

REGULAR MEETING MINUTES
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS
BOARD OF COMMISSIONERS
DECEMBER 18, 2024 – 12:00 PM
THE GREATER CENTRALIA CHAMBER OF COMMERCE
210 EAST BROADWAY, CENTRALIA, IL 62801

Present:

Chairwoman Nancy Lackey
Vice Chair Judith Meeks-Hakim
Commissioner Marva Bledsoe
Commissioner Bo Baer
Commissioner Cheryl Eyre

Absent:

Commissioner Ray Bowers
Commissioner Steve Whritenour

MCHA Staff:

Executive Director Kelly Tinsley
Executive Administrative Assistant Angie Clifton

Minutes

Call to Order

Chairwoman Nancy Lackey called the meeting to order at 12:23 p.m.

1. Roll Call

A verbal roll call was taken, and the following Commissioners were physically present Nancy Lackey, Marva Bledsoe, Judith Meeks-Hakim, Bo Baer and Cheryl Eyre. MCHA Executive Director Kelly Tinsley, Executive and Administrative Assistant Angie Clifton were also present.

2. Public Comment

There were no comments from the public.

3. Approval of Minutes

The minutes of the Regular Meeting held on November 21, 2024, were presented to the board. A motion was made by Commissioner Bledsoe to accept the Minutes presented. Commissioner Meeks-Hakim seconded the motion. The motion carried unanimously.

4. Financial Reports

The Financial Reports for November were distributed to the Board for review. These reports included a combined balance sheet and income statement as of the end of the year, the balance sheet and income statement for the COCC, AMP 1, AMP 2, AMP 3 and CFP report for 2022, 2023 and 2024, a financial analysis for each AMP, the balance sheet, income statement for Section 8 and ROSS, and a financial analysis for Section 8. Also included were the November check registers for Low Rent Operating and COCC with CFP expenditures detailed.

Executive Director Kelly Tinsley reviewed the financial reports noting purchasing in November is higher than usual. We ordered inventory including appliances, tub surrounds, etc.

We are still not issuing HCV vouchers due to the shortfall. HUD has advised they will send a written confirmation when we can start issuing vouchers again.

We are behind on drawing the ROSS grant due to timing of the voucher. We have to have it expended by the end of the year and we are on track to do so. We hope to have all funds vouchered by 12/31.

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

5. Director's Report

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

- MCHA had a really good year. Executive Director Tinsley awarded staff end of year COLA paid from COCC for all of their hard work this year. Maintenance and a few staff that have filled more than one position received Merits.
- Office staff received new MCHA shirts including a sweater and cardigan and the guys received rain jackets. Maintenance received zipped hoodies and maintenance managers received jackets.
- ServePro will be providing an estimate for the unit fire.
- 1st quarter we will be sending out request for proposals for a security system. Security systems are not one size fits all and we will be talking to other housing authorities as well as testing out systems to determine what would work best for us.
- A survey has been ordered for the lot we recently purchased. We did take a tree out and we will be removing concrete from an old house foundation.
- We will be taking the necessary steps to close the HCV wait list January 1st. Due to shortfall, we are not issuing new vouchers and the wait list continues to grow. Policy states if families on the wait list will have to wait more than 24 months the wait list can be closed. We are seeing a huge influx from out-of-state applicants because we are only one of a few housing authorities that have an open wait list.
- The proposed Budget for the fiscal year ending 12/31/25 includes an increase in HCV office rent to \$800/month and inspection fees for both PH and HCV to \$38.

6. Old Business

None.

7. New Business

- Resolution #1302: Amendment to Section 8 Administrative Policy. After review and discussion, Commissioner Baer made a motion to approve Resolution #1302. Commissioner Bledsoe seconded the motion.

- Resolution #1303: 4th Quarter Charge-Offs. After review and discussion, Commissioner Bledsoe made a motion to approve Resolution #1303. Commissioner Baer seconded the motion. A verbal roll call was taken, Nancy Lackey, Marva Bledsoe, Bo Baer, Judith Meeks-Hakim and Cheryl Eyre and motion carried unanimously.
 - Resolution #1304: Operating Budget – Fiscal Year Ending 12/31/24 Revision 1. After review and discussion, Commissioner Bledsoe made a motion to approve Resolution #1304. Commissioner Meeks-Hakim seconded the motion. A verbal roll call was taken, Nancy Lackey, Marva Bledsoe, Bo Baer, Judith Meeks-Hakim and Cheryl Eyre and motion carried unanimously.
 - Resolution #1305: Operating Budget – Fiscal Year Ending 12/31/25. After review and discussion, Commissioner Eyre made a motion to approve Resolution #1305. Commissioner Bledsoe seconded the motion. A verbal roll call was taken, Nancy Lackey, Marva Bledsoe, Bo Baer, Judith Meeks-Hakim and Cheryl Eyre and motion carried unanimously.
- 8. Keeping Closed Session Meeting’s Minutes confidential and/or Destruction of Verbatim Records for record of meetings more than 18 months.**

As there were no verbatim recordings of the closed sessions to review, only closed minutes, the Board was presented all of the Closed Minutes for the past 6 months that the Board may consider to remain confidential. The Closed Board Minutes for the following Closed meetings are as follows: July 25, 2024. Commissioner Baer made a motion that the need for the confidentiality for these minutes still exist as to these Closed Minutes and that these Closed Minutes require confidential treatment. The motion was seconded by Commissioner Meeks-Hakim. All Commissioners present voted in favor of keeping the Closed Session Minutes for July 25, 2024 confidential.

9. Closed Session per 5ILCS 120/2(c)(21) Review of Closed Session Minutes.

There was no necessity for the Board to adjourn to closed session.

10. Adjournment

There being no further business presented to the Board, Commissioner Meeks-Hakim made a motion to adjourn the meeting. Commissioner Bledsoe seconded the motion and the motion carried unanimously. Meeting was adjourned at 1:10 PM.

Approved:


 Board of Commissioners Chairwoman, Nancy Lackey