

**JO DAVIESS COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
October 25, 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. on Tuesday, October 25, 2022. Upon roll call those answering present (in-person) were Chairperson Vincent and Treasurer Peters. Executive Director Ed Bochniak was also present. Commissioner Yett was present via Zoom. Guest Paul Hartman (guest) was present via Zoom. Vice-Chairperson McIntyre was absent. Chairperson Vincent read the Illinois disaster declaration allowing the public meeting to proceed even though there is not a quorum present in-person. Treasurer Peters and Commissioner Yett affirmed the declaration so that the public meeting could continue.

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 October 4, 2022 Regular Board minutes were presented at the meeting for approval; Commissioner Yett made a motion to accept the minutes as presented, Treasurer Peters seconded the motion, the motion passed with all ayes.

Audience Participation:

Paul Hartman stated he had no comments.

CONSIDERATION OF FINANCE REPORTS:

Review of Monthly Expenditures:

The Board members reviewed the Vendor Cash Payments for the fiscal period of October 2022 for the Public housing checking account (totaling \$44,150.82) and the USDA checking account (totaling \$813.64). Executive Director Ed Bochniak reviewed and discussed with the Board the Public Housing expenditures that were highlighted on the report and that were not normal monthly expenditures. The public housing expenditures that were highlighted were: Exact Pest Solutions, National Elevator Inspection, Schumacher Elevator, Property Rescue, Plunkett's Pest Control and Carroll County Housing Authority. There were no USDA expenditures that were highlighted.

(Continued)

MINUTES OF OCTOBER 25, 2022 REGULAR BOARD MEETING

PAGE 2

CONSIDERATION OF FINANCE REPORTS (continued):

Review of Accounts Receivable Collections:

The Board members reviewed the August and September Public Housing and USDA Rent Accounts Receivables. The public housing receipts for September were greater than the rent charges for the month due to a tenant paying off their total rent amount due. 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 September, 2022 showing the total invoicing for the period of the intergovernmental agreement. The total amount billed for the month of August was \$5,799.90. The current fiscal year contract charges total \$82,693.50.

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

Director's Report:

IAHA Annual Meeting:

Executive Director Ed Bochniak reported to the Board that sessions that he attended while at the Annual IAHA meeting. Executive Director Ed Bochniak stated that this was one of the best annual meetings he had attended.

Bed Bug Update:

Executive Director Ed Bochniak informed the Board that there have been two units treated for bedbugs at Franklin McCoy Manor. Other units that were treated previously continue to be monitored.

Unit Inspections:

Inspection of the Section 8 units will begin in November and the lease renewals for the Section 8 tenants will occur in December.

(Continued)

MINUTES OF OCTOBER 25, 2022 REGULAR BOARD MEETING

PAGE 3

Director's Report (continued):

Update Illinois EPA Energy Grant:

The Jo Daviess County Housing Authority has been informed that it will not be the recipient of any EPA Energy Grants. There will be future grant opportunities that the housing authority will apply to get funds for energy efficient projects.

IAHA Annual Meeting:

The Executive Director attended the annual IAHA meeting attending various sessions. A written report will be provided at the next Board meeting on the sessions attended.

Electrical/Plumbing Training:

Executive Director Ed Bochniak gave a report on the Electrical/Plumbing Training that was attended by him and Shenel Handel. The knowledge obtained at the training will be shared with the maintenance staff.

Maintenance Staff Salary Increase Proposal:

The Executive Director requested to the Board to increase the Maintenance Lead persons salary from \$16.00 per hour to \$17.50 per hour. The Maintenance Lead person has completed his 90-day probation period. After a brief discussion, Treasurer Peters made a motion to approve the salary increase request, Commissioner Yett seconded the motion. The motion passed with all ayes.

Suspense Projects:

The Board reviewed the Suspense projects list set up by the Executive Director. This list shows the approved/proposed projects for the Jo Daviess County Housing Authority. The Illinois EPA Energy Grant and the Hanover Estates furnace/water heater project were approved to be removed by the Board.

Occupancy Update:

The Board reviewed the Occupancy report showing the eleven unoccupied units. Executive Director Ed Bochniak and the staff are working to have these units occupied. There are several applicants who will be moving into units in November.

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

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MINUTES OF OCOTBER 25, 2022 REGULAR BOARD MEETING

PAGE 4

Director's Report (continued):

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 eight unoccupied units. Executive Director Ed Bochniak and the staff are working to have these units occupied.

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

Chairperson:

-None-

Old Business:

-The Executive Director stated to the Board that the Jo Daviess County Board will vote on approving Ned Flack as the Commissioner of the Housing Authority at the November meeting.

-Executive Director Ed Bochniak presented the Incentive Payroll Plan proposal to the Board. This proposal would give a "paycheck" to the Executive Director based upon the total net savings from the grants received in year 2022. Treasure Peters and Commissioner Yett pointed out that the entire net savings would be distributed in "pay" to the Executive Director over the six year period, thereby negating the savings realized by the housing authority. Chairperson Vincent requested that the proposal be put on the November agenda with other percentage payment options, presented, possibly on a monthly or quarterly basis for the Board to review. Executive Director Ed Bochniak stated he would present other options to the Board next month.

-Executive Director Ed Bochniak reported to the Board that the Hanover Estate furnace and water heater project had been completed.

-Executive Director Ed Bochniak reported to the Board that the Flint Hills furnace and water heater project will begin at the of October.

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MINUTES OF OCTOBER 25, 2022 REGULAR BOARD MEETING

PAGE 5

New Business:

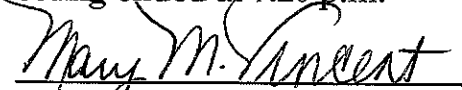
-Resolution No. 22 R. 20 was presented approving the Hanover Estates attic insulation project, which will be totally funded by a grant from Nicor Gas Company. Treasurer Peters made a motion to approve the resolution as presented, Commissioner Yett seconded the motion, the motion passed with all ayes.

-Resolution No. 22 R. 21 was presented approving the USDA Mensendike Apartments Heat Pump Project which will be totally funded by a grant from Commonwealth Edison. Treasurer Peters made a motion to approve the resolution as presented, Commissioner Yett 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, Commissioner Yett seconded the motion, the meeting ended at 7:20 p.m.



Mary Vincent, Chairperson



Ed Bochniak, Executive Director