

**JO DAVIESS COUNTY HOUSING AUTHORITY**  
**MINUTES OF REGULAR BOARD MEETING**  
May 23, 2023

**REGULAR BOARD MEETING:**

The Board of Commissioners of the Jo Daviess County Housing Authority met in-person for a regular session at 7:00 p.m. on Tuesday, May 23, 2023.

Upon roll call those answering present (in-person) were Chairperson Vincent, Vice-Chairperson McIntyre, Treasurer Peters and Commissioner Yett. Executive Director Ed Bochniak was also present in-person. Commissioner Flack was not present. There were no guests 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 April 25, 2023 Regular Board minutes were presented at the meeting for approval; Treasurer Peters made a motion to accept the minutes as presented, Commissioner Yett 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 (\$48,729.50) and the Cash Expenditures (\$156,096.71) for the public housing checking account. Executive Director Ed Bochniak reviewed various expenses that had occurred in the month, including transferring \$50,000.00 to the public housing high yield savings account. The USDA checking account report showing the Cash Flow (\$6,017.00) and the Cash Expenditures (\$2,887.25) 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 March and April 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 April 2023 showing the total invoicing for these periods of the intergovernmental agreement. The total amount billed for the month of April \$7,351.50. The current fiscal year contract charges (six months) total \$51,935.40.

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

#### Director's Report:

##### Unit Inspections:

Flint Hills Manor and Hanover Estates will be inspected in June. The Warren units will be inspected in July, Gear View Heights in August and Franklin McCoy in September.

##### JDCHA Summer Gatherings:

Executive Director Ed Bochniak informed the Board that the housing authority will once again this summer have luncheons at each site beginning in June. Public officials from the towns will be notified. This will serve as a "thank you" to our current tenants and the community that they are in.

##### Bedbug Report:

Our pest control company did an entire "sweep" of the Franklin McCoy Manor building where they focused on bedbugs and roaches. Five new units with bedbugs and three with roaches were found. A strategy plan has been developed to treat these units over the next several months. Roach traps and bedbug traps have been purchased to be put in every unit and in the public areas which will be monitored by our maintenance staff.

##### Active Shooter Class:

The entire JDCHA attended an active shooter class presented by the Galena police department and the Galena EMS department. The Galena police chief will do a walk-through of the JDCHA office and Franklin McCoy building to make sure we have the proper procedures in place to protect staff, tenants and guests.

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### Director's Report (continued):

#### Solar Power Update:

The housing authority is working with CIC Energy Solutions to see if solar panels can be installed at any of the JDCHA sites and if the installation can be paid for through grant funding. More details will be presented later this summer.

#### 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 fourteen unoccupied units. Executive Director Ed Bochniak and the staff are working to have these units occupied. Within the past several weeks, four new tenants have moved into empty units.

#### Work Order Report:

This report was not available for review at the Board meeting.

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

#### Chairperson:

Chairperson Vincent discussed the issue of not having a quorum at the monthly Board meetings. With the pandemic officially declared over, the Illinois Statute for public bodies states that a quorum of Board members must be present before any Board member can be allowed in the meeting electronically. Chairperson Vincent discussed adding two more Board members onto the Board, with one being a resident, which would allow for quorums to occur more often. The Board discussed the idea and also discussed looking for a Board member from the cities of Stockton, Scales Mound and possibly from the EMS team. The Chairperson directed the Executive Director to add this topic to the agenda for the June Board meeting.

Chairperson Vincent also asked Board members if changing the day that the Board met each month would be beneficial to having a quorum at the Board meetings. The Board members discussed what day of the month each one was available to meet on a regular basis. After a lengthy discussion, Treasurer Peters made a motion to move the Board meeting to the second Monday of each month, Commissioner Yett, seconded the motion; the motion passed with all ayes. Chairperson Vincent directed the Executive Director to process a resolution at the next Board meeting to properly record this change in the housing authority by-laws.

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Old Business:

-None-

New Business:

-Executive Director Ed Bochniak presented to the Board the Resolutions to approve the one-year continuation of the Intergovernmental Agreement between Carroll County Housing Authority and Jo Daviess County Housing Authority. Executive Director Ed Bochniak stated that the Carroll County Housing Authority Board approved this one-year extension at their May Board meeting. After a brief discussion, Treasurer Peters made a motion approving the one-year continuation of the IGA agreement as presented, Commissioner Yett seconded the motion; the motion passed with all ayes.

-Executive Director Ed Bochniak presented to the Board the Resolution to approve the Intergovernmental Agreement between Winnebago County and Jo Daviess County to engage the services of Winnebago County in administering the Housing Choice Voucher program. This agreement was suggested during the HUD Compliance Review. The IGA is a thirty-day agreement that will renew each month until one of the parties gives a notice of termination. After a brief discussion, Vice-Chairperson McIntyre made a motion to approve the Intergovernmental agreement as presented, Treasurer Peters seconded the motion; the motion passed with all ayes.

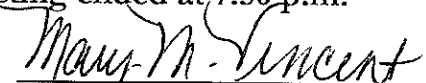
-Executive Director Ed Bochniak presented a request for a 3.00% pay raised for Steve Gonzalez, Maintenance Lead person. The Board discussed the raise and Treasurer Peters asked if Steve understood that he would not receive another raise until one year. Executive Director Ed Bochniak stated that Steve understood this and was agreeable to it. Treasurer Peters made a motion to approve the 3.00% raise to Steve Gonzalez as presented, Commissioner Yett seconded the motion; the motion passed with all ayes.

Board Member Comments:

Vice-Chairperson McIntyre stated that with the Board meetings now scheduled for the second Monday of each month, there will be times that it will fall on a federal holiday. All Board members stated they would be willing to come to the meeting on those holidays.

Adjournment:

With nothing further to discuss, Commissioner Yett made a motion to adjourn, Treasurer Peters seconded the motion, the meeting ended at 7:50 p.m.

  
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Mary Vincent, Chairperson

  
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Ed Bochniak, Executive Director