

**REGULAR MEETING MINUTES
MARION COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
OCTOBER 18, 2017 – 12:00 P.M.
AT THE TECH CENTER, 100 N. LOCUST STREET,
CENTRALIA, ILLINOIS**

Present:

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

Absent:

None.

MCHA Staff:

Executive Director Kelly Tinsley

Others Present:

Attorney Marvin Miller
Recording Secretary, Kathy Smith

Minutes

Call to Order

Chairperson Georgia Miller called the meeting to order at 12:10 p.m.

1. Roll Call

A verbal roll call was taken and all Commissioners were present.

2. Public Comment

There was no public comment.

3. Approval of the Minutes

The Minutes of the September 20, 2017 regular meeting were reviewed by the Board. A motion was made by Brenda Lingafelter to accept the Minutes as presented. Following a second by Richard Gregg, the motion carried unanimously.

4. Financial Reports

The Check Register for the Operating Account for checks issued from September 1, 2017, through September 30, 2017, was forwarded to the Board prior to the meeting. The Check

Register for checks issued from October 1, 2017, through October 18, 2017, was presented to the Board at the meeting. The Budgeted Income Statement and the Balance Sheet were not provided in that Kelly had not yet received them from Lindsey. As soon as the Budgeted Income Statement and Balance Sheet are received they will be placed in the mail to each of the Commissioners for their review and will be reviewed at the next meeting.

The checks that were issued from September 1, 2017, through October 18, 2017, were reviewed with the Board. Some of the larger checks were discussed in detail with the Board.

5. Audit Review

The Independent Auditor's Report prepared by BRZ Sailor Khan, LLC, Certified Public Accountants, as of and for the year ended December 31, 2016, was presented and reviewed with the Board.

The Schedule of Findings were reviewed with the Board in detail. Kelly indicated that we did not argue any of the findings. We will respond to HUD for each of these findings.

There was a recommendation that the organization place a greater emphasis in safekeeping of records and insuring all the information requested be readily available for audit examiner. This recommendation has been remedied. There was also a finding regarding specific checks from the organization for payment of services, which did not appear to be approved by the Board. Any significant purchase will be approved as required by the organization's policies.

6. Review of HUD Correspondence

The HUD correspondence received by the organization which sets forth the scores of the organization had been forwarded to the Commissioners prior to the meeting. Kelly presented to the Board a draft of the response to this letter, which was reviewed in detail with the Board. Specifically, the financial score was reviewed. After review, the Board had no additions or changes to the correspondence and Kelly was directed to forward the same to HUD.

7. Board Training

Marvin Miller, legal counsel, presented each Board member with an outline of the Illinois Open Meetings Act requirements. The memorandum was reviewed in detail and all inquiries by the Commissioners were answered.

8. Director's Report

- Changes in staff were discussed. Commissioners were informed that we terminated one of our maintenance men. It was determined that he had used one of our vehicles not for the organization's business and he was not approved to use the vehicle for said use.
- Our annual plan has been submitted.
- USIG is an inspection group which we anticipate will be here next week for inspections.
- Kelly reported that one of our generators was reported stolen. This has been reported to the local authorities and is being investigated. There was an inquiry of one of the Commissioners of whether or not we have any cameras. At this point we do not have

cameras in the area where the generator was located. We did install deadbolts on the doors to the facility.

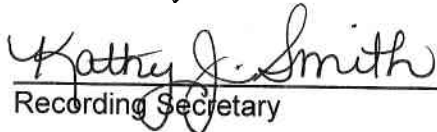
- We are receiving IT bids. Right now, we use Earthlink. We are trying to improve our email security.
- We need to add more security cameras. We presently have 33 cameras. These feed into a server which can be viewed in our facility. Officer Peebles of the Centralia Police Department has requested access to these cameras. We do have 4 security cameras that feed directly into the Centralia Police Department at this time.
- The Board was informed that the van that the organization presently owns will be sold. The organization has no use for this vehicle.
- Kelly reported that the annual meetings with the residents were held. Approximately 20 people attended the meeting at 705 Elm Street. We had approximately 12 people at Glenwood 3. All their inquiries were answered. The meetings went well.

Tricia is currently receiving training relating to HUD Accounting. She's currently in San Diego for said training.

9. Adjournment

Motion made by Richard Gregg to adjourn the meeting; seconded by Brenda Lingafelter. The motion carried.

Submitted by:



Recording Secretary

Approved:



Board of Commissioners Chairperson, Georgia Miller