

**Menard County Housing Authority  
Board of Commissioners Meeting  
Tuesday, March 14, 2017**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, March 14, 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 4:15pm. The following commissioners were present: B.R. Boston, Carol Cronister, C. Jane King, Elizabeth Roberts, & Pamela Wilken. Commissioners Absent: Wanda Anderson & Jeff Stott. The following were also present: Anne Smith (Executive Director), Jason Race (Financial Manager), & Meggann Bell (Regional Housing Development).

There were no public comments.

The minutes of the Regular Meeting held on January 17, 2017 and the Special Meeting held on January 31, 2017 were reviewed and approved and ordered filed. The motion was made by Commissioner Wilken and seconded by Commissioner Cronister.

Executive Director Smith began the meeting with a review of the PHA Annual Plan for FYB July 1, 2017. Due to the pending RAD conversion, MCHA is required to submit a "Section 8 Only" PHA Plan. There were no notable changes from the prior year aside from some changes to the Section 8 Admin Plan.

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

**RESOLUTION 2077**

**RESOLUTION TO APPROVE PHA PLAN SUBMISSION FOR FYB JULY 1, 2017**

WHEREAS, the Menard County Housing Authority prepared a Draft FYB2017 annual Housing Agency Plan and presented to the Resident Advisory Board in December 2016; and

WHEREAS, the Menard County Housing Authority then provided the Draft FYB2017 Housing Agency Plan for public review and comment for forty-five (45) days, after which a Public Hearing was held on March 14, 2017; and

NOW THEREFORE BE IT RESOLVED that the Menard County Housing Authority approve the FYB2017 PHA Plan and instructs the Executive Director to submit to the HUD Chicago field office.

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

AYES: Boston, Cronister, King, Roberts, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: Anderson & Stott

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

The meeting continued with a discussion of changes to the Section 8 Administrative Plan. Changes to the plan include changing the Earned Income Disregard period from 48 months to 24 months, performing biennial HQS inspections following the initial inspection, allowing individuals to self-certify assets equal to or less than \$5,000 in value, allowing family briefings to be done over the phone or in person, and suspension of the term of the voucher during RFTA form processing. The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:

- Persons of the opposite sex (other than spouses and including children) will be allocated separate bedrooms.
- Children with more than 5 years age difference (absent the need for a health or safety related reasonable accommodation for a disabled household member) will be allocated separate bedrooms regardless of sex
- Non-sibling children of any sex and/or age will be allocated separate bedrooms if requested by family
- Live-in aides will be allocated a separate bedroom (a separate bedroom will not be allocated for family members of a live-in aid)
- Single person families will be allocated one bedroom (absent the need for a health or safety related reasonable accommodation for a disabled household member).
- Children under the age of 1 will not be assigned a separate bedroom unless needed as a reasonable accommodation

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

### **RESOLUTION 2078**

#### **RESOLUTION TO APPROVE AMENDMENTS TO SECTION 8 ADMINISTRATIVE PLAN**

WHEREAS, the Board deems it necessary to amend the Section 8 Administrative Plan, from time to time, to address changing circumstances,

THEREFORE BE IT RESOLVED to adopt the changes to the Section 8 Administrative Plan as presented.

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, Cronister, King, Roberts, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: Anderson & Stott

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

Executive Director Smith informed the Board of the need to update the authorized signatories for the LIPH & HCV FSS Escrow accounts at the National Bank of Petersburg.

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

#### **RESOLUTION 2079**

##### **RESOLUTION TO APPROVE BANK ACCOUNT SIGNATORIES**

WHEREAS, the Menard County Housing Authority Board desires consistency in the authorized signatories on the various bank accounts it manages,

THEREFORE, BE IT RESOLVED, to authorize the following signatories on the LIPH & HCV FSS Escrow Accounts at the National Bank of Petersburg (acct#s 2-058-146 & 2-058-138):

- B.R. Boston
- Wanda Anderson
- Anne Smith

BE IT FURTHER RESOLVED, to remove all signatories not listed above.

Commissioner King 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, Cronister, King, Roberts, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: Anderson & Stott

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

The meeting continued with a discussion of MCHA personnel who should be allowed to inquire about MCHA-controlled bank accounts, either in person or over the telephone. The Board decided to allow the Assistant Financial Manager, Amie Creighton, that level of access.

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

#### **RESOLUTION 2080**

##### **RESOLUTION TO AUTHORIZE AMIE CREIGHTON TO INQUIRE ABOUT MCHA BANK ACCOUNTS**

WHEREAS, the Board deems it advisable for efficient operations to allow Amie Creighton, Assistant Financial Manager, to inquire about activity on MCHA, CIS & RHD bank accounts at the National Bank of Petersburg,

THEREFORE BE IT RESOLVED to authorize the Executive Director to send a letter to the Bank allowing Amie Creighton to inquire on all accounts held by MCHA, CIS & RHD.

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

AYES: Boston, Cronister, King, Roberts, & Wilken

NAYS: None     ABSTAINING: None     ABSENT: Anderson & Stott

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

Executive Director Smith continued the meeting by informing the Board that Anne Smith will attend the IAHA Clinic in Decatur on April 19-21.

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

### **RESOLUTION 2081**

#### **RESOLUTION TO APPROVE OVERNIGHT TRAVEL FOR MCHA STAFF**

WHEREAS, The Board believes it to be in the best interest of the Authority for MCHA staff to attend the afore mentioned training,

THEREFORE, BE IT RESOLVED, to approve overnight travel expenses for Anne Smith to attend the IAHA Clinic in Decatur on April 19-21.

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

AYES: Boston, Cronister, King, Roberts, & Wilken

NAYS: None     ABSTAINING: None     ABSENT: Anderson & Stott

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

Financial Manager Race then presented, to the Board, a list of tenants who had vacated their units but had not paid their balances nor had they arranged repayment plans. The amounts owed have been deemed uncollectible.

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

### **RESOLUTION 2082**

#### **RESOLUTION TO WRITE OFF UNCOLLECTIBLE TENANT BALANCES**

WHEREAS, the Authority has attempted to collect remaining balances from four (4) vacated tenants with the breakdown of amounts owed as follows:

LIPH – 3 tenants totaling \$1,605.97

County Estates – 1 tenant totaling \$85.00

THEREFORE, BE IT RESOLVED, to write off the four (4) uncollectible accounts as of March 14, 2017 and refer them to a debt collection agency.

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

AYES: Boston, Cronister, King, Roberts, & Wilken

NAYS: None      ABSTAINING: None      ABSENT: Anderson & Stott

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

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The Board then reviewed the monthly financial reports.

The next meeting was scheduled for 4:00 on April 11, 2017.

There being no further business to come before the Board, it was moved by Commissioner Boston and seconded by Commissioner Wilken to adjourn at 5:15p.m.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved

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