

REGULAR MEETING

MASSAC COUNTY HOUSING AUTHORITY

January 23, 2017

Members of the Massac County Housing Authority Board of Commissioners met in regular session on January 23, 2017 at the Spence Apartments office in Metropolis, Illinois. The meeting was called to order by Chair Burnett at 6:00 pm and upon roll call those present and absent were as follows:

Present

Absent

Nelda Burnett

Jeremy Staton

Randal Eskridge

Chris Cromeenes

Nancy Parker

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:

New Board member Nancy Parker was welcomed.

Upon a motion by Commissioner Cromeenes and seconded by Commissioner Staton, and a roll call of ayes from Commissioners Eskridge, Burnett, Parker, Cromeenes, and Staton, the November 28, 2016 meeting minutes and the December 2, 2016 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 Eskridge, Burnett, Cromeenes, Parker, and Staton, that payment of the following bills be authorized from funds of projects IL 41-1 through 9: (November 24, 2016 – January 19, 2017).

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

Tenants Accounts Receivable total for November 2016 was \$1,166.00 and for December 2016 was \$1,999.00.

Vacancies for all projects are: 1 (1 bedroom) and 2 (2 bedrooms) for a total of three vacancies.

Upon a resolution (see resolution below this paragraph) by Commissioner Cromeenes and a motion by Commissioner Eskridge 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 the acceptance of the operating subsidy completed forms for 2017.

Resolution No. 01-2017-1

Whereas. The Massac County Housing Authority has a need to receive operating subsidy from HUD.

Therefore be it Resolved that we accept the attached operating subsidy forms.

Upon a resolution (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 an Emergency Transfer Policy.

Resolution No. 01-2017-2

Whereas. The Massac County Housing Authority has a need to implement an emergency transfer policy as mandated by HUD.

Therefore be it Resolved that we accept the attached emergency transfer policy.

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, 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. 01-2017-3

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.

Upon a motion by Commissioner Staton and a second by Commissioner Eskridge and a roll call of ayes from Commissioners Cromeenes, Eskridge, Burnett, Parker, and Staton, the board approved a revised Oxygen Fire Safety Policy.

Discussion was held on:

- Nonsmoking policy and recommendations to implement
- Community involvement by MCHA staff. It was recommended that executive director discuss with staff on participating in a civic organization.

Director's Report was provided.

Board Chair comments: Executive director evaluations were excellent to very good.

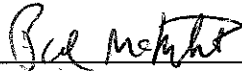
Public Comment: None

Our next regular meeting is scheduled for February 27, 2017 at 6:00 pm at the housing authority office.

Upon a motion by Commissioner Staton, seconded by Commissioner Cromeenes, and a roll call of ayes from Commissioner Burnett, Eskridge, Cromeenes, Parker, and Staton, the meeting was adjourned at 7:15 pm.



Nelda Burnett, Board Chair



Paul McKnight, Secretary-Treasurer