

REGULAR MEETING
MASSAC COUNTY HOUSING AUTHORITY

October 24, 2017

Members of the Massac County Housing Authority Board of Commissioners met in regular session on October 24, 2017 at the Spence Apartments office in Metropolis, Illinois. The meeting was called to order by Board Chair at 6:00 pm and upon roll call those present and absent were as follows:

Present

Absent

Chris Cromeenes

Nelda Burnett

Jeremy Staton

Randal Eskridge (arrived at 6:01)

Nancy Parker

Also in attendance was: Paul McKnight, executive director and Linda Vogt, office manager

There being a quorum present and the meeting duly convened by the chair, business was conducted as follows:

Upon a motion by Commissioner Staton and seconded by Commissioner Parker, and a roll call of ayes from Commissioners Burnett, Staton, Cromeenes, and Parker, the September 25, 2017 meeting minutes were approved as read.

It was moved by Commissioner Cromeenes, seconded by Commissioner Staton, and approved by a roll call of ayes from Commissioners Staton, Eskridge, Parker, Cromeenes and Burnett that payment of the following bills be authorized from funds of projects IL 41-1 through 9: (September 22, 2017 – October 19, 2017).

Financial reports were available for discussion. Commissioners examined bank reconciliations for all accounts.

Tenants Accounts Receivable total for September 2017 was \$4,752.71.

Vacancies for all projects are: 4(1 bedrooms), 1(2 bedroom), 1(3 bedrooms), 2(4 bedrooms) for a total of 8 vacancies.

Discussion was held on a piece of property next to Strickland apartments. The owner of the land has offered to donate it to the Massac County Housing Authority. After discussion, it was decided to refrain from accepting the property. Executive Director will draft a letter to send to donor thanking him for the offer, but for the betterment of the housing authority we must decline. We will recommend that the donor make this same offer to an adjoining property owner.

Upon a resolution (see resolution below this paragraph) by Commissioner Eskridge and a motion by Commissioner Staton to adopt, and a second by Commissioner Parker, and a roll call of ayes from Commissioners Cromeenes, Eskridge, Burnett, Parker, and Staton, the board approved a revision in the employee personnel policy. The two revisions are 1) raising the health insurance deductible reimbursement for an employee who opts out of housing authority plan because of coverage elsewhere from \$1,500 to \$1,700 annually. 2) Full time maintenance employees will be allowed to spend up to \$285 annually for a clothing/shoe allowance. Part-time maintenance employees will be allowed to spend on as needed basis, but not to exceed the full time rate.

Resolution No. 10-2017-1

Whereas. The Massac County Housing Authority has a need to revise personnel policy.

Therefore be it Resolved that the attached revised personnel policy be accepted.

Director's Report was provided.

Board Chair comments: None

Public Comment: None

Discussion was held regarding:

- Waiting list
- Renew lawn mowers contract
- Advertise for maintenance position coming open
- Recent audit with no findings
- Two of our tenants received educational scholarships from ECHO.
- Check into investing into a CD

Our next regular meeting is scheduled for November 27, 2017 at 6:00 pm at the housing authority office.

Upon a motion by Commissioner Parker, seconded by Commissioner Staton, and a roll call of ayes from Commissioner Burnett, Staton, Parker, Eskridge, and Cromeenes, the meeting was adjourned at 6:44 pm.

Nelda Burnett
Nelda Burnett, Board Chair

Paul McKnight
Paul McKnight, Secretary-Treasurer