

**JO DAVIESS COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
JULY 26, 2022**

REGULAR BOARD MEETING:

The Board of Commissioners of the Jo Daviess County Housing Authority met via Zoom and in-person for a regular session at 6:45 p.m. Tuesday, July 26, 2022.

Upon roll call those answering present (in-person) were Treasurer Peters, Commissioner Yett. Executive Director Ed Bochniak was also present. Chairperson Vincent and Vice-Chairperson McIntyre were present via Zoom. No guests were present.

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

Approval of Minutes:

The June 28, 2022 Regular Board minutes were presented at the meeting for approval; Commissioner Yett made a motion to accept the Board minutes as presented, Treasurer Peters seconded the motion, the motion passed with all ayes.

Audience Participation:

-None-

CONSIDERATION OF FINANCE REPORTS:

Review of Monthly Expenditures:

The Board members reviewed the Vendor Cash Payments for the fiscal period of June 2022 for the Public housing checking account and the USDA checking account. Executive Director Ed Bochniak reviewed and discussed with the Board the Public Housing expenditures that were highlighted on the report. Executive Director Ed Bochniak explained the payments to AHRMA Insurance, Schultz Appliance, Aable Pest Control, CCHA and Mr. Rooter Plumbing.

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CONSIDERATION OF FINANCE REPORTS (continued):

Review of Accounts Receivable Collections:

The Board members reviewed the May and June 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 June, 2022 showing the total invoicing for the period of the intergovernmental agreement. The total amount billed for the month of June was \$8,041.60. The current fiscal year contract charges total \$60,957.80.

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:

HUD REAC Inspection:

Executive Director Ed Bochniak informed the Board that JDCHA will have their HUD REAC inspection on August 18th and 19th. The last HUD REAC inspection was in year 2019, they are to occur every two years but with the pandemic they were pushed back to year 2022.

Bed Bug Update:

Executive Director Ed Bochniak informed the Board that the Franklin McCoy building has been working with the pest control companies to combat the roach and bedbug issues. JDCHA and CCHA are both working together to receive bids from various pest control companies for the normal pest spray and for the roach and bedbug issues. We are not happy with our current pest control company, Aable/Terminix. We plan on presenting bids to the board at the next meeting.

Unit Inspections:

Inspection of all units will occur because of the HUD REAC inspection in August.

50th Anniversary Celebrations:

August 8th will be the celebration at Gear View Heights, the final two celebrations will be at Flint Hills Manor (September 8th and Franklin McCoy Manor, September 22nd).

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Heat Pump Project:

The Heat pump project at Meridian Manor has been completed. The closing off of the a/c sleeves is being discussed with various contractors. We hope to complete this part of the project by the end of the year.

Suspense Projects:

The Board reviewed the new Suspense projects list set up by the Executive Director. This list shows the approved/proposed projects for the Jo Daviess County Housing Authority. The heat pump project at Meridian Manor was approved to be removed by the Board.

Occupancy Update:

The Board reviewed the Occupancy report showing the six unoccupied units. Executive Director Ed Bochniak and the staff are working to have these units occupied.

Commissioner Yett 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:

-Executive Director Ed Bochniak informed the Board that a new full-time maintenance person has been hired and will begin in August. The part-time maintenance person will stay with the housing authority until the end of the year so that all projects can be completed.

-The Board reviewed the Harmony Factor proposal for the employees to participate in the Interactive Workshop and the individual sessions dealing with Stress Management. After a good discussion from the Board about the benefits and the costs for these programs, Commissioner Yett made a motion to accept the Interactive Workshop sessions costs to not exceed \$1,074.00 and the individual sessions cost not to exceed \$2,700.00. Treasurer Peters seconded the motion, the motion passed with all Board members approving. Vice-Chairperson McIntyre abstained from voting due to a conflict of interest.

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-The Board reviewed the costs for the two fitness centers in Galena for the JDCHA employees. After a good discussion, Commissioner Yett made a motion to approve the Midwest Health and Fitness Center cost for JDCHA employees not to exceed \$2,400.00 per year; Treasurer Peters seconded the motion, the motion passed with all ayes.

New Business:

Executive Director Ed Bochniak presented to the Board the proposal for the pay increases for the three current employees at JDCHA. Vice-Chairperson McIntyre inquired if the percentage increase was enough given the current rate of inflation. Executive Director Ed Bochniak stated that he did not want to give a higher rate of pay because the employees may expect that every year. After some discussion, Vice-Chairperson McIntyre made a motion to approve the 6.00% increases for Mike Kloss and Patti Caron and a 6.50% increase for Shenel Handel. Treasurer Peters seconded the motion and the motion passed with all ayes by the Board.

The Board discussed the proposal to add the current Executive Director on the payroll of JDCHA so that the Executive Director could receive the benefits that the other JDCHA employees receive. After some discussion, Chairperson Vincent asked the Executive Director to get the opinion of the Carroll County Housing Board before they take any action. This proposal will be discussed at the next Board meeting.

Board Member Comments:

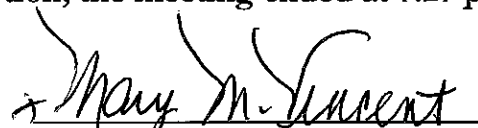
Commissioner Yett requested that 3 FOB's for the Franklin McCoy building and 3 master keys be given to the Galena EMS so that the Galena police department would not have to be called to let the Galena EMS into the building.

Adjournment:

With nothing further to discuss, Vice-Chairperson McIntyre made a motion to adjourn, Commissioner Yett seconded the motion, the meeting ended at 7:27 p.m.



Ed Bochniak, Executive Director


Mary-Vincent, Chairperson