

**REGULAR MEETING MINUTES  
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS  
BOARD OF COMMISSIONERS  
JANUARY 22, 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 Gertie Walker

**Absent:**

Commissioner Donald Hancock  
Commissioner Rita Boudet

**MCHA Staff:**

Executive Director Kelly Tinsley

**Others Present:**

Attorney Marvin G. 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, Brenda Lingafelter, Richard Gregg, Nancy Lackey, and Gertie Walker. Commissioner Donald Hancock and Commissioner Rita Boudet were both absent.

**2. Public Comment**

There was no public comment.

**3. Approval of the Minutes**

The Minutes of the December 31, 2018 regular meeting and closed session meeting were reviewed by the Board. A motion was made by Brenda Lingafelter to accept the Minutes of the regular meeting as presented. Following a second by Nancy Lackey, the motion carried unanimously. A motion was made by Richard Gregg to accept the Minutes of the closed session meeting as presented. Following a second by Nancy Lackey, the motion carried unanimously.

#### **4. Financial Reports**

The December and January check registers were presented to the Board. The January check register is presented in a new format by Urlaub. The new check register format reflects check paid out of two (2) accounts, the Low Rent (LR) operating account and the COCC operating account. Items noted to the Board consisted of a check to The Tan Sanctuary in the amount of \$500.00 which was paid for shirts and hoodies for Housing Authority employees displaying the authority logo to be worn while working, a check to Central Management Services for \$28,780.00 which was paid for the employee health insurance plan, a check to the Texas Housing Association in the amount of \$375.00 which was paid for HCV financials training, a check to Kleeman Auction & Appraisal Co. in the amount of \$500.00 which was paid for an appraisal on the parcel of land sold in Salem, and a check to Kunce in the amount of \$149.00 which was paid for the new phone plan for the office. Additionally, the SCT payment in the amount of \$509.00 was paid out of the COCC operating account because a percentage of the SCT charges are from HCV tenants and public housing funds cannot be used to pay HCV tenants. The HCV account is charged by the COCC to recoup the SCT charges. A draft of the Financial Reports for December was presented to the Board. Adjustments to the December financials are ongoing with Urlaub. All programs are still operating with a surplus. The financial reports and check registers were tabled until next month when final drafts can be reviewed with the Board.

#### **5. Old Business**

A final draft of the By-laws was presented to the Board. After discussion, a Resolution was presented to accept the by-laws to accept the amended by-laws as presented with revisions as discussed in the meeting. A motion was made by Nancy Lackey to approve Resolution #1149. The motion was seconded by Richard Gregg.

A roll call vote was taken and the following votes were made:

Yeas: Georgia Miller  
Gertie Walker  
Nancy Lackey  
Brenda Lingafelter  
Richard Gregg

Nays: None.

The motion to pass Resolution #1149 carried unanimously.

#### **6. New Business:**

None.

#### **7. Director's Report**

- Kelly informed the Board that cameras at the Salem office have been replaced.
- There are five (5) cameras in Centralia that are still running on an old operating system which feed directly into the Centralia Police Department. The cost to maintain the five (5) are \$1,200.00 per camera, annually. Kelly was able to replace one (1) of the cameras to a newer model which runs on the updated operating system. The camera still feeds



directly to the Centralia Police Department and the new camera will be included in the group pricing of the updated system, saving \$1,200.00 per year.

- Audit bids have been sent out and are due later this month.
- Kelly is looking to hire a part-time employee to clean the community rooms and vacant units that are ready to rent.
- The new laundry machine replacements are being installed today. Additionally, a washer and dryer are being placed at Glenwood 2. Glenwood 2 is owned by Bob White Elderly Housing; however, a washer and dryer has always been placed there by the Housing Authority. Kelly signed an Agreement with Bob White Elderly Housing in which Bob White Elderly Housing would maintain the machinery and that the collection of the funds from the machines will continue to be given to the Housing Authority.
- Per Housing Authority policy, Kelly informed the Board she will be attending a Section 8 accounting training in Texas and she is sending the HCV Director to additional VMS training in Seattle, Washington.
- Kelly advised the Board she has sold the bed bug equipment to Pest Control Services.
- Kelly finalized the order for two (2) new Ford F250 pick-up trucks which will be used for maintenance purposes.
- Kelly noted that she has begun and will be continuing random internal audits of Housing Authority files. The audit for public housing files has been completed and she will begin a random audit of HCV files next.

#### 8. Board Training

The amended by-laws were reviewed by legal counsel. There was a review of specific Resolutions which were approved by the Board in the past calendar year.

#### 9. Adjournment

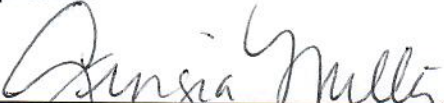
A motion was made by Brenda Lingafelter to adjourn the meeting. With a second by Nancy Lackey, the meeting was adjourned.

Submitted by:



Recording Secretary

Approved:



Board of Commissioners Chairperson, Georgia Miller