

**BOONE COUNTY HOUSING AUTHORITY
DECEMBER 18, 2020, REGULAR MEETING
MINUTES**

Call to Order, Roll Call

Chairman Allen Sisson called the meeting to order at 9:05 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:

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| Present: | Chairman Allen Sisson Vice Chairman Robert Johns Commissioner Elsie Brown Commissioner Ray Morse |
| Absent: | Commissioner Julaine Drake Commissioner Ron Wait |

Also participating telephonically: Staff members Kristin Andrews, Vickie Huwe and Christina Coon.

Executive Director 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.

Public Hearing for the FY2021 Civil Rights Certification and FY2021-2025 Agency Plan

Ray Morse moved to open the public hearing for the FY2021 Civil Rights Certification and FY2021-2025 Agency Plan. The motion was seconded by Elsie Brown and approved by all Commissioners present. Alan Zais said the notice was advertised in the newspapers and posted on site, but that no comments had been received and no one from the public was in attendance. Ray Morse moved to close the public hearing. The motion was seconded by Elsie Brown and approved by all Commissioners present.

Public Hearing for the FY2020 Housing Choice Voucher Administrative Plan

Elsie Brown moved to open the hearing for the FY2020 Housing Choice Voucher Administrative Plan. Alan Zais said the notice was advertised in the newspapers and posted on site, but that no comments had been received and no one from the public was in attendance. Ray Morse moved to close the public hearing. The motion was seconded by Elsie Brown and approved by all Commissioners present.

Changes to the Agenda

Alan Zais explained the proposed change to the agenda and indicated that it is being proposed that Item X(A) 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. Ray Morse approved to move the agenda item. The motion was seconded by Robert Johns 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 Robert Johns 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 reported that he provided a report for the board. Alan said that the building housing the BCHA office had been sold to a new ownership, Omni Commercial LLC. Alan said he would need to reach out to the new ownership to initiate a lease agreement and to confirm that the office expansion would still be possible.

Resolution No. 20 R 21, "Resolution Approving the Minutes of the October 16, 2020 Regular Meeting of the Board of Commissioners"

Ray Morse moved to approve Resolution No. 20 R 16. The motion was seconded by Robert Johns. The motion was then approved by all commissioners present.

Resolution No. 20 R 22, "Resolution Approving the Investment Policy of the Boone County Housing Authority"

Elsie Brown moved to approve Resolution No. 20 R 22. The motion was seconded by Robert Johns. The motion was then approved by all commissioners present.

Resolution No. 20 R 23 "Resolution Approving the Write-Off Policy of the Boone County Housing Authority"

Ray Morse moved to approve Resolution No. 20 R 23. The motion was seconded by Elsie Brown. The motion was then approved by all commissioners present.

Resolution No. 20 R 24 "Resolution Approving the Petty Cash Policy of the Boone County Housing Authority"

Robert Johns moved to approve Resolution No. 20 R 24. The motion was seconded by Elsie Brown. The motion was then approved by all commissioners present.

Resolution No. 20 R 25 "Resolution Approving the FY2021 Civil Rights Certification and FY2021-2025 Five Year Agency Plan"

Ray Morse moved to approve Resolution No. 20 R 25. The motion was seconded by Robert Johns. The motion was then approved by all commissioners present.

Resolution No. 20 R 26 “Resolution Approving Revisions to the FY2020 Housing Choice Voucher Administrative Plan to Include Ineligibility Language Applicable to Methamphetamines”

Ray Morse moved to approve Resolution No. 20 R 26. The motion was seconded by Robert Johns. The motion was then approved by all commissioners present.

Financial Report

Vickie Huwe noted that she had included a report for the board and that the November financials were included in the board packet. Vickie said that the auditor had been here in November for the 09/20 audit. Vickie reported that the housing authority had used all of the CARES funds. Allen asked the status of the past due accounts. Vickie said that she had paid the 10/2019 management fee to the Winnebago County Housing Authority, so that account was only a year behind and was moving along.

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

Old Business

None

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 January 15, 2021 at the Boone County Housing Authority office, 2036 North State Street, Belvidere, Illinois, 61008, and adjourn the meeting at 9:19 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
15th day of January, 2021.

Chairman Allen Sisson _____

Vice Chairman Robert Johns _____

Commissioner Ron Wait _____

Commissioner Ray Morse _____

Commissioner Julaine Drake _____

Commissioner Elsie Brown _____