

**JO DAVIESS COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
October 4, 2022 (September Board Meeting)**

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 6:47 p.m. on Tuesday, October 4, 2022. (This was the September Board meeting originally scheduled for September 27, 2022).

Upon roll call those answering present (in-person) were Chairperson Vincent and Treasurer Peters. Executive Director Ed Bochniak was also present. Vice-Chairperson McIntyre was present via Zoom. Guest Paul Hartman was present via Zoom. Commissioner Yett was absent. During roll call there was a discussion that whether the Board meeting could continue because there was not a quorum physically present (in-person). Vice-Chairperson McIntyre stated that at the Jo Daviess County Board meetings there is no majority present in-person and that the Chairperson makes a formal statement that per the Governor of Illinois, the public meeting policy allows these groups to meet via Zoom and utilize Zoom forums until such notice from the Governor's office. The JDCHA Board Chairperson made the following statement: Continue to have zoom meetings and Zoom forums in conjunction with the Governor of Illinois policy so that the JDCHA Board meeting would continue with those in attendance and via zoom.

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 August 23, 2022 Regular Board minutes were presented at the meeting for approval; Treasurer Peters made a motion to accept the minutes as presented, Vice-Chairperson McIntyre stated that he would second the motion if it was noted that on page 1 of the August 23, 2022 board minutes a correction be made: Under approval of Agenda change "Vice-Chairperson Yett to Vice-Chairperson McIntyre", Treasurer Peters amended her original motion to approve the minutes with the noted correction, Vice-Chairperson seconded the motion, the motion passed with all ayes.

Audience Participation:

Paul Hartman stated he had no comments.

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CONSIDERATION OF FINANCE REPORTS:

Review of Monthly Expenditures:

The Board members reviewed the Vendor Cash Payments for the fiscal period of September 2022 for the Public housing checking account (totaling \$45,509.98) and the USDA checking account (totaling \$2,237.65). 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: White Construction, Harmony Factor, Dubuque Area Steamatic, Kurtis Colson and AHRMA insurance company. The USDA expenditure that was highlighted was AHRMA insurance company.

Review of Accounts Receivable Collections:

The Board members reviewed the July and August 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 August, 2022 showing the total invoicing for the period of the intergovernmental agreement. The total amount billed for the month of August was \$8,544.20. The current fiscal year contract charges total \$76,913.60.

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

Director's Report:

HUD REAC Inspection:

Executive Director Ed Bochniak informed the Board that JDCHA received a 63% (25 points out of a total of 40 points) during their HUD REAC physical inspection. This was a decrease of seven points from their 2019 HUD REAC inspection. This score is considered "Standard" and the next HUD REAC inspection will be in year 2024. The maintenance staff has reviewed the REAC report and is working on correcting the points deducted. The Executive Director will work with a local engineer to redesign the Meridian Manor, Gear View Heights and the Hanover Estates sidewalks and patios. Points were deducted for the cracks in the sidewalks and patios as well as resurfacing all the sites parking lots. This work will commence in years 2023 and 2024.

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Director's Report (continued):

Bed Bug Update:

Executive Director Ed Bochniak informed the Board that there have been no bedbug issues at Franklin McCoy Manor. The Executive Director stated that pest control contract bids for years 2024 through 2026 is currently being reviewed and that the Board will review the pest control bids at the November Board meeting.

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.

Tenant Repayment Updates:

The office staff continues to monitor the tenants accounts and the repayment plan accounts. A tenant that was in the process of being evicted paid off their current and repayment balance. The tenant is now not being evicted but must pay their rent each month or the tenant will face eviction again.

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.

50th Anniversary Celebrations:

The final two Open Houses/Luncheons occurred in September at Flint Hills Manor and Franklin McCoy Manor. This completes the Open Houses/Luncheons for this year with plans to have luncheons throughout the summer of year 2023.

Maintenance Staff Update:

The Executive Director gave the Board members an update of the current staff in the maintenance department. A part-time person has been hired while Mike Kloss has returned to work under "light duty." The Maintenance Lead person, Steven, continues to complete work orders and other projects as needed.

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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 Mayor of Hanover has suggested that Ned Flack, a Hanover resident, fill the JDCHA Board vacancy. Ned Flack's name will be given to the Jo Daviess County Board for consideration. The County Board will vote on this nomination at their next Board meeting. Ned Flack has shown interest in becoming a JDCHA Board member. Chairperson Vincent asked for a motion for the Board to recommend Ned Flack to become a JDCHA Board member, Treasurer Peters made the motion, Vice-Chairperson McIntyre seconded the motion, the motion passed with all ayes.

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Old Business (continued):

-The Board listened to the Executive Director reviewed with the Board members his current payroll agreement as the acting Executive Director for Jo Daviess County Housing Authority and how Jo Daviess County Housing Authority reimburses Carroll County for this monthly pay plus the employee benefits. The Executive Director also reviewed with the Board the proposed "Incentive Pay" plan where the Executive Director would receive a "paycheck" paid by Jo Daviess County Housing Authority through the Jo Daviess payroll system. This "Incentive Pay" plan would be based upon the net savings realized from the Commonwealth Edison, Nicor Gas Company and Jo Carroll Utilities grants, rebates and all other incentives since May, 2020. A review of the utility savings averaged over a three year period would also be calculated. The total of these "net savings" would be divided over an agreed number of years and then inputted in the payroll system so that the Executive Director would receive employee benefits provided by Jo Daviess County Housing Authority. The Board reviewed and discussed this option. After the discussion, Chairperson Vincent requested that the Executive Director put together a contract for the Board to consider at the next Board meeting.

-Executive Director Ed Bochniak gave a verbal update of the Hanover Estates furnace/water heater project which will be completed this month and the projected start date for the Flint Hills furnace/water heater project. There has been no major issues and all tenants have cooperated with the installation.

New Business: -None-


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 7:42 p.m.



Ed Bochniak, Executive Director


Mary Vincent, Chairperson