

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE MADISON COUNTY HOUSING AUTHORITY
HELD AT 2 EASTPORT PLAZA DRIVE; COLLINSVILLE, IL 62234

The Regular Meeting of the Board of Commissioners held on Thursday, May 16, 2019, was called to order by Chairman Gray at 12:02 p.m.

The Roll was called and the following Commissioners were present: Bobby Collins, Sr., Wilbert Gasper, James Gray, LaSonya Stiff and Phillip White.

A quorum was achieved.

Motion by Commissioner Stiff, seconded by Commissioner Collins to approve the minutes of the Regular Meeting of March 21, 2019. Roll call vote, Commissioner Collins, aye, Commissioner Stiff, aye, Commissioner Gasper, aye, Commissioner White, aye, Commissioner White. All aye, motion carried.

Motion by Commissioner Collins, seconded by Commissioner Stiff to approve the payables listing as presented. Roll call vote, Commissioner Collins, aye, Commissioner Stiff, aye, Commissioner Gasper, aye, Commissioner White, aye, Commissioner Gray. All aye, motion carried.

Executive Director Hightower advised the board of one visitor present at the meeting Cawana Blissit and that we would recognize her when we get to the FSS Report.

Executive Director commended Section 8 for being a "High Performer" again this year on the SEMAP.

Executive Director asked Carrie Patton to update the Board on the Developer's Fee that we would receive for Woodland Park Apartments. Carrie stated that we would receive \$300,000 for meeting the deadline of lease up before December. We would also receive another \$200,000 that would be used to setup a reserve account for Woodland Park. Carrie asked that we commend Andrea and the Property Staff for their great work in meeting the deadline of lease up.

Monica Allen, FSS Coordinator, told the board of the recipient's achievements while on the FSS program. Cawana Blissit is a FSS graduate who will be receiving the balance of her escrow account.

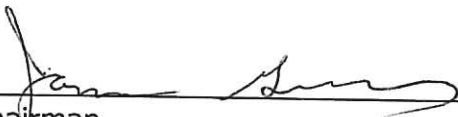
Motion by Commissioner Stiff, seconded by Commissioner Gasper to accept the Staff Reports as presented. Roll call vote, Commissioner Collins, aye, Commissioner Stiff, aye, Commissioner Gasper, aye, Commissioner White, aye, Commissioner Gray. All aye, motion carried.

Commissioner Gray advised the Board that he had prepared a memo that he would like to read concerning Board member travel procedures. He stated that it has come to my attention that a Board member registered for a training session in an untimely manner and booked his own airline ticket to attend a training session. The Board member did not follow proper procedures when he booked his own airline tickets to attend the training session. Moreover, the Board member did not timely notify the Executive Director that he was going to attend the training session. As Board members, we have an obligation to set an example for all employees and to follow all Board policies. As Chairman of the Board, I want to reiterate the proper procedures for scheduling and attending out of town training sessions/conferences.

1. Board members are expected to notify the Executive Director of his/her decision to attend a training session and/or seminar no later than 45 calendar days before the date of the event. A Board member that does not comply with the 45 day notice requirement will not be permitted to attend the event.
2. Board members are not authorized to make their own travel arrangements to attend training sessions and/or conferences. The MCHA board policy is clear and includes the following provisions:
 - a. All travel arrangements, including airfare, will be completed and paid for by the Housing Authority.
 - b. All hotel reservations will be completed and paid for by the Housing Authority in advance of the travel.
 - c. All training/seminar registrations will be completed and paid for by the Housing Authority in advance.
3. A Board member that books his/her own hotel and or airline tickets to attend a training session and/or conference, in violation of the MCHA travel policy, is not entitled to reimbursement for those costs unless the Board votes to approve the reimbursement, and the Board is not obligated to do so. Please contact me directly if you have any questions concerning this matter.

Motion by Commissioner Stiff, seconded by Commissioner Collins to adjourn the meeting. Roll call vote, Commissioner Collins, aye, Commissioner Stiff, aye, Commissioner Glasper, aye, Commissioner White, aye, Commissioner Gray. All aye, motion carried.

Meeting adjourned at 12:35 p.m.



Chairman

Attest:



Secretary