**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.**

1. **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.

1. **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

1. **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

1. **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

1. **Public Comment- None**
2. **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.

1. **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

1. **Maintenance Director**

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

1. **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

1. **Attorney**
2. **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

1. **New Business**
2. **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.

1. **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.

1. **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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_