

REGULAR MEETING  
MASSAC COUNTY HOUSING AUTHORITY  
March 22, 2019

Members of the Massac County Housing Authority Board of Commissioners met in regular session on March 25, 2019 at the Spence Apartments office in Metropolis, Illinois. The meeting was called to order by Board Chair at 6:03 pm and upon roll call those present and absent were as follows:

<u>Present</u>	<u>Absent</u>
Kristina Cromeenes	
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 Stanton and seconded by Commissioner Cromeenes, and a roll call of ayes from Commissioners Burnett, Staton, Cromeenes, Eskridge, and Parker, the March 4, 2019 meeting minutes were approved.

It was moved by Commissioner Eskridge, seconded by Commissioner Parker, and approved by a roll call of ayes from Commissioners Burnett, Staton, Eskridge, Parker, and Cromeenes that payment of the following bills be authorized from funds of projects IL 41-1 through 9: (February 22, 2019 - March 21, 2019).

Financial reports were available for discussion. Commissioners examined bank reconciliations for all accounts. Commissioners Eskridge had a question about the cap on reserves before HUD would recoup funds from the authority. Commissioner Burnett had a question about the extraordinary maintenance and nonexpendable equipment. These charges were for placing tenants in a hotel due to flooding and overtime for maintenance. The nonexpendable equipment was a replacement for Linda’s computer.

Tenants Accounts Receivable total for February 2019 was \$4467

Vacancies for all projects are: 3 (1 bedrooms), 3 (2 bedrooms), 4 (3 bedrooms), 0 (4 bedrooms) for a total of 10 vacancies.

Upon a resolution (see resolution below this paragraph) by Commissioner and a motion by Commissioner to adopt, and a second by Commissioners, and a roll call of ayes from Commissioners Brunett, Cromeenes, Parker, Eskridge and Staton, the board approved Jayme Hornback's promotion to Deputy Director.

**Resolution No. 03-2019-1: Tabled for April meeting**

**Whereas.** Jayme Hornback is promoted to Deputy Director (job description included)

**Therefore, be it Resolved** that the deputy director is an exempt employee, with no changes to current job detail.

The above resolution was table for the April meeting: Gather more information on salary comparability with similar sized authorities.

Upon a resolution (see resolution below this paragraph) by Commissioner Eskridge and a motion by Commissioner Stanton to adopt, and a second by Commissioner Cromeenes, and a roll call of ayes from Commissioners Burnett, Cromeenes, Parker, Eskridge and Staton, the board approved a bid for Elevator Maintenance Services to for two years at \$495/ quarter with an option at a 3<sup>rd</sup> year.

**Resolution No. 03-2019-2**

**Whereas.** The Massac County Housing Authority has a need for elevator maintenance service;

**Therefore, be it Resolved** that we accept the bid from Thyssenkrupp Elevator.

Director's Report was provided.

Board Chair comments: None

Public Comment: None

Discussion was held regarding:

- Switching to direct deposit for payroll
- Emailing board agenda to commissioners
- PHAS score report of 90 (high performer), contact local newspaper to inform the public.
- Contact local newspaper to inform the public of new executive director for authority.

Our next regular meeting is scheduled for April 29, 2019 at 6:00 pm at the housing authority office.

Upon a motion by Commissioner Stanton, seconded by Commissioner Eskridge, and a roll call of ayes from Commissioners Stanton, Parker, Burnett, Eskridge, and Cromeenes, the meeting was adjourned at 7:00 p.m.

Nelda Burnett  
Nelda Burnett, Board Chair

Andiamo M. White  
Andiamo Martelle White, Secretary-Treasurer