

**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., TUESDAY FEBRUARY 18, 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\*  
Herbert Simmons, Treasurer

**Others Present**

Vera Jones, Executive 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

\*Present on teleconference

**Commissioners Absent**

None

**Others Absent**

Nancy Schmidt, Finance Director

**PUBLIC COMMENTS**

None

**MINUTES**

Consider approving the Minutes of the Regular Meeting held on December 11, 2024, and the Special Meeting held on February 3, 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 December 2024 and 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 months of November 2024 and December 2024) 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 months of December 2024 and January 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.

Ms. Jones noted that while we have experienced holidays and snow days, the primary challenge regarding vacancies stems from the damage inflicted on the properties by tenants upon their departure from the units. To expedite the transition from vacancy to lease-ready status for new tenants, we have organized teams of three to four maintenance personnel who are concurrently addressing multiple units. She reported that the current vacancy rate remains below 6%, which is a positive indicator. Additionally, she highlighted a significant concern regarding the timely procurement of supplies, such as cabinets and carpeting, which are currently facing delays of four to six weeks. Although we have explored alternative vendors, few are able to provide the necessary price points that would allow our team to stay within budget constraints.

Commissioner Huiskamp commented that her experience with the deposit is stiff at \$200 a unit.

Ms. Jones stated that a deposit of \$200 is not excessive, particularly considering that it does not significantly contribute to rectifying the extent of the damage incurred.

Commissioner Huiskamp inquired whether the tenants lose their deposit.

Ms. Jones affirmed that the tenants are indeed being held responsible for their actions, and we are imposing charges for any damage incurred.

Commissioner Barger asked if we have a list or some tracking system for tenants that have made bad housekeeping decisions.

Meisha Kerby, Asset Management Director responded with yes. She indicated that the staff maintain records on the computer, including schedules for housekeeping inspections. Additionally, she mentioned that if a return tenant or applicant comes back, we will raise the security deposit to \$1,000.00.

Commissioner Johnson asked if the delay in cabinets is from trying to replace some to match or replacement of all cabinets.

Ms. Jones indicated that the delay is due to several factors but emphasized that the cabinets are not special orders nor are they intended to match those in other units. The primary issue is the wait for reasonably priced cabinets that are currently out of stock.

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

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **9-A Consider Approving Resolution #25-01 Authorizing the Chairman and Executive Director to sign all Documents Related to the RAD Conversion of the O'Fallon and Lebanon Public Housing Properties**

Commissioner Johnson made a motion to approve Resolution #25-01 authorizing the Chairman and Executive Director to sign all documents related to the RAD conversion of the O'Fallon and Lebanon Public Housing Properties. Commissioner Huiskamp seconded the motion.

Upon the roll call the motion passed.

#### **9-B Consider Authorizing the Execution of a Property Management Agreement with the Affordable Housing Solutions of the St. Clair County, LLC, Subject to Final Legal Review**

Commissioner Simmons made a motion to authorize the execution of a Property Management Agreement with the Affordable Housing Solutions of the St. Clair County, LLC, subject to final legal review. Commissioner Johnson seconded the motion.

Commissioner Huiskamp clarified that this is a division of the Housing Authority and will be managed by the board. Ms. Jones stated that is correct.

Upon the roll call the motion passed.

#### **9-C Consider Approving Proposed 2025 Public Housing Utility Allowance Schedule**

Commissioner Johnson made a motion to approve the proposed 2025 Public Housing Utility Allowance Schedule. Commissioner Simmons seconded the motion.

Commissioner Huiskamp sought further clarification on the matter. She asked if tenants get more if they pay for water and electric verses just pay for electric.

Ms. Jones confirmed that the utility allowance may increase when residents are responsible for paying for additional utilities in their unit.

Upon the roll call the motion passed.

**9-D Consider Approving Proposed 2025 Public Housing Flat Rent Schedule**

Commissioner Simmons made a motion to approve the proposed 2025 Public Housing Flat Rent Schedule. The motion was seconded by Commissioner Johnson.

Upon the roll call the motion passed.

**9-E Consider Approving Contract Modification #2 to the Contract with Matt Haag Landscaping for \$9,200 for Snow and Ice Removal**

Commissioner Huiskamp made a motion to approve Contract Modification #2 to the contract with Matt Haag Landscaping for \$9,200 for snow and ice removal. Commissioner Johnson seconded the motion.

Commissioner Simmons asked what was the original contract.

Ms. Jones indicated that the initial agreement was established with Minton Landscaping, which, regrettably, was unable to meet the terms of the contract.

Commissioner Barger asked if \$9,200 was comparable to the original contract with Minton.

Nick Urban, the Director of Modernization, observed that the modification to the contract is smaller than our original agreement with Minton. He also emphasized the crucial role played by our maintenance team in snow removal and sidewalk clearing at the Central Office, Amber Court, Swansea, and the two Bel Plazas in Belleville.

Upon the roll call the motion passed.

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

**8-A Contract Status Report (December)**

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. Additionally, she expressed her willingness to respond to any questions.

Ms. Jones reported that the formulation of the 5-year plan is in progress. She mentioned that we are seeking a safety and security grant to improve our security protocols in AMP 2 (Pvt. Mathison Manor).

Commissioner Huiskamp asked if Ms. Jones has heard anything about the status of happenings with the current administration.

Ms. Jones indicated that we are all in a state of anticipation regarding the effects of the current administration. The Department of Housing and Urban Development will provide information as it pertains specifically to Public Housing Authorities.

Commissioner Scurlark-Belt asked if we are looking into a virtual meeting policy.

Commissioner Barger stated that the legal team will be looking into a virtual meeting policy.

### **ADJOURNMENT**

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



  
Jacqueline Johnson (Secretary)

  
Dan Barger (Chairman)