

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 APRIL 9, 2025

ROLL CALL

The meeting was called to order by 1st Vice Chairman, Sr. Julia Huiskamp. Upon a roll call the following Commissioners and others were in attendance.

Commissioners Present

Sr. Julia Huiskamp, 1st Vice Chairman
Stephanie Scurlark-Belt, 2nd Vice Chairman
Herbert Simmons, Treasurer
Jacqueline Johnson, Secretary

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

Dan Barger, Chairman

Others Absent

None

PUBLIC COMMENTS

None

MINUTES

Consider approving the Minutes of the Regular Meeting held on March 12, 2025.

Commissioner Simmons 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 February 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 March 2025) Copies attached.

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

TENANT MATTERS

Review and discuss reports related to Tenant Matters for the month of March 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 Huiskamp explained that the reports are for informational and discussion purposes only, not requiring any official action. Commissioner Huiskamp inquired about the current percentage of vacancies.

Ms. Jones reported that the current vacancy rate is at a low of 4%. She went on to highlight a concerning trend in tenant-related issues that are increasingly becoming more complex. She noted that the high rate of damage and housekeeping, coupled with the way tenants vacate their units, necessitates a greater level of maintenance from our team. The existing turnaround time of two to three days for our maintenance staff is proving to be unfeasible. Upon tenant departure, it has been observed that many leave behind their belongings, which requires our team to first clear out the units before any repairs can commence. Ms. Jones indicated that the timeframe for addressing these units ranges from seven to thirty days, emphasizing that the security deposits of \$300 to \$500 are insufficient to cover the extensive work needed to restore the units to a habitable condition. She praised the maintenance staff for their dedication and hard work, acknowledging that the process of preparing vacant units for new tenants is time-consuming and requires careful attention to detail.

Commissioner Huiskamp asked if we could use community service workers from the county or jail to assist in the cleaning out of the vacate units.

Ms. Jones emphasized that we cannot utilize community service workers from the county jail unless they are accompanied by a supervisor who will be present to oversee their activities. This requirement would divert additional time and resources from our staff, complicating our operational efficiency. She pointed out that tenants who are neither employed nor attending school are required to fulfill community service obligations; however, they are generally not inclined to engage in tasks such as cleaning out units. Consequently, it would require significant effort to persuade and manage these individuals to ensure the successful completion of the project, ultimately adding to our workload rather than alleviating it.

Commissioner Simmons inquired about the number of maintenance staff currently employed. In response, Ms. Jones stated that the team consists of twenty-two maintenance personnel, which includes one supervisor and one lead technician. This dedicated group is responsible for maintaining operations across eighteen different cities, highlighting the extensive reach and responsibility of the maintenance team.

Being no further discussion the 1st Chairman proceeded to the next agenda item.

OLD BUSINESS

None

NEW BUSINESS

7-A Consider Approving Amended By-Laws of the St. Clair County Housing Authority to Incorporate Audio or Video Conference Attendance for Members

Commissioner Simmons made a motion to approve the amended By-Laws of the St. Clair County Housing Authority to incorporate audio or video conference attendance for members. Commissioner Johnson seconded the motion.

Upon the roll call the motion passed.

7-B Consider Approving the 2025 Annual Plan Update

Commissioner Johnson made a motion to approve the 2025 Annual Plan Update. Both Commissioners Scurlark-Belt and Simmons seconded the motion.

Upon the roll call the motion passed.

OTHER BUSINESS AND REPORTS BY THE EXECUTIVE DIRECTOR

8-A Contract Status Report (April)

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.

8-B Potential HCVP Shortfall - HUD Two Year Tool

Ms. Jones reported that the Chicago HUD team initiated a meeting to address a potential funding shortfall for the HCVP, as indicated by their two-year financial tool assessment. She noted that a meeting is set for May 12th, which will include representatives from both the Chicago HUD Office and the SCCHA Management team. This meeting aims to provide clarity and direction regarding the implications for the Housing Choice Voucher Program.

The anticipated shortfall is primarily due to the Fair Market Rent (FMR) guidelines, which dictate the payment structure for landlords. As rental prices in the area continue to rise, the number of vouchers available for families on the waitlist is expected to decrease. Landlords are requesting higher rents for

their properties. Currently and under directions from the HUD Chicago office, we are refraining from issuing any additional vouchers until after the May 12th meeting, where we hope to receive clear directives on how to proceed considering these financial constraints.

8-C HUD Guidance on Voucher Usage

Ms. Jones stated HUD has requested that we pause the issuance of vouchers until we meet to discuss the financial outlook for the HCVP Program. During this brief period, there will be no immediate impact on the community we serve.

8-D Centreville Property Sale – Barber Murphy Realtor

Ms. Jones mentioned that the property in Cahokia Heights, IL, has been on the market for a year with Barber Murphy Realtor, but interest has been limited due to zoning issues and tax implications. Developers are hesitant to invest, as the potential tax burden on new homeowners could be too high without an established tax base from existing properties. The property is currently valued at \$100,000 and remains unsold. We will have to decide on whether to extend the realtor contract or explore alternative options. Additionally, we will need to manage and maintain the property throughout the summer.

8-E 5 Year Administrative Plan

Ms. Jones stated the Administrative Plan will be submitted to HUD by April 17th.

8-F PBVs Update – Jazz (50), Vivians Village I (16), and Winstanley Park (1)

Ms. Jones expressed her gratitude to Commissioner Johnson for attending the grand opening of the New Broadview. She noted the excitement among attendees regarding the opportunity to move into the new units and praised the building's aesthetic appeal. Additionally, she highlighted that the apartments feature state-of-the-art amenities and mentioned that SCCHA will collaborate with their property management to house fifty residents from the waitlist.

Ms. Jones has indicated that Vivians Village I is nearing completion. Our team participated in a punch list walk-through to prepare for our forthcoming inspection. SCCHA will collaborate with their property management to house sixteen residents from the waitlist.

Ms. Jones stated Winstanley Park is nearing completion with phase one. SCCHA will collaborate with their property management to house one resident from the waitlist.

8-G Public Notices Posted for No Video Recording

Ms. Jones noted the increasing presence of individuals known as first amendment auditors has been active at surrounding housing authorities. During their visits, the auditors record interactions and often seek confrontations with staff to share online. To safeguard employees from such encounters, our office will display signs in lobby areas that prohibit video recording.

8-H Commissioner Board Training


Ms. Jones announced that the scheduling of formal Board training with Mr. Dawson and his team will be postponed due to difficulties in finding a mutually agreeable date and time for all board members. She provided the Commissioners with a handout detailing the roles and responsibilities of the PHA Board of Commissioners. Additionally, Ms. Jones encouraged the Commissioners to reach out to Annette Hill if they prefer to complete the Board training online. To meet compliance, links will be distributed to all Board members to complete Fair Housing and Code of Conduct training.

8-I IAHA Meeting – Key Takeaways


- A comprehensive audit from HUD is highly probable. Ms. Jones will provide updates as more information becomes available.
- There have not been any notifications regarding the annual INSPIRE inspections, which we typically prepare for each year with any scheduled dates.
- Assess our public housing inventory to determine the viability of the complex. This evaluation should encompass the year of construction, the location, and whether the community is situated in an area of economic growth with access to essential amenities such as stores and schools.

ADJOURNMENT

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



Dan Barger (Chairman)


Jacqueline Johnson (Secretary)

