

REGULAR MEETING
MASSAC COUNTY HOUSING AUTHORITY
November 27, 2017

Members of the Massac County Housing Authority Board of Commissioners met in regular session on November 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	
Nelda Burnett	
Jeremy Staton	
Randal Eskridge	
Nancy Parker	

Also in attendance was: Paul McKnight, executive director 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 Cromeenes and seconded by Commissioner Staton, and a roll call of ayes from Commissioners Burnett, Staton, Cromeenes, Eskridge, and Parker, the October 23, 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 Staton, Eskridge, Parker, Cromeenes and Burnett that payment of the following bills be authorized from funds of projects IL 41-1 through 9: (October 20, 2017 – November 22, 2017).

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

Tenants Accounts Receivable total for October 2017 was \$1,586.20.

Vacancies for all projects are: 5(3 bedrooms), 2(4 bedrooms) for a total of 7 vacancies.

Upon a resolution (see resolution below this paragraph) by Commissioner Eskridge and a motion by Commissioner Cromeenes to adopt, and a second by Commissioner Staton, and a roll call of ayes from

Commissioners Cromeenes, Eskridge, Burnett, Parker, and Staton, the board approved awarding the annual inspection contract to Midwest Inspections for \$1,864 annually for two years, with a 3rd year option at same rate.

Resolution No. 11-2017-1

Whereas. The Massac County Housing Authority has a need to conduct annual inspections.

Therefore be it Resolved that the Midwest Inspections be awarded the annual inspection contract for 2018 and 2019, with an option for 2020.

Motion to void check ##44594 for \$44594 to The Home Depot Supply was made by Commissioner Parker and seconded by Commissioner Eskridge and a roll call of ayes from Commissioners Cromeenes, Eskridge, Burnett, Parker, and Staton.

Director's Report was provided.

Public Comment: None

Board Chair comments: Chair Burnett asked other commissioners about performance awards for staff in light of recent positive HUD inspection, and no audit findings, and other challenges throughout the year that staff has accomplished. Upon a motion by Commissioner Cromeenes to adopt, and a second by Commissioner Eskridge, and a roll call of ayes from Commissioners Cromeenes, Eskridge, Burnett, Parker, and Staton, the board approved awarding of performance awards. Each employee is to receive one week pay.

Discussion was held on possible reduction of hours for executive director and possible creation of a part time deputy director. The commissioners decided not to make any changes in full time status of director position or add an additional position.

Upon a resolution (**No. 11-2017-2**) (see resolution below this paragraph) by Commissioner Staton and a motion by Commissioner Eskridge to adopt, and a second by Commissioner Parker, and a roll call of ayes from Commissioners Cromeenes, Eskridge, Burnett, Parker, and Staton, the board approved the addition of another full time maintenance position going from 4 to 5.

Whereas. The Massac County Housing Authority has a need to be fully staffed.

Therefore be it Resolved that maintenance will maintain 5 full time employees.

Discussion was held regarding:

- maintenance position
- concealed and carry
- Security plan
- No firearms sign at front door

Our next regular meeting is scheduled for January 22, 2018 at 6:00 pm at the housing authority office. Our annual meeting is scheduled for December 2, 2017 at 7:00 pm at the Spence community center.

Upon a motion by Commissioner Eskridge, seconded by Commissioner Cromeenes, and a roll call of ayes from Commissioner Burnett, Staton, Parker, Eskridge, and Cromeenes, the meeting was adjourned at 7:46 pm.

Nelda Burnett

Nelda Burnett, Board Chair

Paul McKnight

Paul McKnight, Secretary-Treasurer