

**MINUTES OF THE REGULAR MEETING**  
**OF THE ST. CLAIR COUNTY HOUSING AUTHORITY (SCCHA)**  
**BOARD OF COMMISSIONERS**  
**1790 SOUTH 74<sup>TH</sup> STREET, BELLEVILLE, ILLINOIS**  
**9:00 A.M., WEDNESDAY MARCH 12, 2025**

**ROLL CALL**

The meeting was called to order by Chairman, Dan Barger. Upon a roll call the following Commissioners and others were in attendance.

**Commissioners Present**

Dan Barger, Chairman  
Sr. Julia Huiskamp, 1st Vice Chairman  
Jacqueline Johnson, Secretary  
Stephanie Scurlark-Belt, 2<sup>nd</sup> Vice Chairman

**Others Present**

Vera Jones, Executive Director  
Nancy Schmidt, Finance Director  
Shanae Golliday-Anderson, Admin. Director  
Nick Urban, Modernization Director  
Pamela Jackson, Programs Director  
Meisha Kerby, Asset Management Director  
Philip Rice, SCCHA Attorney  
Annette Hill, Executive Assistant

**Commissioners Absent**

Herbert Simmons, Treasurer

**Others Absent**

None

**PUBLIC COMMENTS**

None

**MINUTES**

Consider approving the Minutes of the Regular Meeting held on February 18, 2025.

Commissioner Huiskamp made a motion to approve the minutes as presented. Commissioner Johnson seconded the motion.

All Commissioners voted in the affirmative ---motion passed.

**FINANCE MATTERS**

Consider approving Finance Matters for the months of January 2025, including General Disbursements-All Projects, Payroll Disbursements, Treasurer's Report/Investments Register, Schedule of Miscellaneous Receipts, Comparative Income/Expense Reports and Electronic Payment Transactions (for the February 2025) Copies attached.

A motion to approve Finance Matters was made by Commissioner Johnson with a second by Commissioner Scurlark-Belt. The motion passed unanimously upon the roll call.

## **TENANT MATTERS**

Review and discuss reports related to Tenant Matters for the month of February 2025. These include Low Rent (Public Housing) Vacancy Report, Low Rent Tenant Accounts Receivable Report, Low Rent /Housing Choice Voucher Program (HCVP) Tenant/Member Statistics, Low Rent Move-In Report/Move-Out Report, HCVP Move-In Report/Move-Out Report, HCVP Location Report, Waiting List Statistics Reports and Waiting List Report by Location and Number of Bedrooms Report. (Copies attached)

Commissioner Barger explained the reports are for informational and discussion purposes only, not requiring any official action. Commissioner Barger asked if there were any comments or questions.

Commissioner Huiskamp inquired about the current percentage of vacancies.

Ms. Jones stated that the current vacancy rate stands at 4%.

Being no further discussion the Chairman proceeded to the next agenda item.

## **OLD BUSINESS**

### **6-A Board Training for Commissioner's**

Ms. Jones indicated that recent modifications in HUD regulations, prompted by government restrictions, necessitate that the Board training be conducted remotely. She noted that HUD is unavailable on Wednesdays, which means the Board must select an alternative day for the training session. The training is expected to occur in either April or May. Annette Hill will contact the Commissioners to facilitate the coordination of mutually acceptable dates for this training.

### **6-B Website Update**

Ms. Jones indicated that the development of the website is progressing according to the established timeline. She highlighted that the IT department is diligently working on the integration of content from the previous website while simultaneously incorporating new material. Ms. Jones anticipates that the new website will be fully operational within approximately three months. She underscored the importance of providing a range of forms and documents online for both residents and landlords, which will significantly decrease the dependency on paper. Furthermore, the website will feature a language-switching option for applicants submitting their applications, thereby removing potential language barriers and negating the necessity for a translator. In addition, the implementation of new software by Yardi will facilitate the creation of a portal for the submission of all relevant documents. This initiative is expected to substantially reduce paper usage, aligning with HUD's objectives to improve electronic submission methods and minimize reliance on paper documentation.

## **NEW BUSINESS**

### **7-A Consider Approving Request for Quotes for Attorney – Retirement of Kevin Kaufhold**

Commissioner Huiskamp made a motion to approve Request for Quotes for Attorney-retirement of Kevin Kaufhold. Commissioner Johnson seconded the motion.

Upon the roll call the motion passed.

### **7-B Consider Approving Task Order #4 to the Contract with Hurst-Rosche, Inc. for Heat Pump Replacement in Bel Plaza I and II in the Amount of \$47,216**

Commissioner Johnson made a motion to approve Task Order #4 to the contract with Hurst-Rosche, Inc. for heat pump replacement in Bel Plaza I and II in the amount of \$47,216. Commissioner Scurlark-Belt seconded the motion.

Upon the roll call the motion passed.

### **7-C Consider Approving a Rate Hike in the Public Housing “Service Charge Policy” and “Move-Out Charge List”**

Commissioner Scurlark-Belt made a motion to approve a rate hike in the Public Housing “Service Charge Policy” and “Move-Out Charge List”. Commissioner Huiskamp seconded the motion.

Commissioner Huiskamp sought clarification regarding the proposed charges.

Ms. Jones indicated that the increase would range from 5 to 10 percent. It is noteworthy that there has not been a rate adjustment in over a decade. This increase is intended to address the damages incurred by tenants while living on the property and during their departure.

Upon the roll call the motion passed.

### **7-D Consider Approving Bad Debt Write-Offs of Vacated Tenants in the Amount of \$58,996.26**

Commissioner Huiskamp made a motion to approve the Bad-Debt Write-Offs of vacated tenants in the amount of \$58,996.26. The motion was seconded by Commissioner Johnson.

Commissioner Huiskamp wanted to know if we could collect some of this debt through the IDROP program. Ms. Jones stated yes.

Upon the roll call the motion passed.

### **7-E Consider Approving Bad Debt Rental Assistance Write-Offs of Current and Vacated Tenants in the Amount of \$3,850**

Commissioner Johnson made a motion to approve Bad Debt Rental Assistance Write-Offs of current and vacated tenants in the amount of \$3,850. Commissioner Huiskamp seconded the motion.

Ms. Jones requested Meisha Kerby, the Director of Asset Management, to provide additional information about the Illinois Court-Based Rental Assistance Program (CBRAP). In her response, Ms. Kerby explained that the program is designed to offer financial assistance to both tenants and housing providers, including landlords, who are currently engaged in eviction court proceedings across Illinois. She noted that the total financial support available through the court rental assistance program amounted to \$55,146. Furthermore, Ms. Kerby highlighted that while the SCCHA loss could have been greater, we were only responsible for paying late fees and legal costs.

Upon the roll call the motion passed.

## **OTHER BUSINESS AND REPORTS BY THE EXECUTIVE DIRECTOR**

### **8-A Contract Status Report (March)**

Ms. Jones indicated that the report is included among the materials provided, and she remarked that all contracts are progressing as anticipated or have been successfully finalized.

Ms. Jones announced that the elevator in Bel II will be out of service for an estimated duration of four to six weeks, beginning on April 14th. She indicated that a meeting is scheduled for March 19th, where families and residents will gather to review emergency plans and related matters. Representatives from the fire department and the Emergency Management Agency will be present to address potential scenarios and concerns. Additionally, Ms. Jones assured that a team member will be available on-site to assist residents with various needs, including carrying groceries and navigating the stairs.

### **8-B Preview of Significant Components of Draft 2025 Agency Plan Update**

Ms. Jones reported that the objectives established for the past year are predominantly being met, with the outstanding targets still within reach by June. She mentioned that a detailed update will be shared as we near the end of the fiscal year. Additionally, she highlighted that as we advance into the new year, the focus will shift towards enhancing our audit procedures, fostering staff development, and optimizing processes to minimize paper consumption.

Commissioner Huiskamp expressed that it is challenging to formulate plans when the financial budget in Washington remains uncertain. In response, Ms. Jones stated that she and her team will persist in their efforts to serve the community until they receive any new information from HUD.

Ms. Jones announced that the New Broadview apartments are currently in the process of leasing units and facilitating the move-in for new tenants. A grand opening event is scheduled for March 28th at 11:00 AM.

### **ADJOURNMENT**

Commissioner Johnson made a motion to adjourn the meeting. Commissioner Scurlark-Belt seconded the motion. The motion passed with unanimous consent.



  
Jacqueline Johnson (Secretary)

  
Dan Barger (Chairman)