

**JO DAVIESS COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
JUNE 28, 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, JUNE 28, 2022.

Upon roll call those answering present (in-person) were Chairperson Vincent, Treasurer Peters, Vice-Chairperson McIntyre and Commissioner Yett. Executive Director Ed Bochniak was also present. Lori McIntyre was present as a guest speaker.

Approval of Agenda: Commissioner Yett 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 May 24, 2022 Regular Board minutes were presented at the meeting for approval; Vice-Chairperson McIntyre made a motion to accept the Board minutes as presented, Treasurer Peters seconded the motion, the motion passed with all ayes.

Audience Participation:

Lori McIntyre, owner of Harmony Factor, gave a presentation to the Board on the Stress Management Services she offers to individuals, groups and corporations. Her presentation included various handouts showing how stress plays an important role in each person's life. Lori described the tools and techniques she uses to help people manage their stress. The Board discussed with Lori the importance of providing one-on-one meetings with each employee as compared to a staff group interactive workshop. The Board thanked Lori for her presentation and asked her to provide the Executive Director with her professional pricing so that the Board can review these costs at next month's meeting.

CONSIDERATION OF FINANCE REPORTS:

Review of Monthly Expenditures:

The Board members reviewed the Vendor Cash Payments for the fiscal period of May 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 Quinn Construction, Carroll County Housing, Able Pest Control, H&H Services and HDS.

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CONSIDERATION OF FINANCE REPORTS (continued):

Review of Accounts Receivable Collections:

The Board members reviewed the April and May 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 May, 2022 showing the total invoicing for the period of the intergovernmental agreement. The total amount billed for the month of May was \$9,405.80. The current fiscal year contract charges total \$52,466.20.

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:

Bed Bug Update:

Executive Director Ed Bochniak informed the Board that the Franklin McCoy building continues with having bedbugs and roaches in several units. We are working with two pest control companies and are in discussion with how to set-up a preventative pest control monitoring system at the Franklin McCoy Manor building.

Unit Inspections:

Inspection of the Franklin McCoy units have been completed. With do have several tenants that will need re-inspections. Overall, the units are in better shape than last year.

Lease Renewals:

Annual lease renewals for the tenants are complete. We will begin doing the lease renewals for the Section 8 voucher tenants in September/October. This will include doing onsite inspections.

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Open House/Luncheon Events:

Three sites, Gear View Heights, Flint Hills and Franklin McCoy Manor, will have their Open House/Luncheon in the months of August and September.

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. No additions or removals were requested.

Occupancy Update:

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

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:

Executive Director Ed Bochniak updated the Board on the workers compensation injury to Mike Kloss back in February, 2022. Mike has completed his physical therapy and is now being sent to an independent doctor designated by our insurance company to evaluate Mike's shoulder and to recommend what the next steps should be. This may include Mike having surgery. The Board will be given an update at the next Board meeting.

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New Business:

Executive Director Ed Bochniak presented to the Board the proposal from the contractor Air Blue Heating and Cooling company. They have been chosen by Commonwealth Edison as the approved contractor to install the heat pumps at the Meridian Manor site. The incentives proposed by Commonwealth Edison will pay for the entire heat pump installation project. The total cost for this project is \$95,000.00. After a brief discussion, the Board approved Resolution No. 22 R 14 for Air Blue company to do the heat pump installation project at Meridian Manor.

Executive Director Ed Bochniak informed the Board that Exact Pest Control had notified the office today that one of the Franklin McCoy units had a major infestation of roaches. This infestation, if not quickly mitigated, could result in the entire building being infested with roaches. The pest control company is investigating how to best manage this situation. The office staff will review all possibilities and eradicate the roaches in the best way possible. The Board will be updated at next month's meeting.

Board Member Comments:

Board Members discussed reviewing the contract for the current Executive Director at next month's Board meeting to see how the Executive Director can receive employee benefits with the Jo Daviess County Housing Authority. Chairperson Vincent requested that this be put on the agenda for discussion in July.

Adjournment:

With nothing further to discuss, Treasurer Peters made a motion to adjourn, Commissioner Yett seconded the motion, the meeting ended at 7:53 p.m.



Ed Bochniak, Executive Director

Via Zoom
Mary Vincent, Chairperson