

**REGULAR MEETING MINUTES
MARION COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
JUNE 21, 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

Others Present:

Attorney Marvin Miller

Minutes

1. Call to Order

Chairperson Georgia Miller called the meeting to order at 12:01 p.m.

2. Roll Call

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

3. Approval of the Minutes

The Minutes of the May 17, 2017, regular meeting were reviewed by the board. A motion was made by Richard Gregg to accept the Minutes as presented. Following a second by Nancy Lackey, all board members voted in favor. The motion carried unanimously.

4. Financial Reports

Kelly Tinsley, the Executive Director, first reviewed with the board the December, 2016 financial report. It was noted that there was a significant amount of payroll paid in December, and significant maintenance supplies were purchased. We are now in the position to close for the year end 2016.

Kelly Tinsley next discussed the budget process. She went into detail as to how the accountant, Lindsey, is going to set up the budget process. She indicated this will be submitted to the board next month for its approval. She further stated that she's had a discussion with HUD concerning

the budget process. She believes that HUD has been very supportive of our situation. HUD will be submitting an action plan to us for our review of how they want us to proceed. After talking with HUD, we already are doing many of the things that they are going to request. Next month all the financial should be current.

The open account payables list was reviewed in detail. There are only a few items in April that remain to be paid. The majority of the older accounts are payable to three accounts. Next month all accounts that show payable in April and May will be paid. Georgia Miller inquired as to if our current bills are being paid. Kelly Tinsley responded by stating that all current bills are paid timely unless there is an extreme circumstance for nonpayment.

The board reviewed the check registers which set forth all of the checks issued from 5/1/2017 through 5/30/2017 and 6/1/2017 through 6/21/17, which were forwarded to the board prior to the meeting.

A motion was made by Nancy Lackey to approve the financial report as presented. Following a second by Gertie Walker, the motion carried unanimously.

5. Resolution #1099 Second Quarterly 2017 Charge Offs Tenants Accounts Receivable

Resolution 1099 was presented to the board for review. In this Resolution the board of commissioners are charging off collection losses in the total amount of \$2,147.00. After discussion by the board, a motion was made by Nancy Lackey to approve Resolution 1099. Following a second by Richard Gregg, all members present voted aye and the motion carried unanimously.

6. Revision to Financial Policies and Procedures

It was brought to the attention of the board that presently checks over the threshold of \$10,000.00 require the board chairman's signature. It's been recommended to the board that this be changed that checks over the threshold of \$5,000.00 do not require the board chairman signature, but would require two signatures. After discussion, Richard Gregg made a motion to amend the check signing authorization policy of this organization to provide that checks over the threshold of \$5,000.00 do not require the board chairman's signature, however, does require two signatures of persons employed by the organization and further, all accounts should have the following three persons as signatories: Board Chairman, Executive Director and Assistant Executive Director. Following a second by Brenda Lingafelter, all commissioners present voted aye and the motion carried unanimously.

7. Property Bids for Salem Lot, Resolution #1100 Sale of Property

At the March 15, 2017, this organization determined to sell excess property located in Salem, Illinois, by requesting bids pursuant to the Illinois Housing Statute. The bids were to be received on or before June 20, 2017. One bid was received. The bid was verbally presented to the board. The bid for the purchase of said parcel was in the sum of \$5,550.00 payable in cash. The bidder was H. Leon Chapman of Salem. After discussion of the bid, a motion was made by Nancy

Lackey to accept the bid. Following a second by Gertie Walker, all those presented voted aye and the motion carried unanimously.

8. Recognition of Board Resignations

Kelly Tinsley informed the board that we have received the resignation of Patrick Stedelin and Gary Purcell, duly appointed commissioners of this organization. The board recognized and thanked Patrick Stedelin and Gary Purcell for their service to the organization.

9. Director's Report

Kelly Tinsley reported to the board her progress with the new accounting firm of Lindsey.

Kelly Tinsley informed the board that the organization has renewed its agreement with South Central Transit. We also have a new contract with the Youth Center. There was a discussion regarding the utility payments. Utilities are in our name. We also provide insurance for the structure itself. In addition, we are required to make repairs as needed. We own the building, but we do not own the land.

The organization's webpage has been updated. Kelly Tinsley indicated she would like to have a group photo of the board on the webpage.

We have sold one of our trucks. We have four digital cameras on eBay for sale. The snow blower has been listed on Craig's List. We may have a potential buyer for the Taser. Two trucks remain unsold. We have determined not to sell the trailer in that we use it for moving our mowers from location to location.

Starting Monday the office will be open through the noon hour. Kelly Tinsley also informed the board she will begin her PHM training online.

Kelly Tinsley indicated she has begun the process of reviewing the personnel policy, specific in there needs to be a change to the nepotism policy. She hopes to have something to present to the board between now and September.

We are in the process of closing out the EPC grant with the University of Illinois and the CTI grant. Evan has presented all the required information to them. We expect to receive approximately \$14,000.00 more from the grant. The grant was for installing 12 furnaces. We can only substantiate 5 furnaces being installed. The previous Director certified that all furnaces were installed. We are still trying to determine what actually occurred.

10. Public Comment

No public comments were received.

11. Adjournment to Closed Session Meeting to Discuss Pending Litigation and Personnel Issues

No reason was determined to go into closed session.

Motion made by Brenda Lingafelter to adjourn the meeting; seconded by Nancy Lackey. Motion carried unanimously.

Submitted by:



Recording Secretary

Approved:



Board of Commissioners Chairperson, Georgia Miller