

**REGULAR MEETING MINUTES
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS
BOARD OF COMMISSIONERS
JULY 24, 2018 – 12:00 P.M.
AT FAIRWAYS RESTAURANT, 2801 PUTTER LANE,
CENTRALIA, ILLINOIS**

Present:

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

Absent:

Commissioner Richard Gregg

MCHA Staff:

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 12:07 p.m.

1. Roll Call

A verbal roll call was taken and the following Commissioners were present: Georgia Miller, Gertie Walker, Brenda Lingafelter, Rita Boudet, Nancy Lackey, and Donald Hancock. Richard Gregg was not present.

2. Public Comment

There was no public comment.

3. Approval of the Minutes

The Minutes of the June 26, 2018 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, the motion carried unanimously.

4. Financial Reports

The financial reports were reviewed with the Commissioners. It was noted that Management and Bookkeeping fees are now being charged to the AMPs with the exception of HVC. At this time, HCV does not generate enough revenue to begin charging fees. The HCV budget needs adjusted. The budget will need to be revised now that fees are being charged. The June and July check registers were presented and reviewed with the Board. The items marked with an asterisk are paid with capital funds. Only the Peoples National Bank credit card was used in June therefore only that statement was presented to the Board. After discussion of the financial reports, check registers and credit card statement, a motion was made by Nancy Lackey to approve the same. Following a second by Donald Hancock, the motion carried.

5. Old Business

None.

6. New Business:

Capital Fund Grant 2018 Resolution #1126

Tricia presented to the Board Resolution #1126. The 2018 Capital Fund Grant has been received from HUD and the Housing Authority will receive approximately \$1,000,000.00 that will need expended within the required four-year time frame. A Resolution is mandatory to accept the Capital Fund Grant monies and acknowledge that the Housing Authority will comply with the HUD regulations for spending. Resolution #1126 setting forth the compliance and acceptance of the 2018 Capital Fund Grant was reviewed with the Board. After discussion, Nancy Lackey made a motion to approve Resolution #1126. Following a second by Brenda Lingafelter, the motion carried.

Personnel Policy additions Resolution #1127

Tricia presented to the Board Resolution #1127. The Personnel Policy additions include provisions for progressive discipline and outside employment. Resolution #1127 setting forth additions to the Personnel Policy regarding outside employment and progressive discipline was reviewed with the Board. After discussion, Brenda Lingafelter made a motion to approve Resolution #1127. Following a second by Rita Boudet, the motion carried.

7. Director's Report

- Tricia reported that the lease with City of Centralia regarding the CCYC building is officially terminated. The utilities for the CCYC building have been transferred to the City of Centralia and the building insurance was cancelled.
- The Housing Authority has outsourced their pest control to Envirotech which will free up the maintenance staff to focus on maintenance instead of pest control. Envirotech will handle standard pest control as well as bed bug pest control.
- The ARHMA worker's compensation audit has been completed. Previously the amount reported for payroll was approximately fifty percent (50%) less than its actual amount.

The Housing Authority will have to pay an additional \$13,084.00 to make up the difference in coverage.

- On July 11-13, 2018 the financial auditor from Sailor Kahn was at the office for the onsite visit. Tricia is presently waiting on the results of their report.
- Four new security cameras have been installed. The City of Centralia paid for one of the four cameras due to the view of the Lincoln/Rexford intersection. The new security camera system is much easier to use, has a very clear picture, and has very little delay.
- Requests for Proposals (RFP) have been sent out for trash service providers. The RFP's were due on July 20, 2018. The RFP's will be evaluated and a trash service provider will be selected.
- Requests for Proposals (RFP) have been sent out to prospective fee accountants. The RFP's for fee accountants are due on August 10, 2018.
- In August, Kelly will begin working on employee reviews.
- Tricia and Kelly are waiting on an environmental report regarding the sale of a parcel of land located in Salem. The property appraisal has been received recently and a public meeting regarding the sale of the property has been set for August 1, 2018. Once all proper documentation has been received regarding the Salem property, Kelly will call a special meeting.
- The Public Hearing for the 2019 Annual Plan has been scheduled for September 7, 2018.

8. Board Training

Discussion on Bylaws.

9. Closed Session

A motion was made by Nancy Lackey to enter into Closed Session, pursuant to 5 ILCS 120/2(c)(1) to discuss pending litigation and for the six-month closed minutes review. The motion was seconded by Brenda Lingafelter.

After a vote was taken and the following votes were made:

Aye (6) – Georgia Miller, Gertie Walker, Brenda Lingafelter, Rita Boudet, Nancy Lackey and Donald Hancock.

The motion to enter Closed Session carried unanimously.

The Housing Authority of the County of Marion, Illinois entered into Closed Session at 12:50 p.m.

The Housing Authority of the County of Marion, Illinois returned to Open Session at 1:18 p.m.


10. Nancy Lackey made a motion to approve keeping the minutes from November 29, 2018 and November 27, 2018 closed. After a second by Gertie Walker, the motion carried unanimously.

Adjournment

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A motion was made by Nancy Lackey to adjourn the meeting. The motion was seconded by Rita Boudet. The motion carried.

Submitted by:



Recording Secretary

Approved:



Board of Commissioners Chairperson, Georgia Miller