchers.

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 fifteen (15) project-based vouchers in Casey, IL for an initial term not to exceed twenty (20) years; and,

WHEREAS, the term of the Agreement shall be for an initial term not to exceed twenty (20) years in accordance with the Project-Based Voucher Program rules; and,

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

NOW, THEREFORE, BE IT RESOLVED, the attached Intergovernmental Agreement between the City of Casey, IL 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 Ogden 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: Brown, Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Knuppel

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

The meeting continued with a discussion of donating the property located at 100 East Sheridan Road in Petersburg, IL to Central Illinois Services. This building is currently being rented by Central Illinois Services for the Give ‘n Take Thrift Shop and Senior Services of Central Illinois. The property donation would be mutually beneficial to all parties.

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

RESOLUTION 2319

**RESOLUTION TO DONATE PROPERTY AT 100 EAST SHERIDAN ROAD, PETERSBURG, IL TO
CENTRAL ILLINOIS SERVICES**

WHEREAS, Menard County Housing Authority wishes to donate the property located at 100 E. Sheridan Rd. in Petersburg, IL to Central Illinois Services; and,

WHEREAS, the donation is in accordance with the Disposition Policy.

THEREFORE, BE IT RESOLVED to donate the property located at 100 E Sheridan Rd. in Petersburg, IL to Central Illinois Services.

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

AYES: Brown, Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Knuppel

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

The Board then discussed Incentive Fees earned by the previous Executive Director, Anne Smith, that had not been paid to her at the end of her employment. Payment of the majority of the fees, post retirement, are explicitly addressed in the employment contract, however the remaining items are addressed in the previous Incentive Pay Plan, approved in 2019, and the current Incentive Pay Plan, revised in 2020, after the 2019 fees had been earned. This discrepancy resulted in management's decision to seek Board approval for payment of the fees.

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

RESOLUTION 2320

**RESOLUTION TO PAY FORMER EXECUTIVE DIRECTOR INCENTIVE FEES PLUS ANY
APPLICABLE TAXES**

WHEREAS, in accordance with the 2019 Executive Director Incentive Pay Plan and the former Executive Director's employment contract, the former Executive Director is owed \$21,671.28 that should have been paid upon her exit but were deferred due to cash flow considerations; and,

WHEREAS, the Board wishes to pay the former Executive Director for additional fees earned from Business Sales as well as the 2019 SEMAP High Performer award totaling \$8,407.40; and,

WHEREAS, the Board wishes to pay any applicable payroll taxes that would have been paid by MCHA if the fees had been paid upon the former Executive Director's exit; and,

WHEREAS, the Board wishes to resolve and finalize all remaining payments to the former Executive Director prior to the end of fiscal year 2020.

THEREFORE, BE IT RESOLVED to pay the former Executive Director a total of \$30,078.67 plus any applicable taxes for all remaining Incentive Fees earned; and,

BE IT FURTHER RESOLVED that the final payment for such Incentive Fees shall be made as soon as cash is available for payment but not later than December 31, 2020.

Commissioner Stott 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: Brown, Ogden, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Knuppel

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

Mr. Race then reviewed the financial statements followed by Executive Director Ames noting that the Authority has purchased two new vehicles and that he may have found a new Board member to fill the current vacancy.

The next meeting was scheduled for 4:30 pm on November 10, 2020.

There being no further business to come before the Board, it was moved by Commissioner Roberts and seconded by Commissioner Reed to adjourn at 5:46 pm.

Respectfully submitted,

Bradley Ames, Executive Director

Approved
