

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 FEBRUARY 14, 2018

ROLL CALL

The 1st Vice-Chairman called the meeting to order and upon roll call the following Commissioners and others were physically present:

Commissioners Present

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
Maureen Richter, Administrative Director
Keith Hausman, Director of Maintenance
David Wright, Director of Modernization
Pamela Jackson, Programs Director
Phyllis Pearson, Director of Asset Mgmt.
Phil Rice, SCCHA Attorney
Annette Hill, Executive Secretary

Commissioners Absent

Eugene Verdu, Chairman

Others Absent

None

PUBLIC COMMENTS

There were no public comments.

MINUTES

Consider approving Minutes of the Regular Meeting held on January 10, 2018.

Commissioner Miller made a motion to approve the minutes as presented. The motion was seconded by Commissioner Huiskamp. The motion passed.

FINANCE MATTERS

Consider approving Finance Matters including General Disbursements – All Projects (November 2017), Payroll Disbursements, Treasurer’s Report, Schedule of Miscellaneous Receipts, Comparative Income/Expense Reports for the month of December 2017 and Electronic Payment Transactions for the month of January 2018. (Copies attached)

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

Mr. McLean commented on the finance reports that were reviewed and approved by the Board. He explained that due to the timing of month end close, the majority of reports are usually for the period two months prior to the Board Meeting, with the exception of the Electronic Payment Transactions which is more current. He noted, however, that the General Disbursements Report that was included in the January meeting packet skipped a month and included the December 2017 report by mistake, and therefore this month's meeting packet includes the November 2017 General Disbursements Report. Mr. McLean assured the Commissioners that all financial reports have been provided to date and noted that each individual financial report always includes the date at the top of the page for reference. Mr. McLean said that in the future, the agenda will also be notated to reflect the actual month that the specific report covers to avoid any confusion.

TENANT MATTERS

Review and discussion of reports related to Tenant Matters, including Public Housing Tenant Accounts Receivable Report, Public Housing/Section 8 Occupancy Report, Public Housing Move-Out Report, Public Housing Move-In Report, Section 8 Move-Out Report, Section 8 Move-In Report, HCV Report, and Waiting List Summary. (Copies attached)

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

Commissioner Barger asked if the Executive Director had any comments regarding the reports. Mr. McLean said that he would like to bring attention to the Public Housing and Section 8 Housing Choice Voucher Program (HCVP) Demographic Summary Report, noting that slightly more than thirty-eight percent (38%) of public housing households and more than fifty-two percent (52%) of Section 8 HCVP participant households have an "earned income" source ---meaning that someone in the family is working. Mr. McLean added that when adjusted for senior citizen households who are not as likely to be in the workforce, the percentages increase to about fifty-eight percent (58%) for Public Housing and sixty-one percent (61%) for the Section 8 HCVP. Mr. McLean stated that the point he wanted to make was that the majority of family households receiving federal housing assistance through SCCHA have at least one employed household member.

Mr. McLean also commented on the Section 8 HCVP – Voucher Count by City report (item 5H in the meeting packet). He noted that the cities of Belleville, Cahokia and East St. Louis are first, second and third, respectively, in having the largest number of Section 8 HCVP participant families residing in their municipal boundaries. Almost seventy-five percent (75%) of all Section 8 HCVP participant households reside in one of these three communities. Commissioner Barger said that he was surprised that there is only one Section 8 HCVP family residing in the Village of Brooklyn. Mr. McLean responded that he believes that to be because there are very few rental units in the Village that will pass

inspection, along with potential concerns among participating families regarding the school district and the lack of many basic amenities (such as a grocery store, etc.).

Commissioner Huiskamp asked if there is any law that requires landlords to accept families participating in the Section 8 HCVP. Mr. McLean responded that there are some larger communities / cities, such as Chicago, that have local ordinances that prohibit a landlord from discriminating in the rental of housing based upon source of income --- which is really designed to protect Section 8 HCVP voucher holders ---but said to his knowledge no municipalities in St. Clair County have any such law or ordinance.

Commissioner Huiskamp asked if tenants can take their vouchers to St. Louis. Mr. McLean responded that the Section 8 HCVP has a feature called “portability” which allows a participating family to “port” their voucher to any location in the country that has a Section 8 HCVP.

OLD BUSINESS

Mr. McLean informed the Commissioners that there were no items of old business upon which to report.

NEW BUSINESS

7-A Consider Approving Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program

Commissioner Miller made a motion to approve the Utility Allowance Schedule for Section 8 Housing Choice Voucher Program. Commissioner Cash seconded the motion. Upon roll call the motion passed unanimously.

7-B Consider Approving Contract Modification #5 in the amount of \$40,496.66 for the Contract with Calhoun Construction of Belleville, IL for Exterior Improvements for Roofing and Window Replacement in IL30-03 (Dupo), 30-06 (Centreville), and 30-24 (O’Fallon)

Commissioner Miller made a motion to approve contract Modification #5 in the amount of \$40,496.66 for the contract with Calhoun Construction of Belleville, IL for exterior improvements for roofing and window replacement in IL30-03 (Dupo), 30-06 (Centreville), and 30-24 (O’Fallon). The motion was seconded by Commissioner Cash.

Commissioner Barger asked if there were any questions. Mr. McLean reported that this change order was for unanticipated work at the Dupo location and included more exterior siding replacement than was projected in the scope of work, unforeseen carpentry work related to the canopy installation, and replacement of the water heater vent piping that was identified as being defective when the contractor was replacing the roof shingles.

Commissioner Huiskamp asked when a contract modification needs to be approved by the Board. Mr. McLean said that contract modification, or change orders as they are commonly referred, require Board approval when a single change order is in excess of \$25,000 and when all accumulated change orders for the contract exceed twenty-five percent (25%) of the original contract amount. In this case, change order (or Contract Modification) #5 exceeded the \$25,000 threshold and requires Board approval.

The motion passed unanimously upon roll call.

7-C Consider Approving Transfer of Real Estate Parcels to the East St. Louis Housing Authority (ESLHA) and Authorizing the Executive Director to Sign the Documents Needed to Complete the Transfer

Commissioner Miller made a motion to approve the transfer of real estate parcels to the ESLHA and authorizing the Executive Director to sign the documents needed to complete the transfer. The motion was seconded by Commissioner Cash.

Mr. McLean explained that SCCHA is required to certify annually to the St. Clair County Board of Review that the properties held in the name of SCCHA continue to be used for purposes that qualify for real estate tax exemption. He said that this year, Nancy Schmidt, Finance Director, took it upon herself to verify the accuracy of the long list of real estate parcels included on the certification form received from the Board of Review. Upon investigation, Ms. Schmidt, with the assistance of other staff members ---most notably David Wright, Modernization Director, Vince York, Modernization Manager, and Carol Easterly, Purchasing Officer ---identified twenty-two parcels that continue to be listed as being owned by SCCHA, but are located in the City of East St. Louis and based upon aerial photographs appear to be the properties where the John Robinson public housing development operated by the East St. Louis Housing Authority (ESLHA) is located.

Mr. McLean reported that SCCHA staff worked with staff in the County Assessor's Office to verify that the deeds have been in the name of SCCHA dating back to the 1940's. Mr. McLean said that there were at least two explanations: 1) that the titles to these parcels were not conveyed after the City of East St. Louis formed its own housing authority, or; 2) that the legal instrument executed to complete the conveyance was never recorded. He said that neither he nor the staff could locate any documents that provided any additional information or insights.

Upon roll call the motion passed unanimously.

OTHER BUSINESS AND REPORTS BY THE EXECUTIVE DIRECTOR

8-A Contract Status Report (February)


Mr. McLean said that his only comment about the Contract Status Report was that there is a bid opening in the near future for a large project that is out for bid. He asked Mr. Wright to provide the details. Mr. Wright explained that he recently held a pre-bid conference for the "Site Work" job that involves a variety of site work, parking lot improvements and concrete work at the two Centreville properties, Private Mathison Manor and Ernest Smith Sr. Apartments. Mr. Wright noted that there was good participation at the pre-bid conference and he anticipates receiving a number of bids. He reported that the bid opening is scheduled for 10:00 a.m., on Thursday, March 1st and that the engineer's estimate is \$870,000. Mr. Wright asked Commissioner Barger if he was available to preside over the bid opening. Commissioner Barger said that he was and would put it on his calendar.

Under other business, Mr. McLean reported that he had received word from Phyllis Pearson, Director of Asset Management, that there had been a shooting in the Hawthorne Terrace Apartments, SCCCHA's public housing property in Alorton. He said that few details are known at this time but it is his understanding that the victim, a friend of a resident, was not seriously injured and was expected to be released from the hospital soon. Mr. McLean said that he would further apprise the Board as more details became known and as warranted.

ADJOURNMENT

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


Billie Jean Miller (Secretary)


Eugene Verdu (Chairman)

The Next Regular Board Meeting is Scheduled for March 14, 2018.