

MINUTES OF THE REGULAR MEETING
OF THE ST. CLAIR COUNTY HOUSING AUTHORITY (SCCHA)
BOARD OF COMMISSIONERS
1790 SOUTH 74TH STREET, BELLEVILLE, ILLINOIS
9:00 A.M., WEDNESDAY DECEMBER 12, 2018

ROLL CALL

The Chairman called the meeting to order and upon roll call the following Commissioners and others were physically present:

Commissioners Present

Eugene Verdu, Chairman
Dan Barger, 1st Vice Chairman
Sr. Julia Huiskamp, 2nd Vice Chairman
Billie Jean Miller, Secretary
Vivian Cash, Treasurer

Others Present

Larry McLean, Executive Director
Nancy Schmidt, Director of Finance
David Wright, Director of Modernization
Carol Easterley, Administrative Director e
Pamela Jackson, Programs Director
Phyllis Pearson, Director of Asset Mgmt.
Annette Hill, Executive Secretary

Commissioners Absent

None

Others Absent

Phillip Rice, SCCHA Attorney

PUBLIC COMMENTS

There were no public comments.

ELECTION OF OFFICERS FOR SCCHA BOARD OF COMMISSIONERS

Commissioner Barger presented a proposed slate of officers for the 2019 term;

Eugene Verdu, Chairman
Dan Barger, 1st Vice Chairman
Sr. Julia Huiskamp, 2nd Vice Chairman
Billie Jean Miller, Secretary
Vivian Cash, Treasurer

Chairman Verdu asked if any Commissioner had any suggested changes to the proposed slate of officers. Being none, Commissioner Miller made a motion to approve the slate of officers as proposed for the 2019 term. The motion was seconded by Commissioner Cash. The motion passed by unanimous consent.

Chairman Verdu thanked the Commissioners for their vote of confidence, noting that he was willing to step aside from the Chairman position if another Commissioner was interested in serving in that capacity. The Commissioners expressed their unanimous support for Commissioner Verdu to continue in the Chairman position.

Mr. McLean thanked the Commissioners for their willingness to continue to serve the SCCHA and its residents / program participants and congratulated them on their election to their respective officer positions.

REVIEW OF THE SCCHA BY-LAWS

Mr. McLean explained that Commissioners routinely review the SCCHA By-Laws at the December annual meeting. Upon review and discussion it was noted that Section III Meetings, paragraph E Order of Business is not consistent with the “agenda” format currently being used. Chairman Verdu requested that Mr. McLean prepare a proposed revision to the by-laws that is consistent with meeting agenda format that is currently in use and present the revision at the next meeting.

Commissioner Barger made a motion to table the review of the by-laws until the next Board meeting. The motion was seconded by Commissioner Huiskamp. The motion passed unanimously upon roll call.

MINUTES

Consider approving Minutes of the Regular Meeting held on November 14, 2018.

Commissioner Miller made a motion to approve the minutes as presented. Commissioner Cash seconded the motion. The motion passed by unanimous consent.

FINANCE MATTERS

Consider approving Finance Matters for the month of October 2018, including General Disbursements – All Projects, Payroll Disbursements, Treasurer’s Report/Investment Register, Schedule of Miscellaneous Receipts, Comparative Income/Expense Reports and Electronic Payment Transactions (for the month of November 2018). Copies attached.

Commissioner Barger made a motion to approve the Finance Matters. Commissioner Miller seconded the motion. The motion passed unanimously upon roll call.

TENANT MATTERS

Review and discuss reports related to Tenant Matters for the month of November 2018. These include Public Housing Tenant Accounts Receivable Report, Public Housing / Section 8 Occupancy Reports, Public Housing Move-Out Report, Public Housing Move-

In Report, Section 8 Move-Out Report, Section 8 Move-In Report, HCVP Location Report, Waiting List Demographic Report and Wait List Summary by Program / Location Report. (Copies attached)

The reports are for informational purposes only and do not require any action.

Commissioner Huiskamp asked about the vacancy rate in the public housing program. Mr. McLean reported that the number of vacant units remains high, totaling sixty-one (61) on the report in the meeting packet (dated 12/3/2018), equivalent to a six percent (6%) vacancy rate. Mr. McLean noted that number is down from the seventy-eight (78) vacant units that were reported at the November meeting. Mr. McLean further commented that there were twenty-one (21) move-ins during the month of November. He explained that involves a significant amount of work for all parts of the organization from the applicant screening and eligibility staff, to the maintenance staff to the Property Management staff. He thanked Phyllis Pearson, Asset Management Director and Keith Hausman, Maintenance Director for the work of their departments. Mr. McLean expressed hope that the “tide has been turned” related to vacant units and the number will continue to decline, noting, however, that for the most part the number of monthly move-outs is beyond management’s control.

OLD BUSINESS

The Commissioners reviewed the Section Eight Management Assessment Program (SEMAP) Score Report for FYE-6/30/2018, noting that SCCHA had maintained “High Performer” designation with a score of ninety-three percent (93%). Mr. McLean thanked Pamela Jackson, Program Director, and her staff for the hard work involved in obtaining and maintaining high performer status.

NEW BUSINESS

9-A Consider Approving Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program (HCVP)

Commissioner Barger made a motion to approve the utility allowance schedule for the Section 8 HCVP. Commissioner Miller seconded the motion.

Upon roll call the motion passed unanimously.

9-B Consider Contract Award to Bel-O Cooling and Heating of O'Fallon, IL in the Amount of \$109,833 for HVAC Replacement and Site Lighting Upgrades for the Central Office

Commissioner Barger made a motion to award contract to Bel-O Cooling and Heating of O'Fallon, IL in the amount of \$109,833 for HVAC replacement and site lighting upgrades for the Central Office. Commissioner Miller seconded the motion.

The motion passed unanimously upon roll call.

OTHER BUSINESS AND REPORTS BY THE EXECUTIVE DIRECTOR

In regards to the Contract Status Report included in the meeting packet Mr. McLean commented that the most notable construction projects under contract are the contracts with Calhoun Construction for Exterior Building, Roofing and Site Improvements at our Lebanon property which is ninety-five percent (95%) complete and with Jim Taylor, Inc for roofing work at our Centreville, Smithton, Lenzburg and Millstadt properties which was just awarded at the last board meeting and is still in the process of finalizing the contract documents.

Mr. McLean also mentioned that the staff was able to secure a contract with Matt Haag Landscaping for snow removal services, noting that there was not much interest in the contract since the service has been used so seldom in recent years.

The Commissioners were reminded that the SCCHA Annual Christmas Luncheon will be Friday, December 14th and they were encouraged to attend if their schedules permitted.

Mr. McLean commended the staff for their generous support of two local charities for Christmas. Gift items were donated to the Caritas organization for children in foster care and a family with children participating in the Big Brothers Big Sisters program.

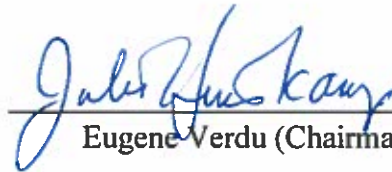
The Tentative Calendar of Events for the 2019 Agency Plan Update (APU) was distributed to the Commissioners. Mr. McLean noted that this will be the final year of the current Five Year Agency Plan. The Commissioners were encouraged to think about and share with Mr. McLean any goals they would like to have SCCHA work toward over the next year so they can be incorporated into the planning document.

Finally, Mr. McLean shared Attorney Rice' apology to the Commissioners that he was unable to attend this morning's meeting because he had court proceedings scheduled in two different venues.

ADJOURNMENT

Being no further business to be considered by the Board, Commissioner Barger made a motion to adjourn the meeting. The motion was seconded by Commissioner Miller. The motion passed by unanimous consent.


Billie Jean Miller (Secretary)


Eugene Verdu (Chairman)

The Next Regular Board Meeting is Scheduled for January 9, 2019.