

**Menard County Housing Authority
Board of Commissioners Meeting
Tuesday, December 10, 2019**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, December 10, 2019 in the Board Room of the Management & Maintenance Building at 101 W. Sheridan Rd, Petersburg.

The Chairman of the Board, B. R. Boston, called the meeting to order at 4:04 pm. The following commissioners were present: B. R. Boston, Shelly Knuppel, Brian Ogden, James Reed, Elizabeth Roberts, and Jeffrey Stott. The following commissioners were absent: Paul Brown. The following were also present: Anne Smith (Executive Director), Jason Race (Bedrock Housing Consultants), Meggann Bell (Regional Housing Development and CCDC), Lindsey Whitley (Financial Support & Procurement Specialist) and Richard Moss (Regional Housing Development Chairman).

There were no public comments.

The minutes of the regular meeting held on November 12, 2019, were reviewed and approved and ordered filed. The motion was made by Commissioner Knuppel and seconded by Commissioner Ogden.

The Board continued the meeting with a review of the Ethics Policy. The purpose of the Ethics Policy is to establish standards for employee and Commissioner conduct that will assure the highest level of public service and set forth those acts or omissions of acts that could be deemed injurious to the general mission of the Authority. In accordance with the policy, a 3-member ethics review committee was established. The term of committee member Anne Smith has expired and needs to be renewed as well as reappointing B.R. Boston as chairperson of the Ethics Committee.

After discussion, Commissioner Roberts introduced and read in full the following resolution:

RESOLUTION 2268

RESOLUTION TO REAPPOINT ANNE SMITH TO MENARD COUNTY HOUSING AUTHORITY'S ETHICS COMMITTEE.

WHEREAS, the term of Anne Smith has expired, and

WHEREAS, the board believes she has satisfactorily performed her duties,

THEREFORE, BE IT RESOLVED to reappoint Anne Smith to the Menard County Housing Authority Ethics Committee for a term of three (3) years, expiring on 12/31/2022.

BE IT FURTHER RESOLVED to reappoint B.R. Boston as chairperson of the Ethics Committee.

Commissioner Roberts moved that the forgoing resolution be adopted and introduced, which motion was seconded by Commissioner Ogden and upon roll all the "AYES" and "NAYS" were as follows:

AYES: Boston, Knuppel, Ogden, Reed, Roberts, and Stott

NAYS: None ABSTAINING: None ABSENT: Brown

The Chairman thereupon declared the motion carried and said resolution adopted.

The meeting continued with the appointment of the Central Illinois Services Board of Directors. The newly amended Central Illinois Services By-laws state that the three-member Board of Director's will be originally appointed by the Menard County Housing Authority Board of Commissioners. It was voted that Richard Moss will be appointed President for a term of three years, B.R. Boston will be appointed Vice-President for a term of one year, and Sarah McGinnis will be appointed Director for a term of two years.

After discussion, Commissioner Roberts introduced and read in full the following resolution.

RESOLUTION 2270

RESOLUTION TO APPOINT CENTRAL ILLINOIS SERVICES BOARD OF DIRECTORS

WHEREAS, the Central Illinois Services By-laws require the Menard County Housing Authority Board of Commissioners to appoint the original Board of Directors, and

WHEREAS, the Menard County Housing Authority Board of Commissioners votes to appoint Richard Moss as President for a term of three years, B.R. Boston as Vice-President for a term of one year, and Sarah McGinnis as Director for a term of two years.

THEREFORE, BE IT RESOLVED, to appoint the original Central Illinois Services Board of Directors,

BE IT FURTHER RESOLVED, to appoint Richard Moss as President for a term of three years, B.R. Boston as Vice-President for a term of one year, and Sarah McGinnis as Director for a term of two years.

Commissioner Roberts moved that the foregoing resolution be adopted as introduced which motion was seconded by Commissioner Knuppel and upon roll call the "AYES" and "NAYS" were as follows:

AYES: Boston, Knuppel, Ogden, Reed, Roberts, and Stott

NAYS: None ABSTAINING: None ABSENT: Brown

The Chairman thereupon declared the motion carried and said resolution adopted.

The Board then reviewed Executive Director Smith's employment contract. The contract is being amended to change the 90-day notice required by Ms. Smith upon her resignation, to a 30-day notice.

After discussion, Commissioner Boston introduced and read in full the following resolution.

RESOLUTION 2271

RESOLUTION TO APPROVE EXECUTIVE DIRECTOR'S CONTRACT RENEWAL

WHEREAS, The Board feels that Executive Director Anne Smith has been performing her duties in an exceptional manner and wishes to renew Ms. Smith's contract; and,

WHEREAS, the Board wishes to amend the 90-day resignation notice to a 30-day notice.

THEREFORE, BE IT RESOLVED, to renew the contract for Executive Director Anne Smith beginning January 1, 2020; and,

BE IT FURTHER RESOLVED, to amend the 90-day resignation notice to a 30-day notice.

Commissioner Boston moved that the foregoing resolution be adopted as introduced which motion was seconded by Commissioner Knuppel and upon roll call the “AYES” and “NAYS” were as follows:

AYES: Boston, Knuppel, Ogden, Reed, Roberts, and Stott

NAYS: None ABSTAINING: None ABSENT: Brown

The Chairman thereupon declared the motion carried and said resolution adopted.

In the next order of business, Mr. Race reviewed with the Board the three different budgets for FY2020, that were presented during the November meeting. After much discussion, it was decided by the Board of Commissioner’s that the best choice for the financial well-being of MCHA is to approve Budget Version 3.2. They also wish to approve pay increases of approximately 3% overall for non-Grant funded employees.

After discussion, Commissioner Stott introduced and read in full the following resolution.

RESOLUTION 2272

RESOLUTION TO APPROVE BUDGET FOR FYE DECEMBER 31, 2020

WHEREAS, MCHA’s Operating Budget needed to be reviewed and approved; and,

WHEREAS, the Board wishes to approve pay increases of approximately 3% overall for all non-Grant funded employees.

THEREFORE, BE IT RESOLVED, to approve the Operating Budget Version 3.2, contingent upon Executive Director Smith’s resignation.

BE IT FURTHER RESOLVED, to approve pay increases of approximately 3% for all non-Grant funded employees.

Commissioner Stott moved that the forgoing resolution be adopted and introduced, which motion was seconded by Commissioner Boston and upon roll all the “AYES” and “NAYS” were as follows:

AYES: Boston, Knuppel, Ogden, Reed, Roberts, and Stott

NAYS: None ABSTAINING: None ABSENT: Brown

The Chairman thereupon declared the motion carried and said resolution adopted.

The Board then reviewed the monthly financial reports and received an update on developments and pending projects.

The next meeting was scheduled for 4:00 pm on January 14, 2019.

There being no further business to come before the Board, it was moved by Commissioner Knuppel and seconded by Commissioner Boston to adjourn at 5:03 pm.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved
