

MORGAN COUNTY HOUSING AUTHORITY
REGULAR MEETING MINUTES
03/10/2022

Mission Statement: To Elevate the standard of safe, decent and affordable housing throughout Morgan County and enhance the lives of the community members we serve through continued engagement and support.

I. Call to Order

Mary English called to order the regular meeting of the Morgan County Housing Authority at 3:30 p.m. following the annual meeting on March 10, 2022 at Gilmore Estates Community Center.

II. Roll Call

Present: Commissioners-Mary English, Tom Winner, Len Pinney, Rosemary Grace
Absent-Jared Hopper

Also present: Eric Hanson-Attorney, Lisa White, Jason Race-Bedrock Consulting, Melissa Marsh-Executive Director, Chris Elliott- Maintenance Director

III. Approval of the Agenda

Tom Winner made the motion to approve the agenda 2nd from Len Pinney.
Ayes- Mary English, Tom Winner, Len Pinney, Rosemary Grace
Nays- 0 Absent- Jared Hopper

IV. Consideration and approval of the February 10, 2022 regular meeting minutes, Annual Meeting minutes and March 1, 2022 Special Meeting

Tom Winner made the motion to approve the 2/10/22 regular meeting minutes with a 2nd from Rosemary Grace. Tom Winner motion to approve the Annual meeting minutes with 2nd from Rosemary Grace. Len Pinney motion to approve the 3/2/22 Special Meeting minutes 2nd from Tom Winner.
Ayes-Mary English, Tom Winner, Len Pinney, Rosemary Grace
Nays-0 Absent- Jared Hopper

V. Public Comment- None

VI. Executive Director Report

- Occupancy is currently at 98%
- 22 applications for February have been taken
- Plumbing Project is moving along only 2 stacks left.
- Painting being finished at new office, temporary internet dropped, IT has been there to run wiring, Regina and Renee took a day to clean it and maintenance moved all of the unwanted items out.
- Retirement plan has a black out date now so it is closer to being switched
- Our new software is almost finished and ready to go live.

VII. Finance Report

- Update of the financials, check register, A/R and A/P
- Home Depot is giving a 10% discount on invoices that are paid within 10 days of receipt
- tenants that applied for the ILRPP rent assistance are still waiting for payment

- 42% of the money owed is from past tenants
- Still waiting on the information requested from the Social Security Administration to see what caused the difference in what was reported to SS and IRS

VIII. Maintenance Director

- 15 refurb for February
- 344 UPCS inspections completed
- 195 work orders
- Community room work almost complete
- 12 HQS inspections

IX. Bedrock-

- Personnel Policy-change in paid time off (as presented). The earning, accrual, rollover, use of and separation and payout.
Motion to approve resolution #956 Personnel Policy Paid Time Off from Rosemary Grace 2nd by Tom Winner.
Ayes- Mary English, Tom Winner, Len Pinney, Rosemary Grace
Nays- 0 Absent- Jared Hopper

X. Attorney

XI. Old Business- By Laws amendment as presented

Motion to approve resolution #957 Amendment to the By Laws from Tom Winner 2nd by Rosemary Grace
Ayes- Mary English, Tom Winner, Len Pinney, Rosemary Grace
Nays- 0 Absent- Jared Hopper

XII. New Business

XIII. Closed Session-Purpose of possible litigation and personnel

Tom Winner motioned to go in closed session at 4:53 pm 2nd by Len Pinney
Ayes- Mary English, Tom Winner, Len Pinney, Rosemary Grace
Nays- 0 Absent- Jared Hopper
Resumed open session at 5:16 p.m.

XIV. Comments-

- Commissioner Pinney asked to have his phone number published in the newsletter so that tenants other than Beecher tenants will be able to reach him. He has also spot-checked tenants and they are anxious about getting the Beecher project done.

XV. Adjournment- 5:20 p.m.

Len Pinney made the motion to adjourn, 2nd by Rosemary Grace.
Ayes- Mary English, Tom Winner, Len Pinney, Rosemary Grace
Nays- 0 Absent- Jared Hopper

Secretary Melissa Marsh

Chair Mary English

**Closed Session Minutes of
MORGAN COUNTY HOUSING AUTHORITY
REGULAR BOARD MEETING
THURSDAY, MARCH 10, 2022**

The Board entered closed session at 4:53 pm for the purposes of Personnel and Potential Litigation.

Roll Call

Present: Commissioners Mary English, Tom Winner, Lyn Pinney and Rosemary Grace
Absent: Jared Hopper
Also present: Eric Hanson – Attorney, Jason Race and Lisa White – Bedrock consulting, Melissa Marsh –ED, Chris Elliot – Maintenance Director

1. **Personnel** – Melissa Marsh and Chris Elliot were excused from the meeting. Commissioners discussed potential pay increase and bonus for the Executive Director. Consensus of \$75,000 for 2022 and a bonus of \$7,500 – to be voted upon in open session.

2. **Potential Litigation** – Melissa Marsh and Chris Elliot rejoined the meeting. Elliot provided Commissioners with an update on the current plumbing project and related asbestos issues.

The Board exited closed session at 5:16 pm and entered open session.

Melissa Marsh

Morgan County Housing Authority
Regular Board Meeting
March 10, 2022 @ 3:30 pm
120 Gilmore Estates Jacksonville, IL

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Call to Order-

Roll Call-

Approval of the Agenda-

Consideration and Approval of the Minutes- February 10, 2022 regular meeting minutes, Annual meeting minutes and March 1 special meeting minutes.

Public Comment-

Executive Director Report- vacancies, Yardi, Section 8, action plan

Finance Report-

Maintenance Report-

Bedrock Report-

Attorneys Report-

Old Business- Bylaws

New Business- Personnel policy change

Closed Session- possible litigation, personnel evaluation, staff raises

Commissioner's comments or remarks

Adjournment

**Morgan County Housing Authority
Special Meeting Minutes
March 1, 2022 @ 3:30 pm
Gilmore Estates Jacksonville, IL**

Mission Statement: To elevate the standard of safe, decent and affordable housing throughout Morgan County and enhance the lives of the community members we serve through continued engagement and support.

Call to Order- Mary English called to order the special meeting at 3:31 pm

Roll Call- Commissioners Mary English, Tom Winner, Rosemary Grace, Jared Hopper (by phone) others present were Chris Elliott- MD, Eric Hanson- Attorney (by phone), Lisa White- BHC, Melissa Marsh- ED

Approval of the Agenda- Rosemary Grace motioned to approve the agenda with a 2nd by Tom Winner
Ayes- Mary English, Tom Winner, Rosemary Grace and Jared Hopper
Nays- 0

Public Comment- None

New Business- Tom Winner motioned to approve the 2022 flat rents and utility allowances effective 5/1/2022 with a 2nd by Jared Hopper.
Ayes- Mary English, Tom Winner, Rosemary Grace and Jared Hopper
Nays- 0

Closed Session- 3:34 pm Rosemary Grace motioned to move to closed session for purpose of possible litigation with a 2nd by Tom Winner
Ayes- Mary English, Tom Winner, Rosemary Grace and Jared Hopper
Nays- 0

Return to Open Meeting- 4:04 pm return to open meeting. Discussed potential litigation with no action to be taken at this time.

Adjournment- 4:05 pm Rosemary Grace motioned to adjourn and Tom Winner 2nd
Ayes- Mary English, Tom Winner, Rosemary Grace and Jared Hopper
Nays- 0

*Melissa Marsh
Mary E English*

**Morgan County Housing Authority
Special Meeting Agenda
March 1, 2022 @ 3:30 pm
Gilmore Estates Jacksonville, IL**

Mission Statement: To elevate the standard of safe, decent and affordable housing throughout Morgan County and enhance the lives of the community members we serve through continued engagement and support.

Call to Order-

Roll Call-

Approval of the Agenda-

Public Comment-

New Business- Approval of Flat Rent and Utility Allowances

Closed Session- Potential Litigation

Return to Open Meeting- motions or comments from closed session

Adjournment