

**REGULAR MEETING MINUTES  
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS  
BOARD OF COMMISSIONERS  
JUNE 26, 2018 – 12:00 P.M.  
AT FAIRWAYS RESTAURANT, 2801 PUTTER LANE.  
CENTRALIA, ILLINOIS**

**Present:**

Chairperson Georgia Miller  
Commissioner Brenda Lingafelter  
Commissioner Gertie Walker  
Commissioner Rita Boudet  
Commissioner Donald Hancock

**Absent:**

Commissioner Richard Gregg  
Commissioner Nancy Lackey

**MCHA Staff:**

Executive Director Kelly Tinsley

**Others Present:**

Attorney Andrew J. Miller  
Recording Secretary, Tiffany Schicker

***Minutes***

**Call to Order**

Chairperson Georgia Miller called the meeting to order at 12:08 p.m.

**1. Roll Call**

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

**2. Public Comment**

There was no public comment.

**3. Approval of the Minutes**

The Minutes of the May 22, 2018 regular meeting were reviewed by the Board. A motion was made by Brenda Lingafelter to accept the Minutes as presented. Following a second by Rita Boudet, the motion carried unanimously.

**4. Financial Reports**

The financial reports were reviewed with the Commissioners. It was noted that Management and Bookkeeping fees have been forecasted and will be charged to the AMPS starting in June

for year to date. Kelly is continuing to work towards the development of the Cost Center. After a discussion of the May financials, a motion was made by Brenda Lingafelter to approve the same. Following a second by Donald Hancock, the motion carried.

The May check register was presented and reviewed with the Board. The items marked with an asterisk are paid with capital funds. Only one credit card was used in May therefore only one statement was presented to the Board. After discussion of the check register and credit card statement, a motion was made by Gertie Walker to approve the same. Following a second by Brenda Lingafelter, the motion carried.

#### **5. Old Business**

None.

#### **6. New Business:**

##### **Resolution #1125 2<sup>nd</sup> Quarter Charge Offs**

Kelly presented to the Board Resolution #1125. Kelly review the Charges offs with the Board which are not collectable. These amounts include past due rents, tenant's charges for damage to premises and legal fees. Resolution #1125 setting forth the organization's proposed list of charge offs was reviewed with the Board. After discussion, Donald Hancock made a motion to approve Resolution #1125. Following a second by Brenda Lingafelter, the motion carried.

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

- A retirement planning meeting presented to employees by Edward Jones was held on June 14, 2018 and registration has begun.
- Officer Kane of the Patoka Police Department reached out to discuss situations of Housing Authority properties located in his area. Officer Peebles of the Centralia Police Department, Kelly, Gayla and Officer Kane had a meeting to discussed Housing Authority policies regarding police contact.
- The public hearing has been scheduled regarding the sale of the parcel in Salem to Leon Chapman. The Amended Annual Plan is also in order to move forward with the sale of that property. There will likely be a special meeting called in August to discuss the sale of the Salem parcel in order to comply with the required time frames of the HUD application.
- The Lease Termination with the Centralia City Youth Center (CCYC) Building is almost complete. Kelly is waiting on signatures from the City of Centralia.
- A memorandum has been drafted regarding concealed carry permits and the use of concealed weapons in hallways and community areas being restricted on Housing Authority property.
- The Requests For Proposal (RFP) regarding legal services were due on June 15<sup>th</sup>. After bids were compared it was determined that the Housing Authority will continue to use the Law Offices of Crain, Miller & Wernsman, Ltd.
- The Requests For Proposal (RFP) regarding trash services are due on the 20<sup>th</sup> of July. Once all bids have been received and compared a service provider will be selected. Once a trash service has been selected Kelly is anticipating sending RFP to fee accountants.

**8. Board Training**

The Procurement Policy was discussed with the Board.

**9. Closed Session**

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

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

Aye (6) – Georgia Miller, Gertie Walker, Brenda Lingafelter, Rita Boudet 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 1:14 p.m.

The Housing Authority of the County of Marion, Illinois returned to Open Session at 1:21 p.m.


**10. Director's Contract**

A motion was made to increase Executive Director's annual salary to \$80,000.00, to provide a one-time bonus of \$10,000.00, and approve the Executive Director's employment contract to be effective May 27, 2018 by Don Hancock. The motion was seconded by Gertie Walker and was carried unanimously.


**Adjournment**

A motion was made by Gertie Walker to adjourn the meeting. The motion was seconded by Rita Boudet. The motion carried.

Submitted by:

  
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Recording Secretary

Approved:

  
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Board of Commissioners Chairperson, Georgia Miller