

**REGULAR MEETING MINUTES  
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS  
BOARD OF COMMISSIONERS  
SEPTEMBER 24, 2019 – 12:00 P.M.  
AT SOUTH CENTRAL TRANSIT TECH CENTER,  
CENTRALIA, ILLINOIS**

**Present:**

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

**Absent:**

Commissioner Donald Hancock

**MCHA Staff:**

Executive Director Kelly Tinsley  
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 12:03 p.m.

**1. Roll Call**

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

**2. Public Comment**

There was no public comment.

**3. Approval of the Minutes**

The Minutes of the August 27, 2019 regular meeting was reviewed by the Board. A motion was made by Richard Gregg 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 August and September financials, credit card statements and check registers. The following checks of note were paid: \$4,408.75 was paid to Grundy County Housing Authority for performance of grievance hearings and Section 8 inspections, checks in the amount of \$1,300.00 and \$5,780.00 were paid to Pro Lawn Service for work completed around a drain gutter and for landscaping projects, and checks in the amount of \$500.85 and \$961.80 were paid to Paul's Auto Repair for routine maintenance on the maintenance trucks. After discussion of the August and September financials, check registers and credit card statements, a motion was made by Nancy Lackey to approve the same. Following a second by Brenda Lingafelter the motion carried.

**5. Director's Report**

Kelly provided the Board with a written Director's Report.

**6. Old Business**

**Resolution #1163 Personnel Policy Revisions**

Kelly presented to the Board Resolution #1163 entitled "Personnel Policy Revisions". The resolution will amend the Personnel Policy pertaining to over-time for on-call weekend maintenance and the Family Medical Leave Act. After discussion, Nancy Lackey made a motion to approve Resolution #1163 Personnel Policy Revisions. Following a second by Gertie Walker, the motion carried.

**7. New Business**

**RESOLUTION #1166 SECTION 8 FAIR MARKET RENTS**

Kelly presented to the Board Resolution #1166 Section 8 entitled "Housing Choice Voucher Fair Market Rents and Income Limits". Fair Market Rents are published by HUD and need updated from time to time. The Fair Market Rents set forth the Section 8 payment standards based on bedroom size and income limits for each tenant. HUD recently updated the Fair Market Rents and requires Board approval to implement the same. After discussion, Nancy Lackey made a motion to approve Resolution #1166 Section 8 Housing Choice Voucher Fair Market Rents and Income Limits. Following a second by Rita Boudet, the motion carried.

**RESOLUTION #1167 Maintenance Policy**

Kelly presented to the Board Resolution #1167 entitled "Maintenance Policy". After discussion, Richard Gregg made a motion to approve Resolution #1167 Maintenance Policy. Following a second by Nancy Lackey, the motion carried.

**RESOLUION #1168 3<sup>RD</sup> QUARTER CHARGE-OFFS**

Kelly presented to the Board Resolution #1168 entitled "3<sup>rd</sup> Quarter Tenant Charge-offs". The charge-off list was reviewed with the Board. After discussion, a motion was made by Nancy

Lackey to approve Resolution #1168 3<sup>rd</sup> Quarter Tenant Charge-offs. Following a second by Brenda Lingafelter, the motion carried.

**RESOLUTION #1169 2020 Five Year Plan and Annual Plan**

Kelly presented to the Board Resolution #1169 entitled "Five Year Plan and Annual Plan". Components of the plan have been individually approved which included changes made to the ACOP and maintenance charges. HUD requires formal Board approval of the entire 5-year plan. After discussion, Nancy Lackey made a motion to approve Resolution #1169 Five Year Plan and Annual Plan. Following a second by Gertie Walker, the motion carried.

**RESOLUTION #1170 Brenda Lingafelter Recognition**

Kelly presented to the Board Resolution #1170 entitled "Brenda Lingafelter Recognition". The resolution expresses gratitude and appreciation of Commissioner Lingafelter's many years of service. Commissioner Lingafelter was also presented with a plaque for her service. After discussion, Nancy Lackey made a motion to approve Resolution #1170 Brenda Lingafelter Recognition. Following a second by Rita Boudet, the motion carried.

**8. Board Training**

None.

**9. Adjournment**

A meeting was adjourned.

Submitted by:

  
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Recording Secretary

Approved:

  
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Board of Commissioners Chairperson, Georgia Miller