

**REGULAR MEETING MINUTES
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS
BOARD OF COMMISSIONERS
FEBRUARY 26, 2019 – 12:00 P.M.
AT FAIRWAY'S RESTAURANT, 2801 PUTTER LANE,
CENTRALIA, ILLINOIS**

Present:

Chairperson Georgia Miller
Commissioner Brenda Lingafelter
Commissioner Nancy Lackey
Commissioner Richard Gregg
Commissioner Rita Boudet
Commissioner Gertie Walker

Absent:

Commissioner Donald Hancock

MCHA Staff:

Executive Director Kelly Tinsley
Capital Funds Director Tricia Higgins

Others Present:

Attorney Marvin G. Miller
Recording Secretary, Tiffany Schicker

Minutes

Call to Order

Chairperson Georgia Miller called the meeting to order at 12:13 p.m.

1. Roll Call

A verbal roll call was taken and the following Commissioners were present: Georgia Miller, Brenda Lingafelter, Richard Gregg, Nancy Lackey, Rita Boudet and Gertie Walker. Commissioner Donald Hancock was absent.

2. Public Comment

There was no public comment.

3. Approval of the Minutes

The Minutes of the January 22, 2019 regular meeting was reviewed by the Board. A motion was made by Brenda Lingafelter to accept the Minutes of the regular meeting as presented. Following a second by Nancy Lackey, the motion carried unanimously.

4. Financial Reports

The December 2018 year end financial report which was prepared by Urlaub was reviewed in detail with the Board. The January and February check registers were presented and reviewed with the Board. There was a check payable to the Marion County Housing Authority on January 8th, 2019 in the amount of \$34,895.47 which is for management and bookkeeping fees and is paid from low-rent to the COCC. This will be a recurring item paid by low-rent to the COCC. The Capital One credit card statement and February transaction statement was reviewed with the Board. There was a charge from Southwest Airlines for Director Tinsley's training in Dallas, TX and a credit from LOGMEIN for a charge posted in December 2018. There were several charges on the February transaction statement which includes a charge to Hobby Lobby for community area décor improvements, Southwest and hotel charges regarding NELROD training for five employees, a charge from Amazon for a new metal server cabinet and a charge from American Carpet Wholesalers for carpeting for the entire area of AMP 2 office. After discussion of the December 2018 and January 2019 financials, check registers and credit card statements, a motion was made by Nancy Lackey to approve the same. Following a second by Gertie Walker, the motion carried.

5. Director's Report

- Kelly informed the Board of a maintenance staff change and that she is conducting interviews to fill the position.
- An inspector turned in their resignation and a full-time maintenance person will be transitioning to part-time maintenance staff and part-time inspector.
- Kelly advised the Board that the Family Self Sufficiency (FSS) grant has been approved.
- The charge-offs continue to be entered in to the Illinois Debt Recovery Offset Program (IDROP) and funds collected from IDROP should be received in 30-60 days.
- Federal funding has been given through June and Kelly will apply for 2018 funding for public housing as soon as applications are available.
- Kelly reminded the Board of the public housing training they will be attending next month.
- REAC preparations have begun. REAC will be coming the first week of April and they will be inspecting all of AMP 2 and AMP 3.
- Kelly noted that all of grant monies received the from 2015 Capital Funds Grant will be spent by April 12, 2019.
- Kelly discussed with the Board a request she received from the City of Centralia Police Department to donate the old cameras that feed directly into the police department. The feed cameras are slowly being replaced with newer, more efficient cameras and the old cameras are currently being kept at the Housing Authority office. Kelly would like to do an inter-governmental agreement with the Centralia Police Department and will bring more information to the Board regarding the same per the Board's request.
- Once the updates to the community rooms have been completed, Kelly will schedule a time for the Board members to tour the updates.
- Kelly advised the Board that due to some recent events in and around the Housing Authority office, she has growing security concerns and will be making a few changes to increase the safety of the staff.

6. Old Business

None.

7. New Business

Audit Proposal Acceptance

Auditor proposals have been reviewed by Director Tinsley. Director Tinsley awarded the auditor contract to Audit Solutions, Inc. from Chesterfield, Missouri.

Amendment to the Admissions and Continued Occupancy Policy (ACOP) Resolution #1150

Kelly presented to the Board Resolution #1150. The revision to the ACOP will change the language regarding the Community Service Requirement. The language would change the exemption from Supplemental Nutrition Assistance Program (SNAP) participants to Temporary Assistance for Needy Families (TANF) program participants. After discussion, Richard Gregg made a motion to approve Resolution #1150. Following a second by Nancy Lackey, the motion carried.

Financial Policies

Kelly presented the Board with a draft of an updated Financial Policies and Procedures. This update policy will be tabled until next month so that the Board will have time to review the same.

Certification to Section 8 Management Assessment Program Resolution #1151

Kelly presented to the Board Resolution #1151. The Section 8 Management Assessment Program (SEMAP) was reviewed with the Board. This is a HUD requirement that is approved annually. After discussion, Nancy Lackey made a motion to approve Resolution #1151. Following a second by Rita Boudet, the motion carried.


8. Board Training

Review of Housing Authority financial information and required facilities visit.

9. Adjournment

A motion was made by Nancy Lackey to adjourn the meeting. With a second by Brenda Lingafelter, the meeting was adjourned.

Submitted by:



Recording Secretary

Approved:



Board of Commissioners Chairperson, Georgia Miller