

**REGULAR MEETING MINUTES
MARION COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
JULY 19, 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

Absent:

None

MCHA Staff:

Executive Director Kelly Tinsley
Evan Deadmond
Tricia Higgins

Others Present:

Attorney Marvin Miller

Minutes

1. Call to Order

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

2. Roll Call

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

3. Public Comment

Joyce Meers spoke to the Board regarding a neighbor concern.

4. Approval of the Minutes

The Minutes of the June 21, 2017, regular meeting, were reviewed by the Board. A motion was made by Nancy Lackey to accept the Minutes as presented. Following a second by Brenda Lingafelter, all Board members voted in favor. The motion carried unanimously.

5. Financial Reports

The 2017 financial reports which consisted of an Income Statement for Section 8, and Income Statement for the organization, for the months ending January 31, 2017, through the month ending April 30, 2017, were reviewed with the Board. Kelly Tinsley indicated that by the next

meeting we should have all the financials up to date. The Board also reviewed the Balance Sheet for the organization as of March 31, 2017, in its entirety.

The 2017 Financial Operating Report for months of April, May, and June were given to the Board for review. Kelly indicated that this would be the last Financial Operating Report which the Board will receive. This report will no longer be necessary in that the Board will be receiving a full Income Statement and Balance Sheet.

The Accounts Payable Aging Schedule was passed out to the Board. Kelly reviewed the aging statement with the Board. It was indicated that the majority of the accounts that were past due have been paid.

A Check Register from June 1, 2017, through June 30, 2017, which was forwarded to the Board prior to the meeting, was reviewed. Kelly presented the Board an updated Check Register showing all checks issued from July 1, 2017, through July 19, 2017.

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

6. Resolution #1101 Signature Authority

Resolution #1101 was presented to the Board for review. This Resolution grants procurement authority and authorizes Kelly Tinsley as signator for all purchases, checks, etc., and authorizes Tricia Higgins as secondary signator and Chairperson Georgia Miller as third signator. After discussion by the Board, a motion was made by Richard Gregg to approve Resolution #1101. Following a second by Nancy Lackey, a vote was taken and the motion carried unanimously.

7. Capital Fund Budget 2017 Resolution #1102

The Capital Fund Budget had been forwarded to the Board prior to the meeting. Tricia Higgins, the new Assistant Director, reviewed the Capital Fund Budget line by line. Tricia explained to the Board each of the categories set forth in the budget. It was noted that under 1406 Operations, pursuant to the HUD instructions, this amount may not exceed 25% not the 20% which is set forth on the HUD printed form. Kelly added that we want to request the full amount under this category. The difference in the amount for the Dwelling Structures was discussed. Also, the Board was informed what the Dwelling Structure amounts are going to be used for. We do have some plumbing issues that will need to be addressed along with repairs to roofing, gutters and porches. The amount of budget that the organization requested is \$681,261.00. It was explained to the Board that we will not necessarily receive any or all of this amount.

After discussion of the Capital Fund Budget, a motion was made by Brenda Lingafelter to approve the Capital Fund Budget 2017 Resolution #1102. Following a second by Richard Gregg, all commissioners present voted aye and the motion carried unanimously.

8. Operating Budget 2017 Resolution #1103

Kelly gave to each of the Board members a Questionnaire which was given to her by our accounting firm, Lindsey and Company, for our January 1, 2017 through December 31, 2017 budget. Kelly indicated she wanted each of the Board members to review this carefully to determine if they have any questions regarding the inquiries set forth in the Questionnaire. Once the Board had an opportunity to review the Questionnaire then she and her staff would put together a budget for the Board's approval.

9. Director's Report

Kelly Tinsley informed the Board that two of the organization's trucks have been sold and three cameras have been sold.

The ACOP is not yet completed. The staff indicated that this would be completed by the end of May. Kelly told the Board she will have a complete revised ACOP by the September meeting.

It was reported that we received an additional \$56,000.00 from the EPC grant money through the University of Illinois. The last payment received from this grant was in November of 2016, in the amount of \$236,000.00. This will be the last monies received from this grant in that we did not apply for any further grant monies. We also do not have to repay the sum of approximately \$12,000.00 which we thought was required. The Board was also informed that we may be in a position to use these grant monies to pay any expenses which HUD will not allow.

Kelly informed the Board that she is going to begin her Capital Fund Program Training. Both her and Tricia will be attending the training. Pursuant to policy, she wanted to inform the Board that the training sessions will be held outside the state of Illinois. The training that her and Tricia will be attending will be this September in Hartford, Connecticut.

It is time for the organization's audit. The audit company has indicated that our general audit would be at a cost of approximately \$5,000.00. There was some discussion at earlier meetings whether or not we need to do a forensic audit due to the issues we've had in the past year. After a lengthy discussion, the Board determined to put this issue on the next meeting's agenda.

10. Adjournment

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

Submitted by:



Recording Secretary

Approved:



Board of Commissioners Chairperson, Georgia Miller