

**BOONE COUNTY HOUSING AUTHORITY  
APRIL 16, 2021, REGULAR MEETING  
MINUTES**

**Call to Order, Roll Call**

Chairman Allen Sisson called the meeting to order at 9:02 a.m. (In light of the COVID-19 pandemic and consistent with Gov. Pritzker's Executive Orders, the meeting was held telephonically).

Following the call to order, roll call was taken.

The following Board members were present:

Present:	Chairman Allen Sisson Vice Chairman Robert Johns Commissioner Elsie Brown Commissioner Ray Morse
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Absent:	Commissioner Julaine Drake Commissioner Ron Wait
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Also participating telephonically: Staff members Kristin Andrews, Deb Alfredson Vickie Huwe and Christina Coon.

Alan Zais participated telephonically and in person at the Boone County Housing Authority office at 2036 North State Street, Belvidere, Illinois, to allow for public attendance.

**Introduction of Guests**

None.

**Changes to the Agenda**

Alan Zais explained the proposed change to the agenda and indicated that it is being proposed that Item XI on the Agenda -- that addresses the "Temporary suspension of by-law provisions pursuant to Executive Order 2020-07 signed by Gov. Pritzker on March 16, 2020" -- be moved with the Board's consent so that it may be reviewed first and before other actions are taken. Robert Johns approved to move the agenda item. The motion was seconded by Ray Morse and approved by all Commissioners present.

Alan noted that pursuant to the Executive Order, various provisions of the Open Meetings Act, including those that require that members of the public body be physically present at such meetings and those limiting remote participation by members of the public body, had been suspended. In keeping with the Executive Order, Alan noted that the provisions of the Boone County Housing Authority's (BCHA) by-laws which require, among other things, the physical presence of Board members for a quorum, that the meeting be held at the regular meeting place of the BCHA at 2036 North State Street, etc. be suspended in keeping with the provisions of the Executive Order. A motion to suspend those by-law provisions was made by Elsie Brown and the motion was seconded by Ray Morse. The motion was approved by all the Commissioners present.

### **Public Comment**

None.

### **Executive Director Report**

Alan Zais noted that he had provided a written report to the board. Alan said that had revisited the office dimensions and layout and felt that the larger table could be accommodated in the current space, and asked to withdraw his recommendation of larger office space. All commissioners present agreed.

### **Resolution No. 21 R 6, “Resolution Approving the Minutes of the March 19, 2021 Regular Meeting of the Board of Commissioners”**

Ray Morse moved to approve Resolution No. 21 R 6. The motion was seconded by Robert Johns. The motion to accept the amended minutes was then approved by all commissioners present.

### **Resolution No. 21 R 7, “Resolution Approving Revisions to the FY2020 Housing Choice Voucher Administrative Plan”**

Robert Johns moved to approve Resolution No. 21 R 7. The motion was seconded by Ray Morse. The motion was approved by all commissioners present.

### **Resolution No. 21 R 8 “Resolution Approving the Revision of the Award of the Project Based Vouchers”**

Ray Morse moved to approve Resolution No. 21 R 8. The motion was seconded by Elsie Brown and was approved by all commissioners present.

### **Financial Report**

Vickie noted that she had provided a written report. Vickie said the housing authority had closed the month with the administrative fee no longer in the negative at \$2,200. She reported that IT would install the new server in May.

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

### **Old Business**

The board reviewed if it would be safe and desirable to return to meeting at the BCHA office for the 05/21/21 regular board meeting, to continue to meet telephonically as allowed by the state, or perhaps a hybrid of the two. Allen asked for board discussion. All the commissioners present said they wanted to resume in person meetings at the BCHA office effective 05/21/21. Allen asked how long it would take to have the office reconfigured for the larger table and Alan said it would be ready for the May meeting. Alan said that any commissioner was welcome to contact him should they later feel uncomfortable with meeting in person, and he would set up the telephonic hybrid model is still allowed by the state.

### **New Business**

None.

**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 May 18, 2021 at the Boone County Housing Authority office, 2036 North State Street, Belvidere, Illinois, 61008, and adjourn the meeting at 9:21 a.m. The motion was seconded by Ray Morse 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 21st day of May, 2021.

Chairman Allen Sisson \_\_\_\_\_

Vice Chairman Robert Johns \_\_\_\_\_

Commissioner Ron Wait

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Commissioner Ray Morse

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Commissioner Julaine Drake

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Commissioner Elsie Brown

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Commissioner Jen Jacky

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