

**Menard County Housing Authority  
Board of Commissioners Meeting  
Tuesday, January 31, 2017**

The Board of Commissioners of the Menard County Housing Authority met in special session on Tuesday, January 31, 2017 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 4:00pm. The following commissioners were present: B.R. Boston, Wanda Anderson, Elizabeth Roberts, & Pamela Wilken. Commissioners Absent: Cronister, King & Stott. The following were also present: Anne Smith (Executive Director) & Jason Race (Financial Manager).

There were no public comments.

Executive Director Smith began the meeting with a discussion of a proposed transfer of vouchers from the Housing Authority of Champaign County to the Menard County Housing Authority. HACC currently administers 23 vouchers at Lincolnshire Apartments in Charleston, Illinois and has requested MCHA accept transfer of the vouchers and their associated waiting list.

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

**RESOLUTION 2075**

**RESOLUTION TO ACCEPT TRANSFER OF HOUSING CHOICE VOUCHERS AT LINCOLNSHIRE APARTMENTS FROM HOUSING AUTHORITY OF CHAMPAIGN COUNTY**

WHEREAS, the Board of Commissioners of the Menard County Housing Authority (MCHA) believes it to be in the best interest of the Authority and the population it serves to accept voluntary transfer of administration of 23 Project Based Vouchers at Lincolnshire Apartments in Charleston Illinois from the Housing Authority of Champaign County, and

WHEREAS, MCHA has the necessary staffing and technological capacity to receive the vouchers proposed for transfer into its existing program infrastructure,

THEREFORE BE IT RESOLVED to accept voluntary transfer of administration of 23 Project Based Vouchers at Lincolnshire Apartments in Charleston Illinois from the Housing Authority of Champaign County, and

BE IT FURTHER RESOLVED to accept all applicants currently on the Lincolnshire PBV waiting list with existing preferences remaining in place, and

BE IT FURTHER RESOLVED that the effective date of the transfer will be July 1, 2017 or other transfer date approved by HUD, and

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

AYES: Boston, Anderson, Roberts, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: Cronister, King, & Stott

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

The meeting continued with a request by Financial Manager Race to increase the maximum salary for the newly created Accounts Payable Clerk position to \$33,000/year. After interviewing many candidates, it was decided that in order to obtain the best-suited candidate, out of the pool of applicants, an increase in the starting salary from \$28,000 to \$33,000 was needed.

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

### **RESOLUTION 2076**

#### **RESOLUTION TO APPROVE STARTING SALARY FOR ACCOUNTS PAYABLE CLERK**

WHEREAS, the Menard County Housing Authority has conducted interviews to fill the Accounts Payable Clerk position, and

WHEREAS, the candidate chosen by MCHA management will require a starting salary of \$33,000,

NOW THEREFORE BE IT RESOLVED to set the starting salary for the Accounts Payable Clerk position at \$33,000/year.

Commissioner Boston moved that the foregoing resolution be adopted and introduced, with motion was seconded by Commissioner Anderson and upon roll all the "AYES" and "NAYS" were as follows:

AYES: Boston, Anderson, & Roberts

NAYS: None      ABSTAINING: Wilken      ABSENT: Cronister, King, & Stott

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

There being no further business to come before the Board, it was moved by Commissioner Boston and seconded by Commissioner Anderson to adjourn at 4:15p.m.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved

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