

**REGULAR MEETING MINUTES
MARION COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
JANUARY 23, 2018 – 12:00 P.M.
AT BRYAN MANOR, 2150 E. MCCORD STREET,
CENTRALIA, ILLINOIS**

Present:

Chairperson Georgia Miller
Commissioner Brenda Lingafelter
Commissioner Gertie Walker
Commissioner Richard Gregg

Absent:

Commissioner Nancy Lackey
Commissioner Rita Boudet
Commissioner Donald Hancock

MCHA Staff:

Executive Director Kelly Tinsley
Executive Funds Director, Tricia Higgins

Others Present:

Attorney Marvin G. Miller
Recording Secretary, Kathy Smith

Minutes

Call to Order

Chairperson Georgia Miller called the meeting to order at 12:04 p.m.

1. Roll Call

A verbal roll call was taken and the following Commissioners were present: Georgia Miller, Gertie Walker, Brenda Lingafelter and Richard Gregg.

2. Public Comment

There was no public comment.

3. Approval of the Minutes

The Minutes of the December 27, 2017 regular meeting were reviewed by the Board. A motion was made by Richard Gregg to accept the Minutes as presented. Following a second by Gertie Walker, the motion carried unanimously.

4. Financial Reports

The financial reports for November, 2017 were reviewed. As indicated in the last meeting, our accounting firm, Lindsey Company, did not have the November financials available for the December meeting. After a discussion of the November financials, a motion was made by

Brenda Lingafelter to approve the same. Following a second by Richard Gregg, the motion carried.

The financial reports for December, 2017, were presented to the Board. In addition to the financial statements forwarded to the Board prior to the meeting, additional financials were presented to the Board showing the financial position of the organization to date. Kelly indicated that the January 5th payment to Lindsey for \$2,990.00 includes the budget preparation. A payment on January 9th of \$6,029.00 to Prominent Technology Consulting was for the update of our computers in the office. This was a capital fund expenditure. Kelly informed the Board that there were payments to Evan Deadmond. The payments to Evan Deadmond reflect a few hours regarding CTI follow up and, in addition, the organization is using him as a grievance hearing officer. She indicated that Evan is currently taking training regarding grievance hearings. Once his training is completed he is going to train our staff.

The December and January check registers were reviewed in detail with the Board.

A motion was made by Gertie Walker to approve the December and January check registers. Following a second by Brenda Lingafelter, the motion carried.

Kelly next reviewed the remaining financial statements from Lindsey, however, these are not in final form but are only a draft for review. The financials were reviewed in detail with the Board.

5. New Business

None.

6. Director's Report

- Kelly reported that the forensic audit is not yet completed. Hopefully it will be received prior to our next regular meeting.
- The organization opened a checking account with Marion County Savings Bank to facilitate loan payments. This account had a balance of .01¢. The Board was informed that this account has been closed.
- An investment account with Edward Jones had a balance of .08¢. This account has also been closed.
- We continue to work hard on the year end information. Presently, all that information has been forwarded to Lindsey. This includes an inventory and fixed assets.
- Three staff members have passed the UPCS training.
- We now have a new server and have IT upgrades which was paid with capital funds. The organization will be obtaining new email addresses. Our new server will be able to connect with the Salem office and Lindsey. Presently we have everything inhouse, except for our email. The expenditure for this update will be approximately \$10,000.00. Hopefully, in the future, we will be able to add additional security cameras.
- We've entered into a new agreement with the Centralia Police Department.
- We are looking to hire a fulltime receptionist. We have approximately 15 to 16 resumé's at this time.
- The Board was informed that Keith Resch has resigned his position.

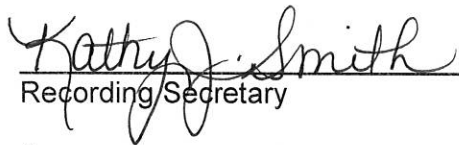
7. Board Training

It was determined not to have any Board training at this meeting in that 3 of the Commissioners are absent.

Adjournment

A motion was made by Richard Gregg to adjourn the meeting. The motion was seconded by Brenda Lingafelter. The motion carried.

Submitted by:



Recording Secretary

Approved:



Board of Commissioners Chairperson, Georgia Miller