

**REGULAR MEETING MINUTES
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS
BOARD OF COMMISSIONERS
MARCH 25, 2019 – 12:00 P.M.
AT FAIRWAY'S RESTAURANT, 2801 PUTTER LANE,
CENTRALIA, ILLINOIS**

Present:

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

Absent:

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 12:05 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, Rita Boudet, Gertie Walker, and Commissioner Donald Hancock.

2. Public Comment

There was no public comment.

3. Approval of the Minutes

The Minutes of the February 26, 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 Nancy Lackey, the motion carried unanimously.

4. Financial Reports

The February and March financial reports were reviewed with the Board. Monies were expended within the last month on necessary repairs which included a plumbing repair in Sandoval totaling approximately \$3,700.00. A check made payable to the Illinois Association of Housing for \$2,925.00 for staff training including a maintenance clinic which is scheduled for the 2nd week of April. A check made payable to Mario Galicia in the amount of \$63.00 for a reimbursement of the cost of a drug screen. The Capital One and Peoples National Bank credit card statements were reviewed with the Board. There were several purchases made with Peoples National Bank credit card which included items for office supplies, maintenance supplies, and staff training expenses. The staff training expenses charged the Peoples National Bank credit card were paid with COCC funds.

After discussion of the February and March financials, check registers and credit card statements, a motion was made by Nancy Lackey to approve the same. Following a second by Rita Boudet, the motion carried.

5. Director's Report

- Kelly advised the Board she leaves tomorrow for training which will last four (4) days. Whole Hosted Topics offers a training track for commissioners. Kelly would like to see some board members attend this type of training.
- REAC is coming to AMP 2 and 3. They will be here April 3rd and the staff is continuing to prepare for the REAC inspection.
- Maintenance management trainings are coming up in April. The staff is looking forward to the training.
- Kelly has partnered with KC college to set up air conditioning repair and air conditioning electronics classes for a few staff members to attend. The classes will be 2 days per week and will start at 7:30 a.m.
- Kelly advised the Board she has partnered with Illinois of University Extension who are going to provide classes to tenants which will address how to prepare food and recipe ideas for families and will also provide fresh produce to those who attend. The classes will be offered in Odin, Salem & Sandoval and are geared towards families or elderly. The classes will start after May 28th.
- Kelly reminded the Board that at last month's meeting the possibility to lend our old cameras to the Centralia Police Department (CPD) was discussed. Upon further discussion with CPD, the police department advised that the cameras will be added to the existing camera system. Kelly will be moving forward with lending of the cameras. A lending agreement will be drafted for the use of the cameras by the Centralia Police Department.
- Kelly discussed dates for board training. The dates she had available were April 26, April 30th or May 2nd and all training would begin at 9:00 a.m. She will confirm the final date individually with the Board members and legal counsel.
- Kelly reminded the Board to direct any Housing Authority community concerns to her office.

6. Old Business

None.

7. New Business

FDS 2017 Audit Report

The 2017 Audit has been under review since it has been submitted due to discrepancies in the audit report. HUD returned the audit report for correction. It is not required to vote on the revised audit, only that the Board be advised that a revised audit which was originally prepared by Sailor Khan was resubmitted to HUD.

FDS Audit 2018

Kelly provided the Board with a draft of the unaudited 2018 financial score. Any score over 15 is considered standard and any score under 15 is substandard which requires monthly calls and submissions with HUD. The unaudited score provided to the Board was 19.18. It was noted that the audit score in 2016 was 0 and in 2017 the audit score was an 8 but dropped to a 3. The unaudited score of 19.18 for the year 2018 can be adjusted by HUD.

First Quarter Charge-offs Resolution #1152

Kelly reviewed First Quarter Charge-Offs Resolution #1152 with the Board. Some of the charge-offs were from last year and weren't ready to be charged off until recently so the first quarter charge-offs are slightly higher than normal. After discussion, Richard Gregg made a motion to approve Resolution #1152. Following a second by Donald Hancock, the motion carried.

Financial Policies Resolution #1153

Kelly reviewed the revised Financial Policy with the Board that was provided at last month's meeting. There is one edit to be made on page 6, under the payroll section. It previously stated that the Marion County Housing Authority retained the services of a CPA which is not correct. The final policy will state that "...the Marion County Housing Authority has retained the services of a third-party payroll provider." After discussion Nancy Lackey made a motion to approve Resolution #1153. Following a second by Gertie Walker, the motion carried.

Revised Procurement Policy Resolution #1154

Kelly presented to the Board Resolution #1154. The revised Procurement Policy will increase the micro-purchase threshold to \$10,000.00. After discussion, Brenda Lingafelter made a motion to pass Resolution #1154. Following a second by Nancy Lackey, the motion carried.

HCV Intergovernmental Agreement Resolution #1155

Kelly presented to the Board Resolution #1155. Currently, we have one employee who is certified to conduct HCV inspections. We need two (2) certified HCV inspectors for quality control. Instead of sending another employee to be trained to conduct HCV inspections, Kelly would like Board's approval to enter into the Intergovernmental Agreement with the Jefferson County Housing Authority. This would allow the Marion County Housing Authority to pay the Jefferson County Housing Authority to complete HCV inspections as necessary. After discussion, Nancy Lackey

made a motion to approve Resolution #1155. Following a second by Brenda Lingafelter, the motion carried.


8. Board Training

None.

9. Adjournment

A motion was made by Richard Gregg to adjourn the meeting. With a second by Nancy Lackey, the meeting was adjourned.

Submitted by:



Recording Secretary

Approved:



Board of Commissioners Chairperson, Georgia Miller