

**REGULAR MEETING MINUTES
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS
BOARD OF COMMISSIONERS
NOVEMBER 27, 2018 – 12:00 P.M.
AT FAIRWAY'S RESTAURANT, 2801 PUTTER LANE,
CENTRALIA, ILLINOIS**

Present:

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

Absent:

MCHA Staff:

Executive Director Kelly Tinsley

Others Present:

Attorney Andrew J. Miller
Recording Secretary, Tiffany Schicker

Minutes

Call to Order

Chairperson Georgia Miller called the meeting to order at 12:14 p.m.

1. Roll Call

A verbal roll call was taken and the following Commissioners were present: Georgia Miller, Gertie Walker, Brenda Lingafelter, Richard Gregg, Nancy Lackey, Rita Boudet, and Donald Hancock.

2. Public Comment

There was no public comment.

3. Approval of the Minutes

The Minutes of the October 23, 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 Don Hancock, the motion carried unanimously.

4. Financial Reports

Financial Reports for September and October were presented to the Board. There are some adjustments to be made due to transitioning all balances to Urlaub. Money was drawn down from Capital Funds for Operations. HUD allows a drawn down of up to 25% of total Capital Funds. A revised 2018 budget is currently being drafted which will be presented to the Board at next month's meeting. The October and November check registers were presented to the Board. It was noted items marked with "CFP" are paid with Capital Funds. The Board was also presented with the Peoples National Bank credit card statement. After discussion of the September and October financials, check registers and credit card statement, a motion was made by Richard Gregg to approve the same. Following a second by Nancy Lackey, the motion carried.

5. Old Business

The Board was presented with the 2017 Audit Report at last month's meeting. There were no questions regarding the same. A motion was made by Nancy Lackey to approve the 2017 Audit Report. Following a second by Donald Hancock, the motion carried.

6. New Business:

Capitalization Policy Resolution #1141

The Capitalization Policy is currently set at \$1,000.00. The new resolution would increase this limit to \$3,500.00. After discussion, a motion was made by Nancy Lackey to approve Resolution #1141. Following a second by Brenda Lingafelter, the motion carried.

Intergovernmental Agreement with Grundy County HA Resolution #1142

Grundy County Housing Authority has been providing the hearing officers for our grievance hearings as the impartial person selected by Marion County Housing Authority as required by HUD. Currently, they charge \$109.00 per hour to conduct a hearing. It is a HUD requirement that a resolution is passed accepting the Agreement between Marion County Housing Authority and Grundy County Housing Authority. After discussion, Brenda Lingafelter made a motion to approve Resolution #1142. Following a second by Nancy Lackey, the motion carried.

Investment Policy Resolution #1143

An updated Investment policy is needed which will require Board approval to withdrawal funds from any investment accounts. After discussion, Nancy Lackey made a motion to approve Resolution #1143. Following a second by Rita Boudet, the motion carried.

Investment Account Signature Authorization #1144

The Marion County Housing Authority is now in a position to obtain an investment account firm. Edward D. Jones Company has been selected as the appointed Depository. Resolution #1144 will authorize the Kelly Tinsley, Executive Director, as agent to manage the Edward D. Jones Company account and the funds invested therein. Any transactions that remove funds from said accounts must have prior Board authorization. After discussion, Nancy Lackey made a motion to approve Resolution #1144. Following a second by Brenda Lingafelter, the motion carried.

By-Law draft discussion

A proposed draft of amended By-Laws for the Marion County Housing Authority was presented to the Board for discussion. A By-Law sample was also provided from the Lead the Way training. This matter was tabled until next month's meeting.

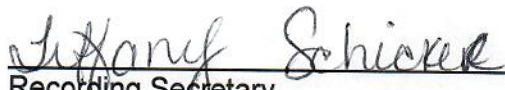
7. Director's Report

- Next meeting we will be setting the calendar for the 2019 regular meetings.
- Kelly noted that several cameras have been added to various locations and these cameras have proved useful. These cameras can be utilized by the Police Department and Kelly noted she can check the cameras from her office computer and also her cell phone.
- Last week Employees were given a year-end performance bonus.
- Kelly informed the Board that she would like to sell a wire welder that the maintenance staff does not need. The estimated value of the wire welder is \$2,000.00. Our policy does not require Board approval, only that the Board be notified of the sale.
- Urlaub was on site on November 15th and 16th. Urlaub made a few suggestions regarding changes to a couple bank accounts, which Kelly noted she will be implementing.
- Kelly was supposed to receive an onsite management review from HUD in June of this year. While no onsite review was conducted by HUD, Kelly did receive an offer of technical assistance from HUD. The technical assistance personnel are supposed to be here in January to review the items discussed with Kelly over the phone.
- The CRC provided some free Narcan training. The Housing Authority now has 17 Narcan kits. The storage of the kits was discussed with the Centralia Police Department and a procedure is currently in the works for maintenance staff to carry the kits with them.
- Construction has started on the 41 LED security lights. The cost the Housing Authority will pay for these lights will be around \$1,500.00.

Adjournment

A motion was made by Brenda Lingafelter to adjourn the meeting. With a second by Donald Hancock, the meeting was adjourned.

Submitted by:



Recording Secretary

Approved:



Board of Commissioners Chairperson, Georgia Miller