

JO DAVIESS COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING

April 25, 2023

REGULAR BOARD MEETING:

The Board of Commissioners of the Jo Daviess County Housing Authority met in-person for a regular session at 7:03 p.m. on Tuesday, April 25, 2023.

Upon roll call those answering present (in-person) were Chairperson Vincent, Vice-Chairperson McIntyre and Treasurer Peters. Commissioner Flack was present via Zoom along with guest Paul Hartman. Executive Director Ed Bochniak was also present in-person. Commissioner Yett was not present.

Approval of Agenda: Vice-Chairperson McIntyre made a motion to approve the agenda as presented, Treasurer Peters seconded the motion, the agenda was approved by a consensus of the Board members present.

Approval of Minutes:

The March 28, 2023 Regular Board minutes were presented at the meeting for approval; Treasurer Peters made a motion to accept the minutes as presented, Commissioner Flack seconded the motion, the motion passed with all ayes.

Audience Participation:

-None-

CONSIDERATION OF FINANCE REPORTS:

Review of Monthly Cash Flow and Expenditures:

The Board members reviewed the Cash Flow (\$254,790.51) and the Cash Expenditures (\$104,263.95) Treasurer Peters for the Public housing checking account. Executive Director Ed Bochniak explained the large HUD operating subsidy transfer (\$197,972.00) in the month of April reviewed the highlighted expenses incurred during the month. The USDA checking account report showing the Cash Flow (\$5,005.86) and the Cash Expenditures (\$4,211.87) was presented. Executive Director Ed Bochniak explained to the Board about the public housing transfer of funds to the USDA checking account and explained the highlighted expenses incurred in the month.

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CONSIDERATION OF FINANCE REPORTS (continued):

Review of Accounts Receivable Collections:

The Board members reviewed the February and March Public Housing and USDA Rent Accounts Receivables. The public housing staff continues to work with the tenants to have them make their rent and monthly repayment payments on time.

Review of CCHA/JDCHA billing:

The Board members reviewed CCHA/JDCHA billing recap for the period ending March 2023 showing the total invoicing for these periods of the intergovernmental agreement. The total amount billed for the month of March \$7,718.50. The current fiscal year contract charges (six months) total \$44,583.90.

Commissioner Flack made a motion to accept the Finance Reports as presented, Treasurer Peters seconded the motion. The motion passed with all ayes.

Director's Report:

Annual Lease Renewals:

Executive Director Ed Bochniak stated that the lease renewal meetings have been going well. The final lease renewal meetings will occur this week.

Bad Check Fraud:

Executive Director Ed Bochniak informed the Board that the housing authority experienced check bank fraud in the month of March. Illinois Bank and Trust refused payment on the fraudulent checks. The fraudulent checks were presented to other banks throughout the country. We have reviewed our internal policy and have determined that this incident was not due to office staff negligence.

Bedbug Report:

Because of the bedbug and roach issue at Franklin McCoy Manor, our pest control company will do a "sweep" of the entire building next month.

Hope Foundation:

The Hope Foundation has asked the housing authority to be a committee member on their Board to provide information and guidance when they distribute funds to the various persons that are eligible. This foundation has helped several current tenants to pay rent.

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Director's Report (continued):

Capital Project Bids:

The housing authority will be putting a bid notice in the local newspaper to receive cost quotes on several projects, including heat pumps at Bader House (office), main water pipe replacement at Franklin McCoy Manor parking lot resurfacing and other projects. The Board will be presented the bids for these projects this summer for review and to prioritize the work to be completed this year.

Suspense Projects:

The Board reviewed the Suspense projects list set up by the Executive Director. No projects were added or deleted from the Suspense project list.

Occupancy Update:

The Board reviewed the Occupancy report showing the ten unoccupied units. Executive Director Ed Bochniak and the staff are working to have these units occupied. Several families at the Gear View Heights location have moved out, have contacted families who are interested in these units.

Work Order Report:

The Board reviewed a new monthly report, the Work Order Report, which showed the work orders completed within the last month. This report will now be a regular report in the monthly Board packet.

Vice-Chairperson McIntyre made a motion to accept the Directors Reports as presented, Treasurer Peters seconded the motion. The motion passed with all ayes.

Chairperson:

-None-

Old Business:

-The Board briefly discussed the request to continue the employee benefit of individual sessions with the Harmony Factor company through December 2023. The request of \$6,470.00 in funds was requested. After a brief discussion, Treasurer Peters made a motion to approving the Wellness employee benefit not to exceed \$6,470.00; Commissioner Flack seconded the motion, the motion passed with all ayes.

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New Business:

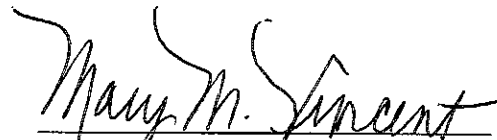
-Executive Director Ed Bochniak presented to the Board the Internal policies of Jo Daviess County Housing Authority. The Executive Director explained that the HUD Compliance review staff requested that the Board affirm and approve via a resolution that these internal policies are in place. After a brief discussion, the Vice-Chairperson McIntyre made a motion to approve the internal policies as presented, Treasurer Peters seconded the motion, the motion passed with all ayes.

Board Member Comments:


None

Adjournment:

With nothing further to discuss, Commissioner Flack made a motion to adjourn, Treasurer Peters seconded the motion, the meeting ended at 7:42 p.m.



Mary Vincent, Chairperson



Ed Bochniak, Executive Director