

JO DAVIESS COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
March 28, 2023

REGULAR BOARD MEETING:

The Board of Commissioners of the Jo Daviess County Housing Authority met in-person for a regular session at 7:02 p.m. on Monday, April 17, 2023. This Board meeting covered the information for the months of January and February. There was no February or March Board meeting.

Upon roll call those answering present (in-person) were Chairperson Vincent, Vice-Chairperson McIntyre, Treasurer Peters and Commissioner Yett. Commissioner Flack was present via Zoom along with guest Paul Hartman (for part of the meeting). Executive Director Ed Bochniak was also present in-person.

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 January 24, 2023 Regular Board minutes were presented at the meeting for approval; Vice-Chairperson McIntyre made a motion to accept the minutes as presented, Treasurer Peters 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 Vendor Cash Payments for the months of January and February for the Public housing checking account (totaling \$68,157.92 and 56,321.89) and the USDA checking account (totaling \$3,294.35 and 4,724.43).

Executive Director Ed Bochniak explained to the Board that the new revised report showed credits and debits which have flowed through the PHA and USDA checking accounts. This new report now gives a better presentation to the Board of the monthly financial activities for the housing authority. Executive Director Ed Bochniak reviewed and explained the non-regular financial activities that had occurred in the two previous months.

(Continued)

CONSIDERATION OF FINANCE REPORTS (continued):

Review of Accounts Receivable Collections:

The Board members reviewed the January and February 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 periods ending January 2023 and February 2023 showing the total invoicing for these periods of the intergovernmental agreement. The total amount billed for the month of January was \$8,400.60 and for February \$7,323.60. The current fiscal year contract charges (five months) total \$36,865.40.

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:

Annual Lease Renewals:

Executive Director Ed Bochniak that all public housing tenants have received their lease renewal packet. Lease renewals will be completed in the month of April.

New Fee Accountant:

Executive Director Ed Bochniak informed the Board that the housing authority is working on an agreement to hire a new fee accountant company, Hawkins Ash, CPA. They have worked with Carroll County Housing for over 15 years and will begin working on Jo Daviess financials in the month of May. They are working with our auditor to get the financials up to date.

Section 8 Inspection Update:

All Section 8 units were inspected. Several will have a second inspection due to items that needed to be repaired.

Jo Carroll Energy Meeting:

Met with John Scott from Jo Carroll to discuss energy efficient priorities and goals for the housing authority. Also continue conversation with Elevate Energy and SEDAC on grants for solar energy installation.

(Continued)

MINUTES OF MARCH 28, 2023 REGULAR BOARD MEETING

PAGE 3

Director's Report (continued):

Policy Updates:

The housing authority will be presenting updated internal policies for the Board to review and approve at the April meeting. These updated policies are a recommendation from the HUD Compliance review.

Bedbug Report:

Have several Franklin McCoy units with bedbugs. These units are being treated by our pest control company. We had evicted one tenant at Franklin McCoy who would not clean their unit and had bedbugs. We are in discussion with our pest control company to do a complete "sweep" of the Franklin McCoy building to eliminate our bedbug and roach problem.

Suspense Projects:

The Board reviewed the Suspense projects list set up by the Executive Director. Vice-Chairperson made a recommendation to add to the list the following project: Install window/fire exit for all Gear View Heights units that have basements. Chairperson Vincent asked the Executive Director to add this project to the Suspense list. No projects were 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.

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:

-None-

Old Business:

-The Board briefly discussed the Jo Daviess County Housing Report that each Board member was given at the last meeting. Vice-Chairperson McIntyre stated that Jo Daviess County is using the housing study as part of updating their comprehensive plan. Because Vice-Chairperson McIntyre is on that County committee, he will make sure that our needs and concerns are represented in the plan. Chairperson Vincent stated that the housing authority will continue to pursue with other groups in the county to look for affordable housing opportunities. The Board decided at this time that no further discussion on the housing report was needed.

(Continued)

MINUTES OF MARCH 28, 2023 REGULAR BOARD MEETING

PAGE 4

Old Business (continued):

-The Board discussed the Mediacom Internet Proposal for the housing sites. Executive Director Ed Bochniak stated that as of February 1st the housing authority no longer distributed Cable TV to its tenants. Each tenant had the opportunity to sign up for their own Cable and internet service. The internet cost offered to the housing authority was not needed because the tenants who wanted internet had already signed up for the service. The Board decided no further action was required since the tenants had their service that they needed for themselves.

New Business:

-A brief written report was given to the Board on the HUD Compliance Review that occurred the week of March 20th. Various concerns and recommendations were given to the housing authority. HUD will present a final written report in the month of May.
-Executive Director Ed Bochniak requested approval for Patti Caron and Shenel Handel attend the IAHA Maintenance and Management Clinic in Springfield this week. After a brief discussion, Vice-Chairperson McIntyre made a motion to approve the request for the two employees to attend the conference, Treasurer Peters seconded the motion, the motion passed with all ayes.

Board Member Comments:

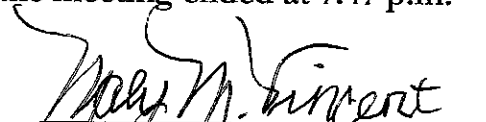
None

Adjournment:

With nothing further to discuss, Treasurer Peters made a motion to adjourn, Vice-Chairperson McIntyre seconded the motion, the meeting ended at 7:47 p.m.



Ed Bochniak, Executive Director


Mary Vincent, Chairperson