

**REGULAR MEETING MINUTES  
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS  
BOARD OF COMMISSIONERS  
MAY 22, 2018 – 12:00 P.M.  
AT FAIRWAYS RESTAURANT, 2801 PUTTER LANE.  
CENTRALIA, ILLINOIS**

**Present:**

Chairperson Georgia Miller  
Commissioner Brenda Lingafelter  
Commissioner Gertie Walker  
Commissioner Richard Gregg  
Commissioner Nancy Lackey  
Commissioner Donald Hancock

**Absent:**

Commissioner Rita Boudet

**MCHA Staff:**

Executive Director Kelly Tinsley

**Others Present:**

Attorney Marvin G. Miller  
Recording Secretary, Tiffany Schicker

***Minutes***

**Call to Order**

Chairperson Georgia Miller called the meeting to order at 12:00 p.m.

**1. Roll Call**

A verbal roll call was taken and the following Commissioners were present: Georgia Miller, Gertie Walker, Brenda Lingafelter, Richard Gregg, Nancy Lackey, and Donald Hancock. Rita Boudet was not present.

**2. Public Comment**

There was no public comment.

**3. Approval of the Minutes**

The Minutes of the March 27, 2018 regular meeting and the Minutes of the May 2, 2018 special meeting were reviewed by the Board. A motion was made by Brenda Lingafelter to accept the Minutes as presented. Following a second by Nancy Lackey, the motion carried unanimously.

**4. Financial Reports**

The financial reports were reviewed with the Commissioners. Lindsey did not load the Section 8 budget to the system as requested so it was not available for the Commissioners to review. Once the Section 8 budget is loaded, it will be reviewed with the Board. It was noted that there will be to some of the Amps, but the bottom line of the budget has not changed. Kelly is continuing to work towards being able to charge the individual Amp fees through the Cost Center. After a discussion of the March and April financials, a motion was made by Nancy Lackey to approve the same. Following a second by Gertie Walker, the motion carried.

The April and May check registers were presented and reviewed with the Board. The items marked with an asterisk are paid with capital funds. The check to Beaver Brickwork was for brickwork done in Odin after the air conditioning units had been replaced. Kelly noted that the Marion County Savings Bank payments will be decreasing next month since one vehicle has been paid off. There were several items paid regarding vehicle maintenance which are reflected in the May check register. The April and May credit card statements were also reviewed with the Board. After discussion of the check registers and credit card statements, a motion was made by Brenda Lingafelter to approve the same. Following a second by Gertie Walker, the motion carried.

**5. Old Business**

None.

**6. New Business:**

**CTI Measurement & Verification Report**

The CTI Measurement & Verification Report is required to be submitted by HUD. This will be reviewed annually with the Board. No motion is needed to approve the Report.

**2017 Audit Contract Acceptance.**

Audit Contract bids were sent out. There were two (2) bids received and one (1) declination. The contract was awarded to Baralle Renshaw Sailor Khan, LLC. The audit company provided a Form of Understanding which required the Board Chairman's signature in order for the auditors to accept the contract. There is no motion needed to approve the form for signature.

**Car Title**

Kelly informed the Board that the organization owns a vehicle used by the Centralia Police Department. Kelly would like to transfer the title of the vehicle to the police department. The police department uses and maintains the vehicle. After discussion, a motion was made by Nancy Lackey to transfer title of the vehicle to the police department. Following a second by Gertie Walker, the motion carried.

**Items to Dispose**

Per the Disposition Policy that was approved at the March Board Meeting, Kelly advised the Board that she will be disposing of several items. The Board was informed of some of the items that will be sold. Other items will be thrown away, such as furnaces, desks, chairs, and carts,

due to being broken No motion is needed to dispose of the items, but Kelly must inform the Board of her intent to do so.

### **Resolution #1124 Flat Rent Choice**

Kelly presented to the Board Resolution #1124. Tenants leave because they do not have the ability to choose a flat rate versus an income-based policy when their income changes. The new policy will allow a public housing tenant to choose between a flat rent or an income-based rent once per year. This Resolution follows HUD's recommendation for this policy. After discussion, Nancy Lackey made a motion to approve Resolution #1124. Following a second by Gertie Walker, the motion carried.

### **7. Director's Report**

- On April 17, 2018 the office closed for a half-day so that in-service staff training could be conducted. Kelly reported that the training was well received by the staff.
- Kelly passed her PHEM exam.
- HUD will be coming to the office between June 18th through the 21<sup>st</sup> for the Risk Management Review. Kelly has yet to receive their agenda.
- Kelly has not received anything from the title company regarding the letter search for the CYCC building. Once it is received, she will re-visit the issue with the Board.
- Kelly has submitted information to HUD for the next steps to complete the real estate transaction for the parcel sold in Salem. She is waiting to hear back from HUD.
- Last Friday, the Housing Authority held a "Family Day" that HUD had strongly encouraged. Last year they served popcorn and this year they were able to serve hot dogs. The Centralia Police Department expressed interest in working with them for the event. They were able to have Officer Peebles and a patrol car present to meet and greet the children and allow the children to take their pictures with the patrol car. Centralia Police Department also provided toy badges to the children in attendance. Kelly reported that despite the heavy rain that day, the event had a decent turnout.
- Kelly discussed with the Board the Housing Authority's General Procurement Policy. The Housing Authority must procure services and Kelly reminded the Board this is something, she as the Director is required to do. She must have a procurement file for all of the services that they pay for and be able to provide it to HUD upon their request.
- Kelly will be sending out requests for bids for trash and legal services. The trash service bids must be procured every five (5) years and the legal services bid must be procured every three (3) years. She does not currently have any procurement for either service and needs to do so to be HUD compliant.
- Kelly reviewed conflicts of interest issues with the Board.
- Kelly advised that the Housing Authority is now participating in the Illinois Debt Recovery Offset Program (IDROP). This program will allow debts owed to the Housing Authority to be paid out of an individual's tax return before the return is distributed to that person.
- The health insurance has increased 5%. The allocations are not changing, and this increase is reflected in the employee portion as well.
- Kelly met with Sandoval Police Department Chief to review Housing Authority policies and to advise them of the Police Department's authority concerning Housing Authority property. Kelly is hopeful to have the same type of meeting with Salem Police Department.

- Kelly updated the Board on the lobby construction and is optimistic that the next time there is a meeting at the Housing Authority Office, the construction will be completed.
- Kelly indicated that updates for the units on Maulding Drive are underway. This includes landscaping, plumbing and burying downspouts. The updates aren't just cosmetic. The units are rated by REAC and when the units have downspouts unburied, erosion, etc. the ratings go down.
- Kelly provided the Board with a copy of the SEMAP correspondence discussing Housing Authority scores and performance.

#### **8. Board Training**

Dates were discussed to do the Lead the Way training. The training will be held at the South Central Transit Tech Center on June 8<sup>th</sup> from 9:00 am. to 12:00 p.m.

#### **9. Closed Session**

A motion was made by Nancy Lackey to enter into Closed Session, pursuant to 5 ILCS 120/2(c)(1) to discuss compensation of a specific employee. The motion was seconded by Donald Hancock.

After a vote was take and the following votes were made:

Aye (6) – Georgia Miller, Gertie Walker, Brenda Lingafelter, Nancy Lackey, Richard Gregg and Donald Hancock.

The motion to enter Closed Session carried unanimously.

The Housing Authority of the County of Marion, Illinois entered into Closed Session at 1:24 p.m.

The Housing Authority of the County of Marion, Illinois returned to Open Session at 1:46 p.m.

#### **Adjournment**

A motion was made by Brenda Lingafelter to adjourn the meeting. The motion was seconded by Gertie Walker. The motion carried.

Submitted by:

  
Recording Secretary

Approved:

  
Board of Commissioners Chairperson, Georgia Miller