

**Menard County Housing Authority
Board of Commissioners Meeting
Tuesday, December 8, 2020**

The Board of Commissioners of the Menard County Housing Authority met in regular session on Tuesday, December 8, 2020 in the Conference Room of the Section 8 Building at 117 N. 7th St., Petersburg.

The Chairman of the Board, Jeff Stott, called the meeting to order at 4:48 pm. The following commissioners were present: Shelley Knuppel, James Reed, Elizabeth Roberts, and Jeff Stott. The following commissioners were absent: Paul Brown and Brian Ogden. The following were also present: Brad Ames (Executive Director), Lindsey Whitley (Director of Administration and Finance), Jason Race (Bedrock Housing Consultants), Meggann Bell (CCDC) and Anne Smith (CCDC).

There were no public comments.

The minutes of the regular meeting held on November 10, 2020 were reviewed and approved and ordered filed. The motion was made by Commissioner Roberts and seconded by Commissioner Reed.

The meeting continued by reviewing MCHA's plans to place fifteen (15) Project Based Vouchers in Casey, IL at Warrior Place. MCHA has received and reviewed all proposals submitted in response to its RFP.

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

RESOLUTION 2331

RESOLUTION TO APPROVE PLACEMENT OF FIFTEEN (15) PROJECT BASED VOUCHERS IN CASEY, IL.

WHEREAS, MCHA may convert up to 20% of its total Section 8 HAP budget authority to Project Based Vouchers (PBV), and

WHEREAS, the Board believes that placement of PBV in Casey, Illinois is consistent with the Authority's mission of furthering the availability of safe, decent and sanitary housing, and

THEREFORE, BE IT RESOLVED, to approve MCHA to enter into a HAP contract with Warrior Place for the placement of fifteen (15) Project Based Vouchers in Casey, IL.

BE IT FURTHER RESOLVED that due to the changing nature of MCHA's budget authority, final placement of PBV is subject to availability of funds.

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

AYES: 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 proposed list of officers for the upcoming year.

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

RESOLUTION 2332

RESOLUTION TO ELECT OFFICERS, DIRECTOR, AND CHECK SIGNERS

WHEREAS, the current term for the Menard County Housing Authority’s Board of Commissioners officers expires December 31, 2020,

THEREFORE, BE IT RESOLVED, that the slate of officers listed below be elected for a one-year term, commencing on January 1, 2021, as follows:

Chairman of the Board	Jeff Stott
Vice-Chairman	James Reed
Check Signer	Brad Ames, Executive Director
Co-Signer	Jeff Stott
Alternate Co-Signer (1 st)	James Reed
Contracting Officer	Brad Ames
Secretary/Treasurer of the Board	Brad Ames

Commissioner Stott 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: 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 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. It was proposed to re-appoint Dara Worthington for a term of three (3) years, to appoint Jeff Stott as Chairman to finish the term for B.R. Boston, and Brad Ames to finish the term for Anne Smith.

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

RESOLUTION 2333

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

WHEREAS, the term of Dara Worthington has expired; and,

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

WHEREAS, Jeff Stott has been nominated to the committee to finish the term for B.R. Boston as Chairman; and,

WHEREAS, Brad Ames has been nominated to complete the term for Anne Smith.

THEREFORE, BE IT RESOLVED to reappoint Dara Worthington to the Menard County Housing Authority Ethics Committee for a term of three (3) years, expiring on 12/31/2023.

BE IT FURTHER RESOLVED to appoint Jeff Stott as chairperson of the Ethics Committee completing the term for B.R. Boston, expiring on 12/31/2021.

BE IT FURTHER RESOLVED to appoint Brad Ames to the Ethics Committee completing the term for Anne Smith, expiring on 12/31/2022.

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: 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 Ames 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, 2021, after a thirty-day comment period.

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

RESOLUTION 2334

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, 2021.

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

AYES: 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 Ames 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, 2021, after a thirty-day comment period.

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

RESOLUTION 2335

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, 2021.

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

AYES: Knuppel, Reed, Roberts, and Stott

NAYS: None ABSTAINING: None ABSENT: Brown and Ogden

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

In the next order of business, Mr. Race presented the Board with a revised Operating Budget for FYE December 31, 2020.

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

RESOLUTION 2336

RESOLUTION TO APPROVE REVISED BUDGET FOR FYE DECEMBER 31, 2020.

WHEREAS, MCHA's Operating Budget needed to be revised due to changes in actual revenues and expenditures from the original budget,

THEREFORE, BE IT RESOLVED, to approve the revised Operating Budget as presented.

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

AYES: 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 next meeting was scheduled for 4:30 pm on January 12, 2021.

There being no further business to come before the Board, it was moved by Commissioner Roberts and seconded by Commissioner Reed to adjourn at 5:01 pm.

Respectfully submitted,

Bradley Ames, Executive Director

Approved
