

REGULAR MEETING  
MASSAC COUNTY HOUSING AUTHORITY

January 22, 2018

Members of the Massac County Housing Authority Board of Commissioners met in regular session on January 22, 2018 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

Nancy Parker

Also in attendance was: 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 Cromeenes and seconded by Commissioner Staton, and a roll call of ayes from Commissioners Burnett, Staton, Cromeenes, Eskridge, and Parker, the November 27, 2017 meeting minutes were approved as read.

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 December 2, 2017 annual 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 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, 2017 – January 18, 2018).

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

Tenants Accounts Receivable total for November 2017 was \$1,260.00

Tenants Accounts Receivable total for December 2017 was \$1,697.00

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

Motion to create a cash equivalent policy and to change TAR within the internal Control Defined Policy was made by Commissioner Staton and seconded by Commissioner Cromeenes and a roll call of ayes from Commissioners Cromeenes, Eskridge, Burnett, Parker, and Staton.

Upon a resolution (see resolution below this paragraph) by Commissioner Eskridge and a motion by Commissioner Parker to adopt, and a second by Commissioner Staton, and a roll call of ayes from Commissioners Cromeenes, Eskridge, Burnett, Staton, and Parker, the board accepted the semi-annual write off of uncollectibles - tenant accounts receivable that are over three months old. (attached).

**Resolution No. 01-2018-1**

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

**Therefore be it Resolved** that the attached tenants accounts receivable list that is over three months old be written off.

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

A Motion to amend personnel policy was made by Commissioner Staton and seconded by Commissioner Parker and a roll call of ayes from Commissioners Cromeenes, Eskridge, Burnett, Parker, and Staton.

Director's Report was provided.

Board Chair comments: discussion was held regarding results of executive director evaluation.

Public Comment: None

Discussion was held regarding:

- Altered check
- Snow and ice removal from sidewalks
- High performer status
- How often policies are reviewed with staff

Our next regular meeting is scheduled for February 26, 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, Staton, Parker, Eskridge, and Cromeenes, the meeting was adjourned at 6:55 pm.

Nelda Burnett

Nelda Burnett, Board Chair

Paul McKnight

Paul McKnight, Secretary-Treasurer