

MACOUPIN COUNTY HOUSING AUTHORITY

ILLINOIS FREEDOM OF INFORMATION (FOI) REQUIRED POSTING

POLICY

The Macoupin County Housing Authority (MCHA) will abide by all rules and regulations pertaining to the Illinois Freedom of Information Act 5 ILCS 140.

REQUIRED POSTING

MCHA shall prominently display at its Central Office at 760 Anderson Street, Carlinville, IL 62626, make available for inspection and copying, and send through the mail if requested, the following:

1. A brief description of MCHA, which will include, but not be limited to,

- Summary of its purpose

The mission of the Macoupin County Housing Authority is to provide drug free, safe and sanitary housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for residents.

- Block diagram giving its functional subdivisions

A copy of MCHA’s organizational chart is presented on page 5.

- Total amount of MCHA’s budgets

Public Housing FY 2009 Operating Budget	\$1,466,251
Public Housing FY 2009 Capital Fund Plan Budget	\$ 677,502
The Village at Morse Farm	\$1,114,430

- Number and location of MCHA’s properties

A listing of MCHA’s properties is presented on page 6.

- Number of full and part-time employees

<u>Position</u>	<u># Employees</u>
Chief Executive Officer	1
Chief Operating Officer	1

Bookkeeper/Secretary	1
Resident Services Coordinator/Inspector	1
FSS Coordinator/Housing Counselor	1
Occupancy Specialist	1
Admissions Specialist	1
Director of Technical Services	1
Maintenance Supervisor	1
Maintenance Mechanics	6
Village Manager	1
Village Assistant Manager	1
Housekeeper	1
Resident Assistants (Part Time)	4
CNA's (Part Time)	9
Kitchen Manager	1
Food Service Workers (Part Time)	4

- Identification and membership of any board, commissioner, committee, or council which operates in an advisory capacity relative to the operation of the MCHA, or which exercises control over its policies or procedures, or to which MCHA is required to report and be answerable for its operations.

MCHA is governed by a seven member Board of Commissioners as follows:

- Bob Fulton, Chair
- Roger Kratochvil, Vice Chair
- Deanna Taylor, Treasurer
- David Griffel, Commissioner
- David Thomas, Commissioner
- Lee Lobue, Commissioner
- Robert Hozian, Resident Commissioner

MCHA has a Resident Advisory Board that provides input to MCHA's Board of Commissioners regarding issues involving residents and the Housing Agency Plan. The Resident Advisory Board includes the following program participants:

- Ilene Winters
- Karen King
- Robert Hozian
- Bernice Miller
- Leta Frailey
- Treva Jaure
- Liz Kamer

MCHA is an Illinois Housing Authority with public housing programs; therefore, MCHA is responsible to the U. S. Department of Housing and Urban Development.

2. A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information Officer, the address where requests for public records should be directed, and any fees involved.

Presented below and on the following page.

3. MCHA shall also post this information on its website.

FREEDOM OF INFORMATION ACT OFFICER

The Chief Executive Officer of MCHA is designated as MCHA's Freedom of Information Officer.

The Freedom of Information Officer shall receive freedom of information requests submitted to MCHA, ensure that MCHA responds to the requests in a timely fashion, and issue responses as required. The Freedom of Information Officers shall develop a list of documents or categories of records that MCHA shall immediately disclose upon request.

The Freedom of Information Officer must complete all training required by the Illinois Freedom of Information Act 5 ILCS 140 within the time frame specified which currently consists of an electronic training curriculum that must be completed within 30 days after assuming the position.

PROCEDURE FOR HANDLING A FREEDOM OF INFORMATION REQUESTS

Requests must be made in writing addressed to the Chief Executive Officer, Macoupin County Housing Authority, 760 Anderson Street, Carlinville, IL 62626. The written request must reasonably identify the information requested. Written requests may be submitted to MCHA via personal delivery, mail, or Fax. MCHA may not require that a request be submitted on a standard form or require the requester to specify the purpose for a request, except to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver.

Upon receiving a written request for a public record, the Freedom of Information Officer shall:

1. Process the request by:
 - Noting the date MCHA received the written request
 - Computing the day on which the period for response will expire and making a notation of that date on the written request

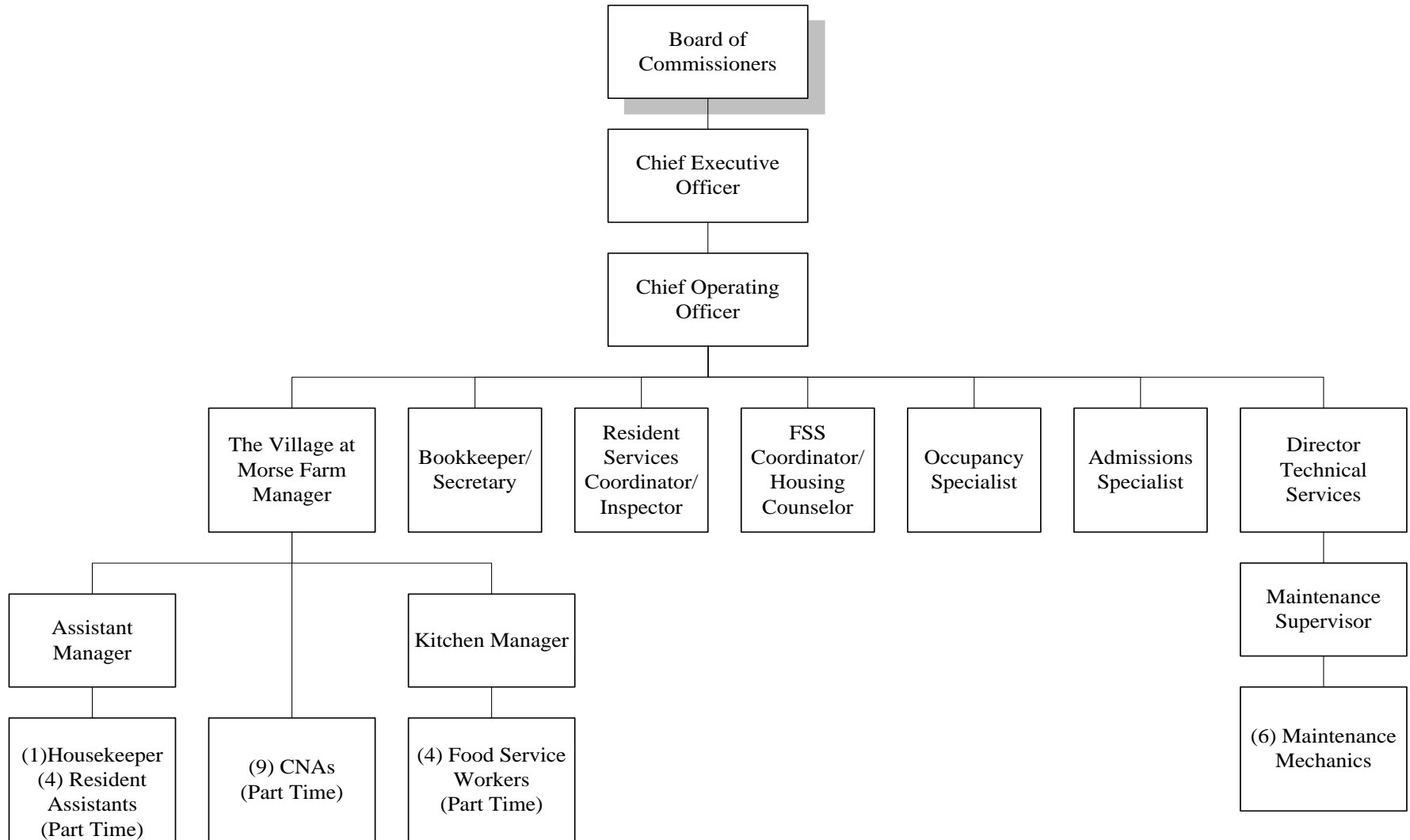
- Maintaining a copy of the written request, including all documentation submitted with the request until the request has been complied with or denied
 - Creating a file for the retention of the original request, a copy of the response, a record of written communications with the requestor, and a copy of other communications.
2. Submit the request to MCHA's attorney for legal advice regarding the disposition of the request.
 3. Within five business days of the request, comply with the request, deny the request or extend the period for reason for an additional five business days.
 4. Respond to a request for records to be used for a commercial purpose within 21 working days after receipt.
 5. Provide all responses in writing.

FEES

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. The fee for black and white, letter or legal sized copies shall not exceed 15 cents per page. If MCHA provides copies in color or in a size other than letter or legal, MCHA will charge its actual cost for reproducing the records. In calculating its actual cost for reproducing records or for the use of the equipment to reproduce records, MCHA will not include the costs of any search for and review of the records or other personnel costs associated with reproducing the records. The cost for certifying a record shall not exceed \$1.

Documents shall be furnished without charge or at a reduced charge, as determined by MCHA, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. Commercial benefit shall not apply to requests made by news media when the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public. In setting the amount of the waiver or reduction, MCHA will take into consideration the amount of materials requested and the cost of copying them.

MACOUPIN COUNTY HOUSING AUTHORITY
Organizational Chart
August 2009



MACOUPIN COUNTY HOUSING AUTHORITY PROPERTIES

Property		Bedroom Size				Total	# Bldgs		# Acres	Year Built
#	Town	1	2	3	4		Apts	M/M		
47-1	Benld	2	4	4	2	12	7		2.00	1959
47-2	Carlinville	10	20	12	4	46	23		4.50	1958
47-3	Staunton	6	10	4	4	24	12	1	6.20	1962
47-4	Virден	8	16	12	4	40	20	1	3.70	1959
47-5	Gillespie	4	8	6	2	20	10		4.34	1955
47-6	Bunker Hill		4	2		6	3		1.00	1959
47-8	Girard	6	6	4	4	20	12		3.70	1961
47-9	Carlinville	8	6	6		20	8		2.30	1963
47-10	Gillespie	8	6	6		20	8			1963
47-11	Virден	8	2			10	2		0.70	1963
47-12	Staunton	10	4	4		18	5			1971
47-13	Bunker Hill	8	2	2		12	5		1.50	1974
47-14	Gillespie	10	5	5		20	7		2.40	1974
47-15	Carlinville	10	10			20	7		1.50	1980
47-16	Staunton	10	10			20	7		2.20	1980
47-17	Gillespie	10	10			20	6		1.80	1980
47-18	Bunker Hill	6	4	4		14	5		1.15	1982
47-19	Mt. Olive		8	2		10	5		0.80	1982
47-20	Palmyra		8	2		10	5		1.00	1982
47-2 Central Office								1		
47-2 Vehicle Bldg								1		
47-4 Virден Rec Hall								1		
Totals		124	143	75	20	362	157	5	40.8	