

REGULAR MEETING
MASSAC COUNTY HOUSING AUTHORITY

April 23, 2018

Members of the Massac County Housing Authority Board of Commissioners met in regular session on April 23, 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:

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

Also in attendance were: 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 Staton and seconded by Commissioner Parker, and a roll call of ayes from Commissioners Eskridge, Burnett, Cromeenes, Staton, and Parker, the March 26, 2018 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 Eskridge, Parker, Cromeenes, Staton, and Burnett that payment of the following bills be authorized from funds of projects IL 41-1 through 9: (March 23, 2018 – April 19, 2018).

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

Tenants Accounts Receivable total for March 2018 was \$1,394.67

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

Motion was made by Commissioner Eskridge and a second was made by Commissioner Staton and a roll call of ayes from Commissioners Eskridge, Burnett, Cromeenes, Staton, and Parker, the board approved to Void check #044861 for \$108.40 to Lindsey Software Systems, Inc..

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 Eskridge, Burnett, Cromeenes, Staton, and Parker, the board approved the starting wages for maintenance employees effective July 1, 2018.

Resolution No. 04-2017-1

Whereas. An annual salary rate needs to be determined for starting salaries for maintenance employees for the Massac County Housing Authority;

Therefore be it Resolved that the following annual salary schedule be adopted starting July 1, 2018.

Maintenance Supervisor	\$43,469.36
Maintenance III	\$39,510.08
Maintenance II	\$33,773.44
Maintenance I	\$28,036.80
Service Tech	\$43,314.40
Part time maint.	Minimum Wage

Discussion on scheduled May 2018 board meeting which falls on a holiday. Board consensus was that the meeting be cancelled.

Discussion on smoking policy was discussed with recent input from Chicago Field office and state training. A motion was made by Commissioner Eskridge to adopt, and a second by Commissioner Parker, and a roll call of ayes from Commissioners Eskridge, Burnett, Cromeenes,

Staton, and Parker to change the smoking policy by removing the cleaning fees for active tenants that were to be imposed if there were smoking within the apartment after July 1, 2018. A cleaning fee may occur upon vacating an apartment if tobacco has stained the apartment.

Director's Report was provided.

Board Chair comments:


Public Comment: None

Discussion was held regarding:

- Compensation for extra duties for Office Manager and Occupancy Specialist. Discussion and action has been tabled until next meeting.

Our next regular meeting is scheduled for June 25, 2018 at 6:00 pm at the housing authority office.

Upon a motion by Commissioner Eskridge, seconded by Commissioner Staton, and a roll call of ayes from Commissioner Burnett, Parker, Cromeenes, Staton, and Eskridge, the meeting was adjourned at 6:52 pm.



Nelda Burnett, Board Chair



Paul McKnight, Secretary-Treasurer