

**Menard County Housing Authority
Board of Commissioners Meeting
Wednesday, November 18, 2019**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Wednesday, November 18, 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 3:57 pm. The following commissioners were present: B. R. Boston, Shelly Knuppel, James Reed, Elizabeth Roberts, and Jeffrey Stott. The following commissioners were absent: Brian Ogden and Paul Brown. The following were also present: Anne Smith (Executive Director), Jason Race (Bedrock Housing Consultants), Meggann Bell (Regional Housing Development and CCDC), and Lindsey Whitley (Financial Support & Procurement Specialist).

There were no public comments.

The minutes of the regular meeting held on September 19, 2019, were reviewed and approved and ordered filed. The motion was made by Commissioner Roberts and seconded by Commissioner Boston.

Executive Director Smith continued the meeting with a review of the draft revision to the 5-year PHA Plan. Included in the revision are plans to consolidate or form consortiums to regionalize the programs and expand housing opportunities in unmet areas. In addition, we plan to continue growing the FSS program and continue offering technical assistance and inspections for Housing Authority's or other entities.

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

RESOLUTION 2261

RESOLUTION TO APPROVE DRAFT REVISION TO 5-YEAR PHA PLAN AND ADVERTISE FOR PUBLIC HEARING

WHEREAS, The Board has reviewed the draft revision to the 5-year PHA Plan and has found it to be acceptable,

THEREFORE, BE IT RESOLVED, to approve the draft agency plan, as presented, and authorize publication of such plan for forty-five (45) days with the public hearing to be held.

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, Knuppel, Reed, Roberts, and Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Ogden

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

Next, Consultant Race presented three different budgets for FY2020. Budget Version 1.0 presented a realistic picture for the Agency if no major changes took place. Budget Version 2.0 was a projection for the Agency if Executive Director Smith were to leave the Agency and become an employee under Central Illinois Services. Lastly, Budget Version 3.2 is a projection for the Agency if Executive Director Smith were to leave the Agency and become an employee of CCDC Housing. After much discussion on what option would be best for the Agency, the Board chose to table the issue until the December 2019 meeting.

Following the budget discussions, Executive Director Smith then presented the proposed maintenance wage rate recommendations of MCHA management for fiscal year beginning January 1, 2020. We will send the Maintenance Wage Rate Form to HUD.

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

RESOLUTION 2262

RESOLUTION TO APPROVE THE MAINTENANCE STAFF'S WAGE RATES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2020

WHEREAS, there have been changes to the maintenance wage rates that are acceptable to the Board and in accordance with HUD regulations,

THEREFORE, BE IT RESOLVED to approve the minimum maintenance wage rate determination form effective January 1, 2020 for submission to HUD for their approval as follows:

Maintenance Mechanic	\$15.50/hr.
Maintenance Assistant	\$10.25/hr.
Maintenance Aide	\$10.00/hr.
Casual Labor (no fringe benefits)	\$10.00/hr. or current Illinois Minimum Wage

Commissioner Roberts 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, Knuppel, Reed, Roberts, and Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Ogden

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

Executive Director Smith continued the meeting by informing the Board that Zeffert & Associates had completed its annual study of utility prices and concluded that because the average utility rates had changed, MCHA has decided to change the Section 8 utility allowances for the upcoming year. The new allowances will be implemented and made effective January 1, 2020, after a thirty-day comment period.

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

RESOLUTION 2263

RESOLUTION TO APPROVE SECTION 8 UTILITY ALLOWANCES

WHEREAS, upon completion of the annual utility cost study, MCHA has determined that the average Section 8 utility rates have changed,

THEREFORE, BE IT RESOLVED, to approve the new Section 8 utility allowances, as presented, effective January 1, 2020.

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

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

NAYS: None ABSTAINING: None ABSENT: Brown and Ogden

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

Executive Director Smith continued the meeting by presenting the annual study of utility prices and concluded that because the average utility rates had changed, MCHA has decided to change the LIHTC utility allowances for the upcoming year. The new allowances will be implemented and made effective January 1, 2020, after a thirty-day comment period.

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

RESOLUTION 2264

RESOLUTION TO APPROVE LIHTC UTILITY ALLOWANCES

WHEREAS, upon completion of the annual utility cost study, MCHA has determined that the average LIHTC utility rates have changed,

THEREFORE, BE IT RESOLVED, to approve the new LIHTC utility allowances, as presented, effective January 1, 2020.

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

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

NAYS: None ABSTAINING: None ABSENT: Brown and Ogden

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

Executive Director Smith continued the meeting by presenting revisions needing made to the Section 8 Administrative Plan. Specifically, this revision will change the verbiage regarding the lifetime ban on individuals convicted of “rape,” to a ban on individuals convicted of “sexual assault” and those having to register as a sex offender.

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

RESOLUTION 2265

RESOLUTION TO APPROVE ADDENDUM TO SECTION 8 ADMINISTRATIVE PLAN

WHEREAS, verbiage regarding the lifetime ban on individuals convicted of “rape” should be amended to a ban on individuals convicted of “sexual assault” in the Section 8 Administrative Plan.

THEREFORE, BE IT RESOLVED to amend the Section 8 Administrative Plan so that the verbiage regarding the lifetime ban on individuals convicted of “rape” is changed to a ban on individuals convicted of “sexual assault”.

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, Knuppel, Reed, Roberts, and Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Ogden

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

Executive Director Smith continued the meeting by informing the Board that she and Commissioner Stott would like to attend the PHADA Commissioner's Conference in Phoenix, AZ on 1/4/2020 – 1/9/2020.

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

RESOLUTION 2266

RESOLUTION TO APPROVE OVERNIGHT TRAVEL FOR MCHA STAFF TO ATTEND TRAINING

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 Anne Smith and Commissioner Stott to attend PHADA's Commissioner's Conference in Phoenix, AZ on 1/4/2020 – 1/9/2020.

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

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

NAYS: None ABSTAINING: None ABSENT: Brown and Ogden

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

Executive Director Smith 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 Roberts introduced and read in full the following resolution.

RESOLUTION 2267

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:

Menard County Homes \$2080.02

THEREFORE, BE IT RESOLVED, to write off the four (4) uncollectible accounts as of November 18, and refer them to a debt collection agency or the Illinois Debt Recovery Offset Program.

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, Knuppel, Reed, Roberts, and Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Ogden

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. Director Smith made the board aware that MCHA has selected Alliance Architects out of South Bend, IN, as well as Melotte Morse Leonatti Parker, Ltd. out of Springfield, IL for the Agency's Architectural and Engineering contractors. She told the board that MCHA is currently accepting proposals for the Annual Audit contract. Proposals for this solicitation are due by December 13, 2019. In addition, Ms. Smith explained that we have submitted a joint FSS application for our 2020 FSS Grant.

The next meeting was scheduled for 4:00 pm on December 10, 2019.

There being no further business to come before the Board, it was moved by Commissioner Roberts and seconded by Commissioner Boston to adjourn at 5:18 pm.

Respectfully submitted,

Anne R. Smith, Secretary-Treasurer

Approved
