

**REGULAR MEETING MINUTES
THE HOUSING AUTHORITY OF MARION COUNTY, ILLINOIS
BOARD OF COMMISSIONERS
JUNE 23, 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 Gertie Walker, via Zoom

Absent:

Commissioner Donald Hancock
Commissioner Nancy Lackey

MCHA Staff:

Executive Director Kelly Tinsley

Others Present:

Attorney Marvin G. Miller
Recording Secretary, Tiffany Schicker

Minutes

Call to Order

Chairperson Georgia Miller called the meeting to order at 12:04 p.m.

1. Roll Call

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

2. Public Comment

There was no public comment.

3. Approval of the Minutes

The Minutes of the May 26, 2020 regular meeting, the April 28, 2020 closed session meeting, and May 26, 2020 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 special meeting as amended. Following a second by Rita Boudet the motion carried unanimously.

4. Financial Reports

The CARES ACT funds are now being used for normal operating expenses. Funds will be used for painting, floor replacement, benches, etc. Additional COVID-19 expenses will include masks, sanitizer, plexiglass, and additional furniture to ensure that we can adequately social distance. Transportation to testing is allowed; however, there have been few requests for testing transportation. Spending on supplies will also increase in that there is a limited time to spend CARES Act funds. The funds can be used until December 31, 2020 unless extended by Congress.

A new vacuum was purchased with capital funds in May. After an initial test run, it was decided to purchase additional vacuums of the same make and model for the remaining facilities in need of one. The credit card statements are labeled for most items purchased and the Board had no questions regarding the same. There were a few charges from Apple to upgrade cloud storage in order to upload a "How To" training video for tenants which can be viewed on YouTube.com and also for a caller ID app for employees working from home who needed to call tenants. The app allowed the employees' personal phone numbers to appear as the Housing Authority office number.

After discussion of the financials, check registers and credit card statements, a motion was made by Marva Bledsoe 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.

Illinois is moving to Phase 4 at the end of this week. The Housing Authority office will be opening on July 6, 2020, and will be closed on Wednesdays to the public. No clients will be seen without an appointment. The lobby will be open for dropping off paperwork but if a client desires to see a staff member, they will be required to make an appointment to do so. This will allow for proper space to meet clients and time post-appointment to sanitize the meeting area. There will only be 5 people allowed in the lobby at one time. We have removed all the lobby chairs but 2 to avoid congregating in the lobby. Only necessary clientele needed for signatures will be brought in for appointments. The discouraging of additional attendants for appointments will continue.

The website redesign has been completed. Tenants can now upload documents through the website. We are also adding online applications. We are going to use the platform offered by Lindsey and use CARES Act funds to pay for this. This platform will not allow applicants to submit an application without the required information completed

and will also allow applicants to save their progress and return to the application at a later time. Once the application is complete, a notification will be sent to the Housing Authority office and the office will set up an appointment for the applicant.

One of the waivers that was passed by Congress determined that we would not receive a PHAS score this year from HUD. We are not going to get a score unless we request it. An email was received from the HUD home office letting Kelly know she can request the PHAS score which could remove substandard findings. There are pros and cons to requesting the PHAS score. Kelly will make the decision whether to request it or not.

The audit is process. The auditor will be at the office on Thursday, July 25th, to review tenant files. This audit should be done pretty quickly and can be paid with CARES Act funds.

HCV inspections are in the process of scheduling. The contractor will complete the inspections keeping in mind the comfort level of the tenants. It is possible they will be scheduled for August; however, if circumstances with COVID-19 change, the inspections may be rescheduled. There are no public housing inspections at this time.

6. New Business

None.

7. Resolution #1186: 2nd Quarter 2020 Charge-Offs

Kelly reviewed Second Quarter Charge-Offs Resolution #1186 with the Board. After discussion, Richard Gregg made a motion to approve Resolution #1186. Following a second by Marva Bledsoe, the motion carried.

Destruction of Verbatim Records for record of meetings more than

There was discussion regarding the semi-annual review of closed session minutes. A motion to destroy said verbatim records was made by Richard Gregg. With a second by Rita Boudet, the motion carried.

(Possible) approval of 2019 Audit Adjustments

Tabled.

CLOSED SESSION

Upon a motion duly made by Marva Bledsoe, seconded by Rita Boudet, the Board entered Closed Session at 12:54 p.m. to discuss a specific employee's salary 5 ILCS 120/2(c)(11).

A vote was taken and the following votes were made:

Aye (5):

Chairperson Georgia Miller
Commissioner Richard Gregg
Commissioner Marva Bledsoe
Commissioner Rita Boudet
Commissioner Gertie Walker, via zoom

The motion to enter Closed Session carried unanimously.

The Housing Authority of the County of Marion, Illinois entered into Closed Session at 12:54 p.m.

The Housing Authority of the County of Marion, Illinois returned to Open Session at 1:18 p.m.

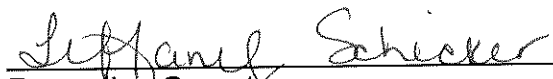
8. Old Business

A motion to approve additional compensation package and purchase of an agency vehicle was made by Richard Gregg. With a second by Rita Boudet, the motion carried unanimously.

9. Adjournment

The meeting was adjourned.

Submitted by:



Recording Secretary

Approved:



Board of Commissioners Chairperson, Georgia Miller