

REGULAR MEETING
MASSAC COUNTY HOUSING AUTHORITY

January 24, 2019

Members of the Massac County Housing Authority Board of Commissioners met in regular session on January 28, 2019 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

Kristina Cromeenes 6:08 pm

Nelda Burnett

Jeremy Staton

Randal Eskridge

Nancy Parker

Also, in attendance were, Andiamo Martelle White 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 Eskridge and seconded by Commissioner Staton, and a roll call of ayes from Commissioners Burnett, Staton, Cromeenes, Eskridge, and Parker, the November 26, 2018 meeting minutes were approved with one change. Commissioner Burnett stated the second paragraph on page two needed a correction. The correction is, "It was noted that an applicant for the executive director position contacted chair after the deadline for the request, called about the position." The December 15, 2018 annual meeting, and the December 28, 2018 special meeting.

It was moved by Commissioner Staton, seconded by Commissioner Cromeenes, 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: (November 23, 2018 – January 24, 2019).

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

Tenants Accounts Receivable total for December 2018 was \$1,632.33

Vacancies for all projects are: 3 (1 bedrooms), 2 (2 bedrooms), 4 (3 bedrooms), 1 (4 bedrooms) for a total of 10 vacancies.

Upon a motion by Commissioner Eskridge and seconded by Commissioner Staton, and a roll call of ayes from Commissioners Burnett, Staton, Cromeenes, Eskridge, and Parker, newly hired executive director Andiamo Martelle White was appointed as contracting officer, FOI Officer, and to be placed on financial institution bank cards while removing retiring director Paul McKnight of these roles.

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, Eskridge, Burnett, Staton, and Parker, the board accepted the semi-annual write-off of uncollectable - tenant accounts receivable that are over three months old. (attached).

Resolution No. 01-2019-1

Whereas. Every six months, Massac County Housing Authority has a need to write off bad debt;

Therefore, be it Resolved that the attached tenant's account receivable list that is over three months old be written off.

A Motion to approve the annual audit was made by Commissioner Eskridge and seconded by Commissioner Staton and a roll call of ayes from Commissioners Cromeenes, Eskridge, Burnett, Parker, and Staton.

A Motion to approve rate of compensation at the rate of his current hourly rate for any work performed by retiring executive director Paul McKnight, past February 1, 2019 was made by Commissioner Eskridge and seconded by Commissioner Staton and a roll call of ayes from Commissioners Cromeenes, Eskridge, Burnett, Parker, and Staton.

Director's Report was provided.

Martelle White thanked the board for the opportunity to be the executive director and mentioned, Jayme Horback, Occupancy Specialist, needs to attain her P.H.M. certification. Presented pictures of a vacant unit completed by Anthony Jones and Anthony Smith.

Board Chair comments: Welcomed the new executive director, Martelle White to the Massac County Housing Authority.

Public Comment: None

Discussion was held regarding:

- Vacancies and waitlist
- Rent and eviction process
- Pest control
- Landscaping contract

Our next regular meeting is scheduled for February 25, 2019 at 6:00 pm at the housing authority office.

Upon a motion by Commissioner Cromeenes, seconded by Commissioner Parker, and a roll call of ayes from Commissioner Burnett, Staton, Parker, Eskridge, and Cromeenes, the meeting was adjourned at 6:54 pm.



Nelda Burnett, Board Chair



Andiamo Martelle White, Secretary-Treasurer