

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 JUNE 13, 2018

ROLL CALL

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

Commissioners Present

Dan Barger, 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
Pamela Jackson, Programs Director
David Wright, Director of Modernization
Keith Hausman, Director of Maintenance
Phyllis Pearson, Director of Asset Mgmt.
Phillip 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 May 9, 2018.

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

FINANCE MATTERS

Consider approving Finance Matters for the month of April 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 May 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.

TENANT MATTERS

Review and discuss reports related to Tenant Matters for the month of May 2018. These include 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, 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 Barger asked if the Executive Director had any comments regarding the reports. Mr. McLean reported that the vacant unit count was at thirty-three (33) as of the first of the month which is exactly the same as last month. Mr. McLean brought the move-out reports for both the Public Housing Program (PHP) and the Housing Choice Voucher Program (HCVP) to the attention of the Commissioners. He explained that he considered the reports for this month to be reflective of the typical reasons why residents leave the PHP and why participants leave the HCVP. It was noted that of the eleven (11) move-outs in the PHP three (3) were initiated by management for non-payment of rent, three were initiated by residents for positive reasons (purchased home, no longer needing or wanting assistance), three (3) involved elderly residents ending their tenancy due to death or need for more support due to health reasons and two were for “other” reasons. In regards to move-outs in the HCVP, Mr. McLean explained that participants moving from one unit to another, listed as a “transfer” on the report, account for the majority of the listed move-out activity [thirty (30) of the fifty-seven (57) move-outs listed]. Of the remaining twenty-seven (27) move-outs seventeen (17) were tenant initiated in that they declared they no longer needed assistance or they were over income, nine (9) were terminated due to program violations and one participant passed away.

Commissioner Huiskamp asked if SCCHA has any public housing properties where there is a minimum household income requirement or a requirement for the resident to be working to be eligible to live at a the property. Mr. McLean replied no, adding that would require HUD approval. Commissioner Huiskamp said that it is her understanding that some public housing properties managed by the East St. Louis Housing Authority (ESLHA) are operated in this manner. Mr. McLean said that housing authorities may apply to HUD for waivers for certain requirements they want to implement that are not allowed by regulation and that he is aware that a number of housing authorities have adopted employment or schooling requirements to be eligible to reside at certain properties. These regulatory waivers are requested with the intent of promoting self-sufficiency and achieving a broad-range of incomes at the targeted properties.

OLD BUSINESS

There was no discussion of old business.

NEW BUSINESS

7-A Consider Approving Resolution #18-02 Appointing Carol Easterley to Assume the Role of SCCHA's "Authorized Agent" for the Illinois Municipal Retirement Fund (IMRF) effective July 1, 2018

Commissioner Huiskamp made a motion to approve Resolution #18-02 appointing Carol Easterley to assume the role of SCCHA's "Authorized Agent" for the Illinois Municipal Retirement Fund (IMRF) effective July 1, 2018. Commissioner Miller seconded the motion.

Upon roll call the motion passed unanimously.

7-B Consider Approving Resolution #18-03 Five Year Capital Fund Action Plan

Commissioner Miller made a motion to approve Resolution #18-03 Five Year Capital Fund Action Plan. Commissioner Cash seconded the motion.

Mr. McLean said that it was noteworthy that the 2018 Capital Fund Grant of \$2.2 million is a full \$1 million more than the 2017 award. He said that the much higher than expected grant was a welcome surprise, adding that there will be no problem spending the funds given the long backlog of capital improvement needs at the public housing properties.

Upon roll call the motion passed unanimously.

7-C Consider Approving Resolution #18-04 Line Item Budgets for FYE June 30, 2019

Commissioner Huiskamp made a motion to approve Resolution #18-04 Line Item Budgets for FYE June 30, 2019. Commissioner Miller seconded the motion.

Mr. McLean noted that the budgets include a total of \$200,000 for new computer software and as discussed at the last meeting provides for a flat-rate cost of living allowance that will be issued as a single-payment for most employees. Mr. McLean explained that this approach to providing employees with additional compensation for the upcoming fiscal year will not increase the base salaries when it is time to prepare budgets for the next fiscal year, noting that this approach is proposed in part because of the unprecedented uncertainty of future federal funding levels for assisted housing.

Upon roll call the motion passed unanimously.

7-D Consider Approving SCCHA Legal Contracts for the Rice Law Office for General Corporate Council and Evictions / Collection Services and Kevin Kaufhold, Attorney for Personnel Matters

Commissioner Miller made a motion to approve SCCHA Legal Contracts for the Rice Law Office for general corporate council and evictions / collection services and Kevin Kaufhold, Attorney for personnel matters. Commissioner Cash seconded the motion.

Upon roll call the motion passed unanimously. Commissioner Barger acknowledged Attorney Rice's presence, thanked him for his years of service to SCCHA and congratulated him on the contract renewal. Commissioner Barger requested the staff convey the same sentiment to Attorney Kaufhold.

7-E Consider Approving Contract Modification #1 With Plocher Construction in the Amount of \$44,810.36 for Additional Concrete Removal / Replacement and Parking Bumpers

Commissioner Miller made a motion to approve Contract Modification #1 with Plocher Construction in the amount of \$44,810.36 for additional concrete removal / replacement and parking bumpers. Commissioner Cash seconded the motion.

Upon roll call the motion passed unanimously. Mr. McLean noted that staff is very pleased with the quality and pace of work performed by Plocher Construction expressing a desire that the company bid on future work.

7-F Consider Authorizing the Executive Director to Enter Into a Negotiated Memorandum Of Understanding (MOU) with the Illinois Department of Children and Family Service (IDCFS) and St. Clair County Continuum of Care as Required by the Notice of Fund Availability (NOFA) for Family Unification Program Housing Choice Vouchers.

Commissioner Miller made a motion to authorize the Executive Director to enter into a negotiated Memorandum of Understanding (MOU) with the Illinois Department of Children and Family Service (IDCFS) and St. Clair County Continuum of Care as required by the Notice of Fund Availability (NOFA) for Family Unification Program Housing Choice Vouchers. Commissioner Cash seconded the motion.

Upon roll call the motion passed unanimously.

OTHER BUSINESS AND REPORTS BY THE EXECUTIVE DIRECTOR

8-A Contract Status Report (June)

Mr. McLean said that he or staff would respond to any questions the Commissioners may have regarding the content of the report, otherwise the only item he wanted to bring to their attention was the upcoming bid opening 10:00 a.m., Wednesday, June 27th. The project is for exterior building improvements and site work for the public housing property in Lebanon (Development #30-14, part of AMP 5). Since the cost estimates far exceed the \$100,000 threshold Mr. McLean invited Commissioner Barger to preside over the bid opening. Commissioner Barger said that he has no scheduling conflict and would attend. Mr. McLean noted that any Commissioner interested in attending the bid opening was more than welcome.

8-B Initial Meeting with Residents of the Adeline James Building (AJB) and the Ernest Smith Sr. Apartments (ESSA) in Centreville Regarding the Potential Demolition of the AJB and the Portion of the ESSA Development Known as #30-08

Mr. McLean reported that he and staff held a series of three meetings with the residents of the Ernest Smith Sr. Apartments (ESSA) regarding preliminary plans to seek HUD approval to demolish the Adeline James Building (part of AMP 3 and part of Development #30-06) and the portion of the ESSA known as Development #30-08 (also part of AMP 3). The meeting packet included a copy of the resident notification letters which established three meeting dates / times, as follows.

- 10:00 a.m., Wednesday, June 6th at the Adeline James Building
- 6:00 p.m., Monday, July 11th at the ESSA Community Center
- 2:00 p.m., Tuesday, July 12th at the ESSA Community Center

Mr. McLean expressed his opinion that the meetings went fairly well with the residents expressing concerns and asking questions that were anticipated. He said that primary take-away from the meeting was that the vast majority of residents, especially the family residents, indicated that they would be very pleased to receive a voucher under the Housing Choice Voucher Program.

Mr. McLean explained that it would take several months to compile the application and before it was submitted to HUD for review and approval it would come before the Board for consideration, adding that the plan will require the adoption of a formal Board Resolution.

8-C Personnel Issues

Mr. McLean reported Haronda Jenkins currently a Program Assistant in the Housing Choice Voucher Program Department was selected for promotion to the Procurement Specialist position effective July 2, 2018. Ms. Jenkins replaces Carol Easterley who will be promoted July 2nd to the position of Administrative Director. Mr. McLean noted that Maureen Richter, the current Administrative Director, is retiring effective June 30th after twenty-eight (28) years of dedicated service to the SCCHA. Mr. McLean thanked Ms. Richter for her service, adding that while he wishes her a happy retirement he will miss her advice and counsel. The Commissioners congratulated Ms. Richter on her retirement and thanked her for her dedicated service to SCCHA.

It was reported that Jerome Muldrow was selected for promotion from temporary Maintenance Aide to full-time Maintenance Serviceman effective June 25, 2018. Mr. McLean reported that two Maintenance Serviceman positions were vacant due to terminations. Steven Reay resigned to accept a position in the HVAC field; he had previously completed HVAC training and certification. Clifford Jackson resigned his position for reasons that remain unknown. Mr. McLean said that he anticipates filling the remaining open Maintenance Serviceman position by June 25th the start of the next payroll period.

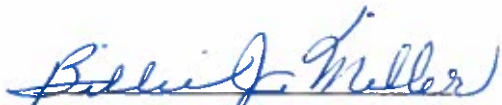
Mr. McLean reported that three proposals for new housing operations software were received by the June 8th deadline and provided the Commissioners with a preliminary bid summary. He explained that the proposals would go through an extensive and lengthy review and evaluation process by staff and that he did not anticipate making a recommendation of award until the August Board meeting.

Mr. McLean commended the entire SCCHA staff for their hard work. He said that he especially wanted to recognize and thank the Department Directors in the room for work they perform, noting that the work of the organization simply would not get done without the efforts of these fine people. The Commissioners applauded the employees in attendance.

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 by unanimous consent.


Eugene Verdu (Chairman)


Billie Jean Miller (Secretary)

The Next Regular Board Meeting is Scheduled for July 11, 2018.