

# Ilion Housing Authority

Board Meeting  
August 16, 2016

## Commission Members

Steven Lachacz, Chairperson

Brian Murray, Vice Chairperson

Orlo Burch, Treasurer

Mark Rose, Counsel

Jeffrey McTiernan, Executive Director/Secretary

Joyce Sanchez, Commissioner

Beverlyan Tutty, Commissioner

Margery Murray, Resident Commissioner

Cindy Kennedy, Resident Commissioner

Joanne Moore, Village Trustee

1. Call to Order.

Chairperson Lachacz called the Board Meeting of the Ilion Housing Authority to order at 5:00 PM in the Ilion Housing Authority Office at London Towers.

2. Roll Call.

Commissioners Lachacz, Murray, Burch, Sanchez and Tutty were present. Director McTiernan and Accountant Avery were present. Resident Commissioners Kennedy and Murray were present. Counsel Rose and Trustee Moore were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the July 19, 2016 Regular Board Meeting. Commissioner Burch made a motion to approve the minutes and Commissioner Sanchez seconded the motion.

4. Management Report.

Director McTiernan provided a written monthly report and highlighted the key indicator information supplementing the report.

5. Tenant Advisory Report. NTR.

6. Committee Reports. NTR.

7. Financial Report.

- a. Monthly Transaction Report. The Board of Commissioners reviewed the report. Commissioner Murray made a motion to approve the monthly transaction report and Commissioner Sanchez seconded the motion. Ayes all.
- b. Credit Card Transaction Report. The Board of Commissioners reviewed the report.
- c. Profit/Loss Report. The Board of Commissioners reviewed the report.
- d. Bank Statements. The Board of Commissioners reviewed the report. Commissioner Tutty made a motion to accept the financial reports as presented and Commissioner Sanchez seconded the motion. Ayes all.

8. Old Business.

- a. Business Activities.
  1. Mileage Report. Commissioner Murray made a motion to approve the mileage report. The motion was seconded by Commissioner Tutty. Ayes all.
  2. STJHA Compensation Adjustment. Director McTiernan requested that the board increase the STJHA compensation from 10% to 12%. The workload for the staff has increased over the past five years, yet the rate has not changed since its inception in 2009. The balance on the Business Activities is over \$100K. These monies are not included in the employee retirement plan. Resident Commissioner Kennedy made a motion to increase the base amount to 12% and Commissioner Murray seconded the motion. Ayes all.
- b. Elevator project. Director McTiernan requested that the board approve a budget of \$10,000 to begin legal action regarding the elevator project. Commissioner Tutty made a motion to approve the budget after a briefing by Counsel Rose. Resident Commissioner Kennedy seconded motion. Ayes all.
- c. Bond Issuance. Nothing to Report.
- d. FEMA update. Nothing to Report.

9. New Business

- a. Executive Director Succession Plan. Resident Commissioner Murray made a motion to begin an evaluation/hiring process of Cathy Avery for the position of Executive Director. The process will include a presentation to the board by Avery and a rigorous training plan conducted by Director McTiernan. The purpose is to have Avery replace McTiernan when he retires in 2017. Commissioner Burch seconded the motion. Ayes all.

10. Open Discussion. NTR.

11. Executive Session for personnel matters. Commissioner Tutty made a motion to enter into Executive Session at 5:36 PM to discuss contractual matters regarding the elevator project. Resident Commissioner seconded the motion. Commissioner Tutty made a motion to exit Executive Session at 5:42 PM and Commissioner Sanchez seconded the motion. Resident Commissioner made a motion to enter into Executive Session at 5:45 PM to discuss the Executive Director's succession plan. Commissioner Burch seconded the motion. Commissioner Burch made a motion to exit Executive Session at 6:09 PM and Commissioner Tutty seconded the motion.

Next Scheduled Board Meeting: September 20, 2016 at 5:00 pm.

12. Adjourn. Commissioner Murray made a motion to adjourn at 6:10 pm.

Respectfully submitted,

Jeffrey C. McTiernan  
Executive Director