

REGULAR MEETING
MASSAC COUNTY HOUSING AUTHORITY
March 27, 2017

Members of the Massac County Housing Authority Board of Commissioners met in regular session on March 27, 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:

<u>Present</u>	<u>Absent</u>
Chris Cromeenes	Randal Eskridge
Nelda Burnett	
Jeremy Staton	
Nancy Parker	

Also in attendance were: Paul McKnight, executive director and Linda Vogt, office manager, and Jayme Hornback, occupancy specialist .

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 Cromeenes, and a roll call of ayes from Commissioners Cromeenes, Burnett, Parker, and Staton, the February 27, 2017 meeting minutes were approved as read.

It was moved by Commissioner Staton, seconded by Commissioner Parker, and approved by a roll call of ayes from Commissioners Cromeenes, Staton, Parker, and Burnett that payment of the following bills be authorized from funds of projects IL 41-1 through 9: (February 23, 2017 – March 23, 2017).

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

Tenants Accounts Receivable total for February 2017 was \$1,712.00

Vacancies for all projects are : 2 (1 bedrooms), 3 (2 bedrooms), for a total of 5 vacancies.

Upon a resolution (see resolution below this paragraph) by Commissioner Staton and a motion by Commissioner Cromeenes to adopt, and a second by Commissioner Parker, and a roll call of ayes from Commissioners Cromeenes, Burnett, Parker, and Staton, the board accepted the FYE 2016 Audit.

Resolution No. 03-2017-1

Whereas. The Massac County Housing Authority has a need to conduct an annual audit;

Therefore be it Resolved that the annual audit conducted by BRZ Sailor Khan that reported no findings be accepted.

Upon Resolution (No. 03-2017-2) by Commissioner Cromeenes, and a motion by Commissioner Staton and a second by Commissioner Parker, and a roll call of ayes from Commissioners Cromeenes, Staton, Parker, and Burnett, the board approved the awarding of the capital fund Modernization no. IL06P041-501-16 bid to Ron Gobin Enterprises for \$198,450.

Upon a resolution (see resolution below this paragraph) by Commissioner Cromeenes and a motion by Commissioner Staton to adopt, and a second by Commissioner Parker, and a roll call of ayes from Commissioners Cromeenes, Burnett, Parker, and Staton, the board approved a no-smoking policy (attached).

Resolution No. 03-2017-3

Whereas. The Massac County Housing Authority has a need to develop a no-smoking policy based on a HUD mandate;

Therefore be it Resolved that the attached no-smoking policy be approved with a start date of July 1, 2018. Tenants will start being asked to sign off on the policy starting with annual recertifications in April 2017. The policy will not go into effect until July 1, 2018.

Upon a resolution (see resolution below this paragraph) by Commissioner Staton and a motion by Commissioner Parker to adopt, and a second by Commissioner Cromeenes, and a roll call of ayes from Commissioners Cromeenes, Burnett, Parker, and Staton, the board approved changes to the MCHA ACOP.

Resolution No. 03-2017-4

Whereas. The Massac County Housing Authority ACOP was in need of updating;

Therefore be it Resolved that the ACOP changes attached be approved.

Upon a resolution (see resolution below this paragraph) by Commissioner Staton and a motion by Commissioner Cromeenes to adopt, and a second by Commissioner Parker, and a roll call of ayes from Commissioners Cromeenes, Burnett, Parker, and Staton, the board approved changes to the MCHA Lease and house rules.

Resolution No. 03-2017-5

Whereas. The Massac County Housing Authority lease and house rules were in need of updating with the formation of the non-smoking policy;

Therefore be it Resolved that the lease and house rules changes attached be approved.

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

Resolution No. 03-2017-6

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 Parker and a motion by Commissioner Cromeenes to adopt, and a second by Commissioner Staton, and a roll call of ayes from Commissioners Cromeenes, Burnett, Parker, and Staton, the board approved Salary increases for staff of 2% starting July 1, 2017

Resolution No. 03-2017-7

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 of an increase of 2% be adopted July 1, 2017.

Upon a resolution (see resolution below this paragraph) by Commissioner Cromeenes and a motion by Commissioner Staton to adopt, and a second by Commissioner Parker, and a roll call of ayes from Commissioners Cromeenes, Burnett, Parker, and Staton, the board approved the annual operating budget for FYE 2018.

Resolution No. 03-2017-8

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 2018 operating budget be accepted.

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. The only changes discussed were the implementation of the no-smoking policy and changes to ACOP.

Director's Report was provided.

Board Chair comments: None

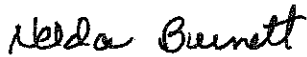
Public Comment: None

Discussion was held regarding:

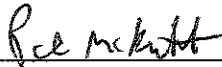
- Use of bucket truck
- Insurance claim due to storm damage

Our next regular meeting is scheduled for April 24, 2017 at 6:00 pm at the housing authority office.

Upon a motion by Commissioner Parker, seconded by Commissioner Burnett, and a roll call of ayes from Commissioner Burnett, Staton, Parker, and Cromeenes, the meeting was adjourned at 7:20 pm.



Nelda Burnett, Board Chair



Paul McKnight, Secretary-Treasurer