

REGULAR MEETING

MASSAC COUNTY HOUSING AUTHORITY

March 26, 2018

Members of the Massac County Housing Authority Board of Commissioners met in regular session on March 26, 2018 at the Spence Apartments office in Metropolis, Illinois. The meeting was called to order by Board Chair at 6:01 pm and upon roll call those present and absent were as follows:

Present

Absent

Chris Cromeenes

Nelda Burnett

Nancy Parker

Randal Eskridge

Jeremy Staton

Also in attendance was: Paul McKnight, executive director, Jayme Hornback – Occupancy Specialist, 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 Cromeenes and seconded by Commissioner Staton, and a roll call of ayes from Commissioners Burnett, Cromeenes, Eskridge, Staton, and Parker, the February 26, 2018 meeting minutes were approved as read.

It was moved by Commissioner Eskridge, seconded by Commissioner Staton, and approved by a roll call of ayes from Commissioners Eskridge, Parker, Cromeenes, Staton, and Burnett that payment of the following bills be authorized from funds of projects IL 41-1 through 9: (February 23, 2018 – March 22, 2018).

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

Tenants Accounts Receivable total for February 2018 was \$1,332.21.

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

Upon a resolution (see resolution below this paragraph) by Commissioner Staton and a motion by Commissioner Eskridge to adopt, and a second by Commissioner Cromeenes, and a roll call of ayes from Commissioners Cromeenes, Burnett, Parker, Eskridge, and Staton, the board approved the Civil Rights Certification

**Resolution No. 03-01-2018**

**Whereas.** The annual civil rights certification is required of the Massac County Housing Authority;

**Therefore be it Resolved** that the civil rights certification be approved.

---

Upon a resolution (see resolution below this paragraph) by Commissioner Cromeenes and a motion by Commissioner Eskridge to adopt, and a second by Commissioner Parker, and a roll call of ayes from Commissioners Cromeenes, Burnett, Parker, Eskridge, and Staton, the board approved the annual operating budget for FYE 2019.

**Resolution No. 03-02-2018**

**Whereas.** The commissioners have projected the income and expenses for the next fiscal year for the Massac County Housing Authority;

**Therefore be it Resolved** that the proposed FYE 2019 operating budget be accepted.

---

Upon a resolution (see resolution below this paragraph) by Commissioner Parker and a motion by Commissioner Eskridge to adopt, and a second by Commissioner Staton, and a roll call of ayes from Commissioners Cromeenes, Burnett, Parker, Eskridge, and Staton, the board approved Salary increases for staff (except office manager and occupancy specialist) of 2.5% starting July 1, 2018. For the office manager and occupancy specialist positions, the board agreed to increase their pay 3% effective March 1, 2018 because of the additional duties assigned. In addition, all staff will receive a 2.5% salary increase effective July 1, 2019.

**Resolution No. 03-03-2018**

**Whereas.** the Massac County Housing Authority has a need for annual adjustment in wages and salaries for current maintenance and administrative employees;

**Therefore be it Resolved** that the salary schedule stated above be adopted.

---

Discussion was held on Vacated Clerk position. Director McKnight was directed to go ahead and hire the applicant in a limited role in an as needed basis for a starting salary range of between \$10.00 and \$11.00 an hour.

Meeting was adjourned at 6:20 to allow for public hearing to discuss any changes in our plan or work. No one other than the board of commissioners, office manager, occupancy specialist and executive director was present. No changes were recommended.

Director's Report was provided.

Board Chair comments: Would like the school district to provide bus transportation for elementary students in town.

Public Comment: None

Discussion was held regarding:

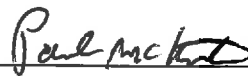
- Security cameras
- Unsupervised children
- Collections from state

Our next regular meeting is scheduled for April 23, 2018 at 6:00 pm at the housing authority office.

Upon a motion by Commissioner Parker, seconded by Commissioner Eskridge, and a roll call of ayes from Commissioner Burnett, Parker, Eskridge, Staton, and Cromeenes, the meeting was adjourned at 7:10 pm.



Nelda Burnett, Board Chair



Paul McKnight, Secretary-Treasurer