

**REGULAR MEETING MINUTES
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS
BOARD OF COMMISSIONERS
JULY 28, 2020 – 12:00 P.M.
AT SOUTH CENTRAL TRANSIT, CENTRALIA, ILLINOIS**

Present:

Chairperson Georgia Miller
Commissioner Richard Gregg
Commissioner Rita Boudet
Commissioner Marva Bledsoe
Commissioner Nancy Lackey

Absent:

Commissioner Gertie Walker

MCHA Staff:

Executive Director Kelly Tinsley
Executive Administrative Assistant, Glenda Boyles
Capital Funds Director, Tricia Higgins

Others Present:

Attorney Marvin G. Miller
Recording Secretary, Tiffany Schicker

Minutes

Call to Order

Chairperson Georgia Miller called the meeting to order at 12:05 p.m.

1. Roll Call

A verbal roll call was taken and the following Commissioners were present: Georgia Miller, Richard Gregg, Rita Boudet, Marva Bledsoe, and Nancy Lackey. Commissioner Gertie Walker was absent.

2. Public Comment

Public Comments from Marianne Garrett, Rick Garrett, Raymond Young.

3. Approval of the Minutes

The Minutes of the June 23, 2020 regular meeting and closed session meeting were reviewed by the Board. After discussion, A motion was made by Richard Gregg to

accept the Minutes of the regular meeting and closed meeting as amended. Following a second by Nancy Lackey the motion carried unanimously.

4. Financial Reports

June financials, check register and credit card statements were reviewed with the Board. The CARES Act final voucher is in the process of being prepared. The credit card statements were itemized in writing for the Board's review. The Board had no questions as to the credit card statements. The following checks from the check register were noted: several checks to So. IL. Tile & Carpet Supply, Inc. were issued for carpet purchases with capital funds, a check for \$850.00 to Kunce Computers was issued for the installation of security system, a check to Superior Window Company was noted for a conversion that was completed, and a check to Tony's Welding Service in the amount of \$576.00 was issued for a wheelchair ramp improvement. The legal bill was reviewed with the Board.

After discussion of the financials, check registers and credit card statements, a motion was made by Nancy Lackey to approve the same. Following a second by Rita Boudet the motion carried.

5. Director's Report

Kelly provided the Board with a written Director's Report.

Kelly praised the staff for their continued hard work during the pandemic. Kelly received a letter from County Board appointing Cathy Stuhmeyer as a Commissioner. Kelly obtained six (6) bids from dealers regarding a new vehicle purchase and the bid has been awarded.

Kelly reported that there have been multiple break-ins happening and maintenance staff have been finding "needles" in the parking lots. Kelly stated they are constantly on the watch for criminal activity. Currently, there are 132 security cameras that have been placed around Housing Authority properties.

Lease violation terminations are still being enforced; however, the Fourth Judicial Circuit is not setting any eviction hearings. Grievance hearings are continuing to be processed. In some cases, peace officer body cams have been obtained for use in the grievance hearings.

The office has reopened and they are limiting the lobby to 5 people. The floor is stickered and they are requiring everyone to wear masks.

The Marion County Housing Authority has recently partnered with GOVCard, but has not started processing. This will allow tenants to electronically submit their rent payments. In the past, some tenants have requested the ability to pay electronically.

There will be a small convenience fee charged by GoVCard to process the payments. The ability to pay electronically will allow some tenants to pay their rent without leaving their house during and after the pandemic.

Two (2) additional maintenance staff have been hired and will serve a probationary period of thirty (30) days. After their probationary period they will be given a performance evaluation and a written exam.

There are only five (5) empty units as of today's date. Some housekeeping inspections have been completed; however, not every unit will be inspected for housekeeping due to COVID-19. The number of work orders have decreased due to the diligence and hard work of the maintenance staff.

Kelly continues to buy masks, gloves, hand sanitizer, and wall dispensers, but is still having trouble obtaining some supplies due to the pandemic.

There have been some landscaping concerns and Kelly expressed her concerns with the landscaping company. The company reported that the problems will be resolved by the end of this week.

Kelly address the issues with the tow order with Board. This was not the first tow order; they have previously occurred. A total of 38 cars were towed from Housing Authority property because they did not have their tenant sticker or guest pass displayed. There were a couple of the cars that were towed that did have a sticker in the window and those tenants were not charged by the towing company to retrieve their vehicle. Kelly noted that while the tow request was ordered, the City of Centralia procures the tow companies that handle the towing of the cars. The Marion County Housing Authority has no control over who the City of Centralia contracts with to handle the tow request nor does the Housing Authority know when the tow order will be executed.

6. Old Business

A motion to approve additional compensation package of Executive Director, Kelly Tinsley, which included the purchase of an agency vehicle and a fifteen percent (15%) payment to her retirement fund, effective July 5, 2020, was made by Richard Gregg. Following a second by Rita Boudet, the motion carried unanimously.

7. New Business

RESOLUTION #1187: HCV UTILITY ALLOWANCES

Resolution #1187: HCB Utility Allowances was reviewed with the Board. Happy Software analyzes the tenant paid utilities. After their analyzation, tenant paid utility allowances must be updated as determined by the survey conducted this year by bedroom size. After

discussion, Nancy Lackey made a motion to approve Resolution #1187: HCV Utility Allowances. Following a second by Rita Boudet, the motion carried.

RESOLUTION #1188: SECTION 8 HOUSING CHOICE VOUCHER TENANT PAID UTILITY ALLOWANCES POLICY

Resolution #1188: Section 8 Housing Choice Voucher Tenant Paid Utility Allowances Policy was reviewed with the Board. The policy change will include an approved amount determined by the survey conducted this year for air conditioning. After discussion Nancy Lackey made a motion to approve Resolution #1188. Following a second by Rita Boudet, the motion carried.

AUDIT APPROVAL

Tabled.

RESOLUTION #1189: PETTY CASH POLICY

Resolution #1189: Petty Cash Policy was reviewed with the Board. Currently, there is no petty cash in the office. The financial policies and control book has been amended to allow for petty cash. A lock box with \$100.00 will be kept in the office. A receipt will be required for reimbursement and the petty cash box will be reconciled at the end of the month. After discussion, Nancy Lackey made a motion to approve Resolution #1189. Following a second by Rita Boudet, the motion carried.

RESOLUTION #1190: VIDEO SURVEILLANCE SYSTEM POLICY

Resolution #1190: Video Surveillance System Policy was reviewed with the Board. This policy will require any request for Housing Authority video surveillance to be submitted to the Housing Authority office. After discussion, Nancy Lackey made a motion to approve Resolution #1190. Following a second by Marva Bledsoe, the motion carried.

RETIREMENT PLANS

At the Board's request, Kelly has begun to review potential retirement plans for Housing Authority employees.

FY2019

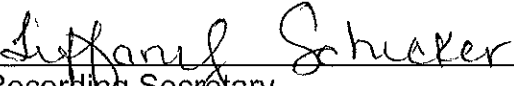
The 2019 financial audit was reviewed with the Board.

8. Adjournment

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The meeting was adjourned.

Submitted by:



Recording Secretary

Approved:



Board of Commissioners Chairperson, Georgia Miller