

**BOONE COUNTY HOUSING AUTHORITY
JULY 21, 2017, REGULAR MEETING
MINUTES**

Call to Order, Roll Call

Allen Sisson called the meeting to order at 9:01 a.m. on July 21, 2017 at the Boone County Housing Authority (BCHA) offices, at 2036 North State Street, Belvidere, Illinois. It was noted that the following Board members were in attendance:

Present:	Chairman Allen Sisson Vice-Chairman Robert Johns Commissioner Stacy Mickelson Commissioner Ray Morse Commissioner Jerrica Cole
Absent:	Commissioner Ron Wait

Also present: Staff member Alan Zais, Kristin Andrews, Vickie Huwe, Christina Coon, Felicia Davis.

Guests

None.

Changes to the Agenda

None.

Public Comment

None.

Executive Director Report

Alan Zais noted that a written copy of his report accompanied the board packet. Alan said that the HUD Specialist assigned to BCHA had provided the new forecast tool which confirmed BCHA was comfortably within a 6% reserve for the end of 2017 and currently at 9% for the end of 2018.

Resolution No. 17 R 09 Approving Minutes of the June 16, 2017 Meeting

Ray Morse moved to approve Resolution No. 17 R 09. The motion was seconded by Robert Johns and approved by all commissioners present.

Financial Report

Vickie Huwe said that that as of June 2017 BCHA had \$43,000 in reserves, and for July she had to request \$5,000 of the reserves from HUD. Vickie said cash flow problems

remain on the administrative side because of simultaneous expense with legal, insurance and auditor billing and that it was slowly being caught up. Allen asked if BCHA would be able to repay the Winnebago County Housing Authority soon and Vickie said yes. Allen asked how long it would take to finish paying the legal bill, and Vickie said about twelve months for the one larger bill and two months for the smaller bill.

Stacy Mickelson moved to approve the financial report. The motion was seconded by Ray Morse and approved by all commissioners present.

New Business

Alan said the Illinois Open Meetings Act required a semi-annual review of any closed minutes and board decision to maintain them as closed sessions or to release them for public review. Alan said the BCHA attorney had offered to have these minutes transcribed without cost to BCHA, and Alan would then provide a summary of the minutes to the board, and the board could then determine if it wished to review the minutes further or simply release them for public review. Alan said that he planned to provide this at the September board meeting. Alan also said the Open Meeting Act covered where the closed meetings are stored and he wanted to make the board aware that they were stored in the BCHA office safe. Alan recommended that they continue to be stored in the safe, unless the board would have closed minutes that it would wish to have stored separate from staff, at which point Alan recommended that they be stored with the BCHA attorney.

Old Business

None.

Commissioner Comments

None.

Executive Session

None.

Action Take from Executive Session

None.

Adjournment

Stacy Mickelson moved to hold the next meeting at 9:00 a.m. on August 18, 2017 at the Boone County Housing Authority office, 2036 North State Street, Belvidere, Illinois, 61008, and adjourn the meeting at 9:18 a.m. The motion was seconded by Robert Johns and approved by all commissioners present.

Respectfully submitted,

Recording Secretary
Commissioner _____ moved to approve
these minutes, seconded by Commissioner _____

The foregoing minutes were approved by the Boone County Housing Authority
on this 18th day of August, 2017.

Chairman Allen Sisson _____

Vice Chairman Robert Johns _____

Commissioner Ron Wait _____

Commissioner Ray Morse _____

Commissioner Jerrica Cole _____