

**REGULAR MEETING MINUTES
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS
BOARD OF COMMISSIONERS
DECEMBER 20, 2022 – 10:00 AM
SOUTH CENTRAL TRANSIT TECH CENTER
100 NORTH LOCUST, CENTRALIA, IL 62801**

Present:

Chairwoman Nancy Lackey
Vice Chairwoman Marva Bledsoe
Commissioner Georgia Miller
Commissioner Ray Bowers
Commissioner Judith Meeks-Hakim
Commissioner Steve Whritenour

Absent:

Attendance by Phone:

Commissioner Rita Boudet

MCHA Staff:

Executive Director Kelly Tinsley
Executive Administrative Assistant Angie Clifton

Others Present:

Attorney Andrew Miller

Minutes

Call to Order

Chairwoman Lackey called the meeting to order at 10:10 a.m.

1. Roll Call

A verbal roll call was taken, and the following Commissioners were physically present: Nancy Lackey, Marva Bledsoe, Judith Meeks-Hakim, Ray Bowers, Steve Whritenour and Georgia Miller. Rita Boudet attended by telephone.

2. Public Comment

There were no members present from the public.

3. Approval of Minutes

The minutes of the Regular Meeting held on November 22, 2022, were presented to the board. A motion was made by Commissioner Miller to accept the Minutes. Commissioner Meeks-Hakim seconded the motion. The motion carried unanimously.

4. Financial Reports

The Financial Report for November was distributed to the Board for review. The report included a combined balance sheet and income statement as of the end of the month, the balance sheet and income statement for the COCC, AMP 1, AMP 2, AMP 3, a CFP report for 2020, 2021 and 2022, a financial analysis for each AMP, the balance sheet and income statement for Section 8 and ROSS, and a financial analysis for Section 8. Check registers for Low Rent Operating and COCC with CFP expenditures detailed for November 2022 were distributed. Credit card statements and a legal bill were also reviewed.

Executive Director Tinsley reviewed the Financial Report noting they are better than anticipated due to part of the year not being fully staffed with maintenance. There is a need for more contractors. AMP 2 rental income lower than expected. Section 8 is under leased which is a wide spread problem due to finding enough landlords to participate. Will be closing CFP 2020 and 2021 grants soon. Concerns about old cast iron at the properties causing ongoing plumbing issues. All fire and CO detectors have been updated. We did receive some defective detectors and those were credited, however, there was also need to purchase additional detectors. COCC expense for community support to purchase office staff Little Egypt CEO t-shirts in support of a great group of kids.

A motion was made by Commissioner Bledsoe to approve the Financial Reports. Commissioner Bowers seconded the motion and the motion carried unanimously.

5. Director's Report

Executive Director Tinsley provided the board with the December Director's Report in the Board packet. The following topics were discussed:

- Kelly met with Greg Ruynon to discuss MCHA policies on criminal history and eligibility for housing. He is a great resource. There are a lot of people incarcerated for 20+ years including elderly and they do not have anywhere else to go.
- Kelly is continuing with the police meetings. She has asked for increased patrol at Executive. MCHA has tagged doors about the increased police presence and have asked tenants to call MCHA when they witness wrong doing. Commissioner Whritenour commented police are patrolling at least 2 times per day.
- We have been undergoing new software training. The new software will not only save time but will provide greater detailed reports. Tenants will be able to submit work orders through a phone app. Staff has been patient and we are all excited about the positives this new software will bring. The application portal on the website has been temporarily taken down for the migration but will be back up by January 6th.
- MCHA has had 124 move-ins this year.
- Kelly will be naming the Program Director today.
- HCV met with a new landlord which will add much needed apartments for the Section 8 program.
- BABA has been delayed for Housing. This program could cause issues with purchasing materials but we are hopeful thresholds will be put in place for the amount and types of materials being purchased.
- The year end closeout process is underway.

6. Old Business

None.

7. New Business

- CTI M&V November 2022 Report is reviewed. We have an energy performance contract with HUD and CTI prepares the M&V report for us that gets submitted to HUD every year. The water company at select locations is “estimating” usage due to the water meter requiring to be replaced. It is noted the meter may be improperly calibrated which is causing drastic change in tracked usage.
- Resolution #1256: 4th quarter charge-offs. After review and discussion, Commissioner Whritenour made a motion to approve Resolution #1256. Commissioner Bledsoe seconded the motion and motion carried unanimously.
- Resolution #1257: Operating Budget – Fiscal Year Ending 12-31-2022, Revision #1. Director Tinsley informed the board that this revision reflects the expected income and expenses for the year outside of unknown emergency repairs that may occur in the last two weeks of the year. It also includes a COLA payout for staff based upon annualized wages to be paid out of COCC. After review and discussion, Commissioner Meeks-Hakim made a motion to approve Resolution #1257. Commissioner Bowers seconded the motion and motion carried unanimously.
- Resolution #1258: Operating Budget – Fiscal Year Ending 12-31-2023. After review and discussion, Commissioner Meeks-Hakim made a motion to approve Resolution #1257. Commissioner Whritenour seconded the motion and motion carried unanimously.
- Commissioner Miller advised the Board of her retirement at the end of the year.

8. Adjournment

There being no further business presented to the Board, Commissioner Meeks-Hakim made a motion to adjourn the meeting. Commissioner Whritenour seconded the motion and the motion carried unanimously. Meeting was adjourned at 11:09 AM.

Approved:



Board of commissioners Chairwoman, Nancy Lackey