

**REGULAR MEETING MINUTES  
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS  
BOARD OF COMMISSIONERS  
DECEMBER 17, 2019 – 12:00 P.M.  
AT SOUTH CENTRAL TRANSIT TECH CENTER,  
CENTRALIA, ILLINOIS**

**Present:**

Chairperson Georgia Miller  
Commissioner Richard Gregg  
Commissioner Nancy Lackey  
Commissioner Gertie Walker  
Commissioner Marva Blesdoe

**Absent:**

Commissioner Donald Hancock  
Commissioner Rita Boudet

**MCHA Staff:**

Executive Director Kelly Tinsley  
Glenda Boyles

**Others Present:**

Attorney Marvin G. Miller  
Recording Secretary, Tiffany Schicker

***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 and the following Commissioners were present: Georgia Miller, Nancy Lackey, Marva Bledsoe, and Gertie Walker. Commissioner Richard Gregg arrives at 12:15 p.m. Commissioners Donald Hancock and Rita Boudet were absent.

**2. Public Comment**

There was no public comment.

**3. Approval of the Minutes**

The Minutes of the November 26, 2019 regular meeting and annual meeting were reviewed by the Board. A motion was made by Nancy Lackey to accept the Minutes of the regular meeting as presented. Following a second by Gertie Walker the motion carried unanimously.

#### **4. Financial Reports**

Kelly provided the Board with updated November & December financials. The employee merit pay was posted in November. A Financial Analysis was reviewed with the Board for the 2019 year end. A Utilization Report was provided and reviewed with the Board detailing the number of units leased for the year ending December 31, 2019. Check registers and credit card statements were reviewed with the Board. A check was issued to T.HAM Sign, Inc. for the awning. A check was issued to Kelly Tinsley in the amount of \$184.79 for the reimbursement of mileage during her training in Springfield. A check was issued to Lindsey Company in the amount of \$8,540.00 for the annual payment for their software.

After discussion of the 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 provided the Board with a written Director's Report as well as a copy of the cannabis letter that was circulated to tenants. It was noted that one of the trucks had been broken into and the perpetrator was arrested.

#### **6. Old Business**

##### **CTI Funds**

CTI has requested the release of funds held in escrow. After discussion, the Board decides to take no action.

#### **7. New Business**

##### **RESOLUTION #1174: 4th Quarter Charge-Offs**

Kelly presented to the Board Resolution #1174 entitled "4th Quarter Charge-Offs". The 4<sup>th</sup> Quarter Charge-offs were reviewed with the Board. After discussion, a motion was made by Richard Gregg to approve Resolution #1174: 4<sup>th</sup> Quarter Charge-Offs. Following a second by Nancy Lackey the motion carried.

##### **RESOLUTION #1175: Key Control Policy**

Kelly presented to the Board Resolution #1175 entitled "Key Control Policy". The Key Control Policy will dictate which Marion County Housing Authority employees or other authorized individuals will have access to keys. After discussion, a motion was made by Nancy Lackey to approve Resolution #1175: Key Control Policy. Following a second by Gertie Walker the motion carried.

##### **RESOLUTION #1176: 2019 Budget Revision #1 Fiscal Year Ending 12-31-19**

Kelly presented to the Board Resolution #1176 entitled "Operating Budget – Revision #1 for Fiscal Year Ending December 31, 2019". The revised 2019 budget for year-end on December 31, 2019, was reviewed with the Board. After discussion, a motion was made by Nancy Lackey to approve

Resolution #1176: Operating Budget - Revision #1 for Fiscal Year Ending December 31, 2019. Following a second by Gertie Walker the motion carried.

**RESOLUTION #1177: Operating Budget Fiscal Year ending 12-31-2020**

Kelly presented to the Board Resolution #1177 entitled "Operating Budget Fiscal Year Ending 12-31-2020". The 2020 Operating Budget was reviewed with the Board. After discussion, a motion was made by Nancy Lackey to approve Resolution #1177: Operating Budget Fiscal Year Ending 12-31-2020. Following a second by Richard Gregg the motion carried.

**RESOLUTION #1178: Amendment to the ACOP**

Kelly presented to the Board Resolution #1178 entitled "Amendment to the ACOP". The changes to the ACOP will include updated lease revisions adding previously accepted revisions made to the ACOP which were not previously included in the lease. After discussion, a motion was made by Nancy Lackey to approve Resolution #1178: Amendment to the ACOP. Following a second by Gertie Walker the motion carried.

**RESOLUTION #1179: Non-Smoking Policy Revisions**

Kelly presented to the Board Resolution #1179 entitled "Non-Smoking Policy Revisions". The Non-smoking policy will now include prohibiting the use electronic smoking devices. After discussion, a motion was made by Nancy Lackey to approve Resolution #1179: Non-Smoking Policy Revisions. Following a second by Gertie Walker the motion carried.

**8. Board Training**

None.

**9. Adjournment**

The meeting was adjourned.

Submitted by:

  
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Recording Secretary

Approved:

  
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Board of Commissioners Chairperson, Georgia Miller