

**Menard County Housing Authority
Board of Commissioners Meeting
Tuesday, June 12, 2018**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, June 12, 2018 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 4:05 pm. The following commissioners were present: B.R. Boston, James Reed, Elizabeth Roberts, & Jeffrey Stott. Commissioners Absent: Paul Brown and C.J. King. The following were also present: Anne Smith (Executive Director), Jason Race (Bedrock Housing Consultants), Lindsey Whitley (Financial Support Specialist), Meggann Bell (Regional Housing Development) & Brian Ogden (Community Member).

There were no public comments.

The minutes of the regular meeting held on May 15, 2018 were reviewed and approved and ordered filed. The motion was made by Commissioner Stott and seconded by Commissioner Roberts.

The Annual Contributions Contract (ACC) Amendment was reviewed and discussed. The Capital Fund allocation this year will be put into Menard County Homes per direction of HUD (under RAD Program)

The meeting continued with a discussion of the proposed interagency agreement between MCHA and the Alton Housing Authority.

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

RESOLUTION 2182

RESOLUTION TO APPROVE INTERAGENCY AGREEMENT WITH ALTON HOUSING AUTHORITY

WHEREAS, Illinois Housing Authorities may enter into Interagency Agreements with each other as provided by 310 ILCS 8.5, 24 CFR 85.36(b)(5) and HUD Procurement Handbook 7460.8; and,

WHEREAS, this Interagency Agreement is made for reasons of economy and efficiency since each Housing Authority has specific property management and development expertise and experience required by the other Housing Authority,

NOW THEREFORE, the Alton Housing Authority and the Menard County Housing Authority hereby agree to the following:

1. One Housing Authority may provide services with which it has expertise and experience to the other Housing Authority on a task order basis. Services may include, but are not limited to:
 - Property management
 - Property maintenance
 - Building renovation
 - Property development
 - Resident services
 - Financial services
 - Grant writing

- Contract administration
- Section 8 program administration
- Hearing officer

2. The process for issuing a task order is as follows:

- One Housing Authority may issue a request for a possible task order. The request will specify the services required and the timetable for completion.
- The second Housing Authority may submit a draft task order which will detail how the services will be provided, work plan, schedule for completion of the services, fee, and payment schedule.
- The requesting Housing Authority will review the draft task order and may approve it, negotiate modifications or reject it with a request for resubmittal.
- Once the requesting Housing Authority accepts the proposed task order, it will issue a written notice to proceed to the second Housing Authority. Services will begin work within fourteen (14) calendar days of the written notice to proceed unless otherwise specified in the task order work plan.
- Nothing in this agreement shall prevent either Housing Authority from awarding contract(s) for services within the scope of this Agreement to other procured parties.

3. Both Housing Authorities hereby agree to the following clause:

To indemnify and hold harmless either Housing Authority and its employees from and against all claims against the Authority, its agent or servants, and all losses and expenses, including attorneys fees that may be incurred by the Authority defending such claims, arising out of resulting from the performance of the work and caused in whole or in part by any negligent act or omission of anyone directly or indirectly employed by and of them or anyone for whose acts any of them may be liable, regardless of whether or not it caused in part by a party indemnified hereunder.

4. Services will be provided by either Housing Authority per the following terms:

- The actual hourly salary rate of the person(s) providing the service(s) times a factor of two (2). The factor will cover such costs as benefits, overhead, indirect costs, profit, etc.
- Travel expenses
- Other direct expenses

5. The initial term of this Interagency Agreement is for two years; however, the agreement will automatically extended for an additional year on each anniversary date of this agreement until terminated in writing by either party. Either party may terminate this agreement at any time by giving thirty (30) days written notice.

6. Invoices will be issued monthly for services provided; payment will be due within thirty (30) days of the date of the invoice.

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

AYES: Boston, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown & King

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

Executive Director Smith continued the meeting by informing the Board that Lindsey Whitley will be attending Nan McKay's HCV Financial Management Training in St. Louis, MO on 9/18/18 – 9/20/18, Anne Smith will also be attending the PHADA Legislative Conference in Washington, DC from 9/8/18 – 9/11/18, and Pam Spoor will be attending HQS Inspections Training in Indianapolis, IN from 8/9/18 – 8/13/18.

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

RESOLUTION 2183

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 aforementioned training,

THEREFORE, BE IT RESOLVED, to approve overnight travel expenses for Lindsey Whitley to attend Nan McKay's HCV Financial Management Training in St. Louis, MO from 9/18/18 – 9/20/18, Anne Smith to attend the PHADA Legislative Conference in Washington, DC from 9/8/18 – 9/11/18, and Pam Spoor to attend HQS Inspections Training in Indianapolis, IN from 8/9/18 – 8/9/18.

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

AYES: Boston, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown & King

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

Financial Consultant 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 Stott introduced and read in full the following resolution.

RESOLUTION 2184

RESOLUTION TO WRITE OFF UNCOLLECTIBLE TENANT BALANCES

WHEREAS, the Authority has attempted to collect remaining balance from one (1) vacated tenant with the breakdown of amounts owed as follows:

HTSV – 1 tenant totaling \$1405.10

THEREFORE, BE IT RESOLVED, to write off the one (1) uncollectible accounts as of June 12, 2018 and refer them to a debt collection agency or the Illinois Debt Recovery Offset Program.

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, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown & King

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

The Board then reviewed the proposed list of officers for the upcoming year.

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

RESOLUTION 2185

RESOLUTION TO ELECT OFFICERS, DIRECTOR, AND CHECK SIGNERS

WHEREAS, the current term for the Menard County Housing Authority's Board of Commissioners officers expires June 30, 2018,

THEREFORE, IT BE RESOLVED, that the slate of officers listed below be elected for a one-year term, commencing on July 1, 2018, as follows:

Chairman of the Board	B.R. Boston
Vice-Chairman	Jeff Stott
Check Signer	Anne R. Smith, Executive Director
Co-Signer	B.R. Boston
Alternate Co-Signer (1 st)	James Reed
Alternate Co-Signer (2 nd)	Jeff Stott
Contracting Officer	Anne R. Smith
Secretary/Treasurer of the Board	Anne R. Smith

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

AYES: Boston, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown & King

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

The meeting continued with a discussion of the addition of Jeff Stott as check signer on all MCHA-controlled accounts.

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

RESOLUTION 2186

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 accounts at the National Bank of Petersburg:

Business Activities Account, Account #1061402, Menard County Homes Replacement Reserve Account #1066641, Menard County Homes Operating Account #50001078, Menard County Homes Security Deposit Account #2073080, HCV Account #01087614, HCV FSS Escrow Account #2058138, Menard County Homes FSS Escrow Account #2058146, Central Illinois Services Account #1051296, Central Illinois Services Special Projects Account #1076582, Scott County Homes Operating Account #1090488, and Scott County Homes Security Deposit Account #2075237:

Anne R. Smith
B. R. Boston
Jeff Stott
James Reed

BE IT FURTHER RESOLVED, to remove all signatories not listed above, who have not been previously removed.

Commissioner Roberts 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, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown & King

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

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

RESOLUTION 2187

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 accounts at the Petefish Skiles & Co. Bank:

County Estates 1, LP Operating Account #12025550, County Estates 1, LP Security Deposit Account #5512025550, Prairie Housing, LP Operating Account #12010561, Prairie Housing, LP Security Deposit Account #5512010561, Prairie Housing, LP Replace Reserve Account #5512044321, Prairie Housing, LP Operating Reserve Account #5512041234, Prairie Housing, LP Tax & Insurance Escrow Account #551249876.

Anne R. Smith
B. R. Boston
Jeff Stott
James Reed

BE IT FURTHER RESOLVED, to remove all signatories not listed above, who have not been previously removed.

Commissioner Roberts 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, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown & King

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

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

RESOLUTION 2188

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 accounts at the Athens State Bank:

Parkside Homes, LP Operating Account #502532 and Parkside Homes, LP Security Deposit, Savings Account #50292

Anne R. Smith
B. R. Boston
Jeff Stott
James Reed

BE IT FURTHER RESOLVED, to remove all signatories not listed above, who have not been previously removed.

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

AYES: Boston, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown & King

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

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

RESOLUTION 2189

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 accounts at the First National Bank of Pana:

Hershey Tower Senior Village LP, Operating Account #179444 and Hershey Tower Senior Village LP, Security Deposit Savings Account #0690224

Anne R. Smith

B. R. Boston
Jeff Stott
James Reed

BE IT FURTHER RESOLVED, to remove all signatories not listed above, who have not been previously removed.

Commissioner Reed moved that the forgoing 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, Reed, Roberts, & Stott

NAYS: None ABSTAINING: None ABSENT: Brown & King

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 Director informed the Board that MCHA will be making a payment of \$7,579 to MCHA HAP Administrative Account for settlement of OIG Audit Finding (1A). Staff is working with the HUD Field office in resolving other findings.

The Director continued by informing the Board that MCHA has awarded the Housing Quality Standards Inspections contract to Heat Seekers and the Uniform Physical Condition Standards Inspection contract to UPCS Engineering.

The next regular meeting was scheduled for 4:00 pm on July 10, 2018 with a special planning session scheduled for 5:00 pm on July 9, 2018.

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

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved
