

**BOONE COUNTY HOUSING AUTHORITY
SEPTEMBER 21, 2018, REGULAR MEETING
MINUTES**

Call to Order, Roll Call

Allen Sisson called the meeting to order at 9:00 a.m. on September 21, 2018 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 Ray Morse Commissioner Jerrica Cole Commissioner Ron Wait Commissioner Julaine Drake
Absent:	

Also present: Staff members, Christina Coon, Vickie Huwe, Alan Zais and Felicia Davis.

Guests

None.

Changes to the Agenda

None.

Public Comment

None.

Executive Director Report

Alan Zais noted that he had submitted a written report. He was pleased to report that the housing authority had been awarded an additional five Veterans Assisted Supportive Housing (VASH) vouchers for homeless Veterans in Boone County for a total award of ten since the beginning of the year. Alan explained how the administrative fee funding worked for housing authorities, which is was limited to the number of vouchers that could be leased under the Budget Authority which was 238 for BCHA, but then further limited by the number of vouchers that could be leased under current Congressional Funding and the 110% Payment Standard. The Admin fee is then based on the number of vouchers leased at the beginning of the month and BCHA uses the maximum to the limit of preferred reserves as shown in the monthly forecast report. But in turn the administrative funding has been severely underfunded by Congress, at times as low as 69%, and is still under 100% at 86%--yet which is also the highest level seen in many years. The funding does not reflect immediate labor cost as that is then realized through periodic national reconciliation. Alan noted the admin fee schedule which he had placed in his report.

Alan said this was very difficult for small agencies like BCHA which do not have the scale of funding to meet unforeseen and unavoidable expenses as has been found this year. Alan said that this has happened several times in BCHA operation and it is met by deferring the account payable to the management agent, Winnebago County Housing Authority, until the administrative program is recovered. Alan said the management fee is based on actual expense that is reviewed annually and adjusted for anticipated expense, with the methodology annually presented as well. However with respect to the current situation Alan said he would like to lower the management fee below expected cost to \$3,000 to expedite the program recovery. He again indicated his report and said this should reduce the amounts payable recovery from 48 months to 24 months. Allen Sisson noted that this challenge had been similarly met at the beginning of the program.

Resolution No. 18 R 14 Approving Minutes of the August 17, 2018 Meeting

Ray Morse moved to approve Resolution No. 18 R 14. The motion was seconded by Ron Wait and approved by all commissioners present.

Resolution No. 18 R 15 Approving the Executive Director to Enter Into An Agreement with Wieland and Company for the Amount of \$6,000 Per Year for the Complete Financial and Compliance Audit for the Years Ending 09/30/18, 09/30/19, 09/30/20, 09/30/21 and 09/30/22.

Robert Johns moved to approve Resolution No. 18 R 15. The motion was seconded by Jerrica Cole. Julaine Drake asked if there had been other responses and Vickie Huwe said two had been received from the four that were sent out. Vickie said she looked for agencies that had experience auditing public housing programs as it is specialized, and the other response was too expensive. The motion was approved by all commissioners present.

Financial Report

Vickie explained the accounts payable and how payments were being met.

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

Old Business

None

New Business

Julaine said that the Boone County board has approved a new BCHA commissioner, Gladys Guerra, and shared the letter of interest. Julaine said the appointment was made on 09/19/18. Julaine said there was another candidate, Karen Neiberger, but she had presented a letter of inquiry rather than interest and was more interested in the cemetery board.

Commissioner Comments

None.

Executive Session

None.

Action Take from Executive Session

None.

Adjournment

Robert Johns moved to hold the next meeting at 9:00 a.m. on October 19, 2018 at the Boone County Housing Authority office, 2036 North State Street, Belvidere, Illinois, 61008, and adjourn the meeting at 9:24 a.m. The motion was seconded by Ron Wait 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 19th day of October, 2018.

Chairman Allen Sisson _____

Vice Chairman Robert Johns _____

Commissioner Ron Wait _____

Commissioner Ray Morse _____

Commissioner Jerrica Cole _____

Commissioner Julaine Drake _____

Commissioner Gladys Guerra _____