

REGULAR MEETING
MASSAC COUNTY HOUSING AUTHORITY

February 26, 2018

Members of the Massac County Housing Authority Board of Commissioners met in regular session on February 26, 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

Chris Cromeenes

Nelda Burnett

Nancy Parker

Randal Eskridge

Absent

Jeremy Staton

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 Eskridge, and a roll call of ayes from Commissioners Burnett, Cromeenes, Eskridge, and Parker, the January 22, 2018 meeting minutes were approved as read.

It was moved by Commissioner Eskridge, seconded by Commissioner Parker, and approved by a roll call of ayes from Commissioners Eskridge, Parker, Cromeenes and Burnett that payment of the following bills be authorized from funds of projects IL 41-1 through 9: (January 19, 2018 – February 22, 2018).

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

Tenants Accounts Receivable total for January 2018 was \$1,085.09

Vacancies for all projects are: 4(1 bedrooms), 1(2 bedroom) 1(3 bedroom), 1(4 bedroom) for a total of 7 vacancies.

Motion to revise job descriptions (attached) for Clerk and Executive Director was made by Commissioner Eskridge and seconded by Commissioner Parker and a roll call of ayes from Commissioners Cromeenes, Eskridge, Burnett, and Parker.

Upon a resolution (see resolution below this paragraph) by Commissioner Eskridge and a motion by Commissioner Cromeenes to adopt, and a second by Commissioner Parker, and a roll call of ayes from Commissioners Cromeenes, Eskridge, Burnett, and Parker, the board accepted the 2018 Operating Subsidy calculations.

Resolution No. 02-2018-1

Whereas. The Massac County Housing Authority has a need of receiving federal money to operate with;

Therefore be it Resolved that the attached operating subsidy calculations be approved.

Upon a resolution (see resolution below this paragraph) by Commissioner Eskridge and a motion by Commissioner Cromeenes to adopt, and a second by Commissioner Parker, and a roll call of ayes from Commissioners Cromeenes, Burnett, Parker, and Eskridge, the board accepted a revised FYE 2018 Operating Budget.

Resolution No. 02-2018-2

Whereas. The Massac County Housing Authority has a need to readjust income and expenses as the year progresses;

Therefore be it Resolved that the attached revised operating budget be adopted.

Discussion was held on Vacated Clerk position. Director McKnight was directed to place notice on bulletin board and on website that we are looking to hire someone in a limited role in an as needed basis. The duties of the Clerk position have been completed by the Office Manager and Occupancy Specialist positions since the clerk position has been vacated. In compensation for the extra duties, board members agreed to pay a stipend of \$500 each to Linda Vogt and Jayme Hornback.

Director's Report was provided.

Board Chair comments: None.

Public Comment: None

Discussion was held regarding:

- Water bills
- Safety issues
- Insurance claim

Our next regular meeting is scheduled for March 26, 2018 at 6:00 pm at the housing authority office.

Upon a motion by Commissioner Cromeenes, seconded by Commissioner Eskridge, and a roll call of ayes from Commissioner Burnett, Parker, Eskridge, and Cromeenes, the meeting was adjourned at 7:25 pm.

Nelda Burnett

Nelda Burnett, Board Chair

Paul McKnight

Paul McKnight, Secretary-Treasurer