

**REGULAR MEETING MINUTES
MARION COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
SEPTEMBER 20, 2017 – 12:00 P.M.
AT THE CENTRALIA HOUSE, 111 N. OAK STREET,
CENTRALIA, ILLINOIS**

Present:

Chairman Georgia Miller
Commissioner Brenda Lingafelter
Commissioner Gertie Walker
Commissioner Richard Gregg
Commissioner Donald Hancock

Absent:

Commissioner Nancy Lackey
Commissioner Rita Boudet

MCHA Staff:

Executive Director Kelly Tinsley
Executive Funds Director Tricia Higgins

Others Present:

Attorney Marvin Miller
Evan Deadmond

Minutes

Call to Order

Chairperson Georgia Miller called the meeting to order at 12:02 p.m.

1. Roll Call

A verbal roll call was taken. A quorum was declared present.

2. Public Comment

There was no public comment.

3. Approval of the Minutes

The Minutes of the August 23, 2017 regular meeting were review by the Board. A motion was made by Brenda Lingafelter to accept the Minutes as presented. Following a second by Richard Gregg, all Board members present voted in favor. The motion carried.

4. Financial Reports

The following financial reports were reviewed which were provided to the Board prior to the meeting:

- 2017 Financial Operating Report reflecting the balances of the Organization's checking accounts as of August 31, 2017;
- A Balance Sheet for the Organization's Section 8 Program as of July 31, 2017;
- A Balance Sheet for the Organization's Marion County Housing as of July 31, 2017;
- A Budget Income Statement for the Organization's Section 8 Program, 8 months ending August 31, 2017; and
- A Budget Income Statement for Marion County Housing, 8 months ending August 31, 2017.

The Board was also presented at the meeting a Balance Sheet as of August 31, 2017. They also received a check register from August 1, 2017 through August 31, 2017 and a check register for September 1, 2017 through September 20, 2017. An Accounts Payable Ledger was also review. Kelly indicated that there were no significant changes in the Balance Sheets or the Income Statements.

Tricia brought to the Board's attention that there were several items paid to Brown's Heating and Air Conditioning. These expenditures will be paid from the Capital Funds. These payments included thirty-three (33) new furnaces which they are installing. In addition, there was a payment to TriCounty Sealcoating for asphalt work at some of our office and unit areas. Alpha and Omega Construction was paid for putting a new roof at 719 Kell. There was a check to Stone Supply for landscaping that was done at the office and at 705 Lincoln. She also reminded the Board that the check payable to ARHMA represents our insurance payment.

It was reported to the Board that the City of Centralia will be paid in full by the end of the week.

The 2017 Financial Operating Report which reflect the balance of the account was reviewed. Kelly informed the Board that this statement is not a true reflection of the accounts and asked the Board if they want to continue to receive this report. The reason this report was created was due to Kelly wanting the Board to know an approximate balance of our accounts. It was unanimous consent by the Board that this report would not be necessary in the future.

A motion was made by Richard Gregg to approve the financial report as presented. Following a second by Donald Hancock, the motion carried unanimously.

5. Operating Budget FY 2017 Resolution #1106

The Organization's Operating Budget for the year of 2017 in the form of Resolution #1106 was presented to the Board. This was reviewed by the Board at the last meeting. There were a few minor changes made. Kelly informed the Board that the budget would be amended periodically throughout the year.

After discussion, a motion was made by Richard Gregg to approve Operating Budget FY 2017 Resolution #1106 as presented. Following a second by Brenda Lingafelter, all commissioners present voted aye, and a motion to approve Resolution #1106 carried.

6. Third Quarter 2017 Charge Offs Resolution #1107

Kelly reviewed the accounts which are not collectable. These amounts include past due rents, tenant's charges for damage to the premises and legal fees. Kelly explained to the Board how the charge offs are determined. She further indicated it is usually the AMP managers that make a determination whether or not the amounts would be collectable. The charge off presented for approval included \$3,952.00 of rent \$2,728.00 for tenant charges and legal fees for a total of \$6,680.00.

A motion was made by Brenda Lingafelter to approve the Third Quarter 2017 Charge Offs Resolution #1107 as presented. Following a second by Donald Hancock, all commissioners present voted aye, and a motion to approve Resolution #1107 carried.

7. Annual Plan Resolution #1108

Kelly presented to the Board two (2) white binders which contained the Organization's policies and ACOP Agreement for the Board's review.

A motion was made by Richard Gregg to accept the Annual Plan Resolution #1108 as presented. Following a second by Brenda Lingafelter, all commissioners present voted aye, and a motion to approve Resolution #1108 carried.

8. Operating Line of Credit Approval Resolution #1109

It was explained to the Board that due to the manner that we are funded there are times that we could be short in payment of our bills and at the present time we do not have sufficient funds in reserve to cover a short fall. Kelly has been able to obtain a line of credit from People's National Bank in the amount of \$100,000.00 at a rate of 5.5% for a one-year term. Three signatories would be added to the account and would follow the same guidelines as our financial policy defines for withdrawals. These signatures would consist of Kelly Tinsley as the Director, Tricia Higgins as the Assistant Director and Georgia Miller as the Chairperson of the Organization.

After discussion of the terms of the line of credit a motion was made by Brenda Lingafelter to approve the Operating Line of Credit Approval Resolution #1109 as presented. Following a second by Richard Gregg, all commissioners present voted aye, and a motion to approve Resolution #1109 carried.

9. Revision to Selection Preferences

Under Part III entitled "Tenant Selection" of our ACOP Agreement was reviewed by HUD. Following their review, HUD suggested the following changes:

- In Section 4-III.B. Selection Method, under "20 Points Working Preference" remove "...*Elderly applicants will be awarded the 20 points work preference.*"
- In the same Section under "6 Points Elderly Preference", "...*The applicant...*" would be removed and be replaced with "*Single persons who are...*"
- In addition, the 2 Points system entitled "Dependent Preference" and the 1 Point entitled "Near Elderly Preference" will be removed in their entirety.

A motion was made by Richard Gregg to accept the changes recommend by HUD as presented. Following a second by Don Hancock, all commissioners present voted aye, and the motion carried.

10. Director's Report

The Board was informed that the Annual meeting will be held this coming Wednesday at 10:00 a.m. at 705 N. Elm in Centralia and at 1:00 p.m. at Glenwood in Salem. Notice of said meeting is placed in the newspaper. This is an opportunity for residents to ask questions with our staff and voice any complaints they may have. We are anticipating some residents may have some inquiries as to repairs to some of their units. It is our intention to have staff there at the time to take this work order information.

Our Audit is ongoing and should be completed September 30, 2017.

The Family Self Sufficiency (FSS) Grant was submitted September 15, 2017. Our Grant is normally around \$44,000.00 - \$47,000.00, however, this year we are going to be receiving \$25,000.00 in that we are below the participant threshold. This is a person we can designate to run the program and they are paid with the grant monies. We are looking at our budget to see if we can find operating monies to pay the difference in the salary. We are also inquiring if we can use the grant monies in our Section 8 program in that our staff who are in the Section 8 program can do the FSS program.

Kelly informed the Board that she is sending Perry White to training so he will be certified for housing inspections. He will be attending training in Dallas next month. Tricia will also be going to San Diego to attend a HUD accounting training. Kelly brought this to the Board's attention in that she is required to inform the Board of any staff member who is attending training outside the state of Illinois. There were no objections to the proposed out of state training sessions.

Kelly informed the Board that we have two small credit card debts. One is with People's National Bank which is around \$2,500.00 and another is with New Egg who is partnered with Synchrony Bank which is approximately \$1,100.00. These items were not treated as allowable expenses. Kelly has indicated to the Board that we do have some non-Federal funds which is from our laundry which can be used to pay these two debts. After discussion, a motion was made by Richard Gregg to pay the balances of the credit card with People's National Bank and the credit card with New Egg with non-Federal funds. Following a second by Brenda Lingafelter, all Board members present voted in favor. The motion carried.


The REAC inspection is coming up. This a HUD inspection of our physical plants and units. They are going to inspecting the Centralia and Sandoval units. They will give us a rating based on a point system. The point system is scaled from 2.5 to -7.0.

11. Adjournment

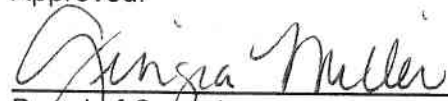
Motion made by Richard Gregg to adjourn the meeting; seconded by Donald Hancock. The motion carried.

Submitted by:

Minutes – Marion County Housing Authority
September 20, 2017
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Recording Secretary

Approved:


Board of Commissioners Chairperson, Georgia Miller