

# Ilion Housing Authority

## Board Meeting

June 16, 2020

### Board of Commissioners Members

Brian Murray, Chairperson

Larry Woody, Commissioner

Orlo Burch, Treasurer

Cathy McGrellis, Executive Director/Secretary

Joanne Moore, Village Trustee

Stephan Lachacz, Vice Chairperson

Margery Murray, Resident Commissioner

Pat Whalen, Commissioner

Mark Rose, Counsel

1. Call to Order.

Chairperson Murray called the Board Meeting of the Ilion Housing Authority to order at 5:03pm at the Ilion Housing Authority offices.

2. Roll Call.

Chairperson Murray, Commissioners Woody, Whalen, and Burch were all present. Director McGrellis was present. Resident Commissioner Murray was present via telephone. Commissioner Lachacz, Counsel Rose and Trustee Moore were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the May 19, 2020 Regular Board Meeting. Commissioner Burch made a motion to approve the minutes and Commissioner Whalen seconded the motion. Ayes all.

4. Management Report.

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

5. Tenant Advisory Report. Nothing to report.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the reports for February 2020 and May 2020. Commissioner Woody made a motion to approve the monthly transaction reports for February 2020 and May 2020 and Commissioner Burch 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 reports.

d. Bank Statements. The Board of Commissioners reviewed the reports.

Commissioner Whalen made a motion to accept the May 2020 financial report as presented and Commissioner Woody seconded the motion. Ayes all.

8. Old Business. Nothing to Report.

9. New Business

- a. Second Long-Term Capital Reserve Transfer Resolution #915 – Commissioner Woody made a motion to make the second transfer of \$125,000.00 to the Long-Term Capital Reserve for the final of the two annual contributions Resolution #915 and Commissioner Burch seconded the motion. Ayes all.
- b. Fair Markets – Commissioner Burch made a motion to increase the Fair Market Rent Payment Standard to 110% for the Section 8 Housing Choice Voucher Program and Commissioner Whalen seconded the motion. Ayes all.
- c. Reopening update – Next phase of plan – Director McGrellis discussed that the Office will remain closed until after the July 4<sup>th</sup> holiday. If the Office opens to the public, it will be limited hours and limited services for a period of time. Director McGrellis also discussed starting Housing Quality Standards Inspections in July.
- d. Section 8 Financial Management Nan McKay Training – Melissa Hall will be attending an online Nan McKay Training course on Section 8 Financial Management August 18 – 20, 2020.

10. Open Discussion. Nothing to report.

11. Executive Session for personnel matters. Nothing to report.

12. Next Scheduled Board Meeting: July 21, 2020 at 5:00pm

Adjourn. Commissioner Burch made a motion to adjourn at 5:39pm and Resident Commissioner Murray seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis  
Executive Director