

JO DAVIESS COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
August 23, 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, August 23, 2022.

Upon roll call those answering present (in-person) were Chairperson Vincent, Vice-Chairperson McIntyre, Treasurer Peters, Commissioner Yett. Executive Director Ed Bochniak was also present. Guest Paul Hartman was present via Zoom.

* Approval of Agenda: ~~Vice-Chairperson Yett~~ ^{Ed K. 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 July 26, 2022 Regular Board minutes were presented at the meeting for approval; Commissioner Yett made a motion to accept the Board minutes as presented, Vice-Chairperson seconded the motion, the motion passed with all ayes.

Audience Participation:

Paul Hartman stated he would like to speak under Old Business on adding the Executive Director to the payroll.

CONSIDERATION OF FINANCE REPORTS:

Review of Monthly Expenditures:

The Board members reviewed the Vendor Cash Payments for the fiscal period of July 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 and that were not normal monthly expenditures.

(Continued)

MINUTES OF AUGUST 23, 2022 REGULAR BOARD MEETING

PAGE 2

CONSIDERATION OF FINANCE REPORTS (continued):

Review of Accounts Receivable Collections:

The Board members reviewed the June and July 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 July, 2022 showing the total invoicing for the period of the intergovernmental agreement. The total amount billed for the month of July was \$7,411.60. The current fiscal year contract charges total \$68,369.40.

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:

HUD REAC Inspection:

Executive Director Ed Bochniak informed the Board that JDCHA had their REAC inspection on August 18th. 22 units were inspected and two safety issues were detected. Both were repaired within the 24 hour time period. The REAC score will be released within the next few days. It was a good learning experience for the maintenance staff.

Bed Bug Update:

Executive Director Ed Bochniak informed the Board that the Franklin McCoy building has seen a major improvement in combating bedbugs and roaches. Working with Carroll County housing in receiving bids for other pest control companies. Review of bids in October will be presented to the Board.

Unit Inspections:

Inspection of the Warren units will begin in November and will inspect one site every other month throughout the year.

50th Anniversary Celebrations:

On August 8th the celebration was held at Gear View Heights. It was a good turnout. Will have one at Flint Hills in early September and Franklin McCoy later in September.

(Continued)

MINUTES OF AUGUST 23, 2022 REGULAR BOARD MEETING

PAGE 3

Maintenance Staff Update:

The part-time maintenance person was injured (non-work related) and will be out for several weeks. The new full-time maintenance person has taken charge and is leading the maintenance department. We are looking for a part-time person until the rest of this year when we expect our other full-time person, Mike Kloss to return to work after his shoulder surgery.

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 seven 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:

-The Board discussed the possibility of adding the Executive Director to the Jo Daviess Housing payroll so that he can enjoy the employee benefits. Paul Hartman, guest, stated that the current Intergovernmental Agreement states that Jo Daviess County Housing already pays for the hours that the Executive Director works for Jo Daviess through the monthly invoicing. Paul Hartman stated that Jo Daviess pays a portion of the Executive Directors benefits that Carroll County Housing offers. Chairperson Vincent stated that she would like a report showing how the Executive Director is paid each month and the proposal given to the Board by the Executive Director dealing with an "incentive" payroll proposal. This will be reviewed at next month's meeting.

(Continued)

MINUTES OF AUGUST 23, 2022 REGULAR BOARD MEETING

PAGE 4

-The Board listened to the Executive Director give an update on the Nicor Gas Company water heater and furnace project to begin in September. The residents at Hanover Estates will have their installed in September and then the company will install the equipment at Flint Hills Manor. This project should be completed by early November.

New Business:

Executive Director Ed Bochniak presented to the Board the request for him to attend the IAHA Annual meeting in Fairview Heights, Illinois in late September. The cost for this meeting will be split with Carroll County Housing Authority. Vice-Chairperson McIntyre made a motion for the Executive Director to attend the annual meeting not to exceed \$550.00, Treasurer Peters seconded the motion; the motion passed with all ayes.

The Board discussed the request for the Executive Director and the Housing Representative to attend the Public Housing plumbing and electrical training in Phoenix AZ in October. After a round of discussion and how beneficial it would be to the housing authority, Commissioner Yett made a motion to approve the request to attend the training not to exceed \$2,790.00; Vice-Chairperson McIntyre seconded the motion. The motion passed with all ayes.


Board Member Comments:

Commissioner Yett requested that the Gear View Heights cameras need to be updated and allow for police access when needed. Executive Director Ed Bochniak stated that this winter the housing authority is looking into upgrading the security cameras at all sites and allowing police personnel to have access to the cameras. More information to come this winter.

Vice-Chairperson McIntyre requested that the housing authority set-up a profit and loss statement that the Board can review each month. Executive Director Ed Bochniak stated that he will set-up the financials similar to what the Carroll County Housing Board receives each month.

Adjournment:

With nothing further to discuss, Vice-Chairperson McIntyre made a motion to adjourn, Commissioner Yett seconded the motion, the meeting ended at 7:41 p.m.


Mary Vincent, Chairperson


Ed Bochniak, Executive Director