

**MORGAN COUNTY HOUSING AUTHORITY
REGULAR MEETING MINUTES
02/10/2022**

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 3:37 p.m. following the annual meeting on February 10, 2022 at Gilmore Estates Community Center.

II. Roll Call

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

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

III. Approval of the Agenda

Rosemary Grace made the motion to approve the agenda with a second from Len Pinney.
Ayes- Mary English, Tom Winner, Len Pinney, Rosemary Grace and Jared Hopper
Nays- 0

IV. Consideration and approval of the December 16, 2021 regular meeting minutes

Tom Winner made the motion to approve the December 16, 2021 regular meeting minutes with a second from Len Pinney.
Ayes-Mary English, Tom Winner, Len Pinney, Rosemary Grace and Jared Hopper
Nays- 0

V. Public Comment- None

VI. Executive Director Report

- Occupancy is at 97.06% at the end of January
- 50 applications for December and January have been taken
- Plumbing Project is moving along and getting very close to being finished
- Nicole Robison has been hired for the Property Manager at Turner and VAS she will also serve as the Social Service Coordinator.
- New office building will be closed on February 14, 2022
- Christian County has taken over the administration of the HCV program
- Still working on getting the retirement plan switched over
- 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
- Commissioner English asked if the cd for AMP 2 could possibly be used for the upgrade of the elevator and fire alarm upgrade at Beecher. Lisa White explained that we need to get the current plumbing project finished first so we can see where we are at.

VIII. Maintenance Director

- Chris wanted to let the board know that he has an online account for Home Depot set up and the guys can order from there to save on multiple trips to the store. Chris also wanted to make the board aware the cost of materials has increased so they will notice a change in the maintenance spending
- Jared asked if we have decided what to do with Walnut and VAS electrical boxes. Jared wanted to inform the board that we need to look at getting those fixed. Lisa White said that we would table this for the closed session when we discuss the use of the reserves.

IX. Bedrock-

- Informed the board of a notification that came this week notifying the Housing Authority that the amounts paid to Social Security and IRS don't match what was actually sent. Jared Hopper asked when this took place and Lisa informed him it was January 2020 to December 2020. Lisa said that the Finance Director's calculations for W2s and W3s don't match anything and not sure where the figures came from so she will be looking deeper to try and figure out why they don't match.
- Went over audit findings and answered questions.

X. Attorney

- Informed the board that Mary Jo Mast and her FOIA information requests she has been asking for since around September has now been taken care of and sent to her. Jared Hopper asked why it took so long and Eric let him know there were several technical difficulties getting in the account that no one had or knew the username or password for and then trying to get the videos to record took time.

XI. Old Business

- The following Resolutions were made
 1. Jared Hopper moved that we approve resolution #953- Interagency agreement for Christian County to administer the Section 8 program. 2nd by Len Pinney
Ayes- Jared Hopper, Mary English, Rosemary Grace, Len Pinney, Tom Winner Nays-0
 2. Tom Winner moved to approve resolution #954- approval for the Executive Director to open a credit card. 2nd by Rosemary Grace
Ayes- Tom Winner, Mary English, Jared Hopper, Rosemary Grace, Len Pinney Nays-0
 3. Jared Hopper moved to approve resolution #955- approval for the Executive Director to do a wire transfer in the amount of \$115,295 for the purchase of 211 S Fayette. 2nd by Len Pinney
Ayes- Jared Hopper, Mary English, Rosemary Grace, Len Pinney, Tom Winner Nays-0

XII. New Business

- Executive Director wants the board to know that the Boys and Girls Club would like to start a summer program and would like to know if we have a place for them to do this. Would like for the board to think about it and make a decision at the March meeting.

XIII. Closed Session-4:25 p.m.

Len Pinney made a motion to go to closed session for the purpose of personnel and a possible litigation matter, 2nd by Tom Winner

Ayes- Mary English, Jared Hopper, Tom Winner, Len Pinney, Rosemary Grace

Nays- 0

4:41 p.m.

Rosemary Grace motioned to come out of closed session with a 2nd from Tom Winner

Ayes- Mary English, Jared Hopper, Tom Winner, Len Pinney, Rosemary Grace

Nays- 0

Jared Hopper made a motion to give the Maintenance Director a stipend of \$800 a month for the extra duties he performs.

Ayes- Mary English, Jared Hopper, Tom Winner, Len Pinney, Rosemary Grace

Nays- 0

No action to be taken on the possible litigation.

XIV. Comments

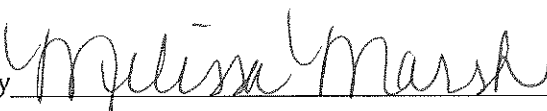
Jared Hopper wanted to say that according to our bylaws it states we will have a monthly meeting and according to the Roberts Rules of Order if there is not a Quorum someone will open the meeting and then adjourn so then there will be record as to why a meeting was not held for that particular month. Eric suggested taking a look at the bylaws and doing an amendment to revise them.

XV. Adjournment- 4:53 p.m.

Tom Winner made the motion to adjourn, 2nd by Jared Hopper.

Ayes- Mary English, Tom Winner, Jared Hopper, Len Pinney, Rosemary Grace

Nays- 0

Secretary 

Chair 

MORGAN COUNTY HOUSING AUTHORITY

ANNUAL MEETING MINUTES

02/10/2022

I. Call to Order

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

II. Roll Call

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

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

III. Approval of the Agenda

Rosemary Grace made the motion to approve the agenda with a second from Len Pinney.
Ayes- Mary English, Tom Winner, Len Pinney, Rosemary Grace and Jared Hopper
Nays- 0

IV. Election of Officers

Jared Hopper nominated Mary English as the Board Chair with a 2nd from Tom Winner
Ayes-Mary English, Tom Winner, Len Pinney, Rosemary Grace and Jared Hopper
Nays- 0

Rosemary Grace nominated Tom Winner as the Vice Chair with a 2nd from Len Pinney.
Ayes-Mary English, Tom Winner, Len Pinney, Rosemary Grace and Jared Hopper
Nays- 0

V. Review of Bylaws

VI. Other Business- Amendment to the Bylaws

Section 7. Election or Appointment. The Officers of the Authority shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one three years or until their successors are elected and qualified. If the election of officers is not held at the annual meeting, it shall be held as soon as practicable and convenient thereafter.

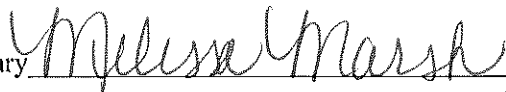
Mary English motioned to accept the amendment of Section 7 of the Bylaws
Ayes- Mary English, Tom Winner, Len Pinney, Rosemary Grace
Nays- 1 Jared Hopper

VII. Closed Session

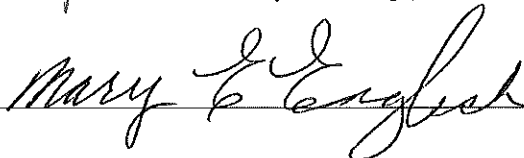
VIII. Adjournment- 3:37pm

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

Secretary



Chair



**Morgan County Housing Authority
Annual Meeting Agenda
February 10, 2022 @3:30 pm
Gilmore Estates 120 Norvell Dr. 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-

Election of officers

Review of Bylaws

Other Business- Amendment to the Bylaws

Closed Session-

Adjournment