

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 11, 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
Vivian Cash, Treasurer
Billie Jean Miller, Secretary

Others Present

Larry McLean, Executive Director
Nancy Schmidt, Director of Finance
Maureen Richter, Administrative Director
Pamela Jackson, Programs Director
David Wright, Director of Modernization
Annette Hill, Executive Secretary

Commissioners Absent

Eugene Verdu, Chairman

Others Absent

Phyllis Pearson, Director of Asset Mgmt.
Keith Hausman, Director of Maintenance
Phillip Rice, SCCHA Attorney

PUBLIC COMMENTS

There were no public comments.

MINUTES

Consider approving Minutes of the Regular Meeting held on March 14, 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 February 2018, including General Disbursements – All Projects, Payroll Disbursements, Treasurer’s Report, Schedule of Miscellaneous Receipts, Comparative Income/Expense Reports and Electronic Payment Transactions (for the month of March 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 March 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 number of vacant units in last month's report was thirty-nine (39), in this month's report thirty-eight (38) and as of today there are forty-two vacant units ---indicating that vacant unit turnover is a never ending process. Mr. McLean also noted that TARS (tenant accounts receivable), which reflect unpaid balances for tenants in occupancy as of the end of the month, was 6.49% for the month of March, which is the lowest in several months. Mr. McLean thanked Phyllis Pearson, Director of Asset Management, and her staff for the hard work involved to reach this achievement. It was noted that reducing TARS often results in more vacant units as households with large delinquent rent balances are evicted for non-payment. As evidence of this point, Mr. McLean noted that as of March 1st there were nineteen (19) evictions scheduled.

Mr. McLean also shared with the Commissioners several antidotal stories involving residents. The first related to a public housing resident who moved-out March 8, 2018 and just a couple of weeks later contacted the management staff inquiring about the possibility of returning to her unit because "things did not work out" where she moved to. Mr. McLean explained that policy provides for the "re-admission" of families who move in good standing within twelve (12) months by-passing the waiting list. In this case, Mr. McLean reported that the tenant was re-assigned the same unit that she moved out of in the same condition that she left it. Mr. McLean said that this does not happen very often, but he likes it when it does because it is one less vacancy that has to be made ready by the maintenance staff.

Mr. McLean also reported the extreme damages caused to a unit in our Dupo public housing site by a resident with mental health issues. He explained that the Property Manager received a call from neighbors that something was going on in the unit ---there were lots of yelling and lots of loud noises coming from the unit. When the Property Manager visited the unit she discovered that the unit was heavily damaged, with large holes in the walls, lots of graffiti on the walls, damaged doors, trim and moldings torn off doors, walls and floors, etc. The resident has mental health issues that were under control at the time his application was approved and he moved in. There were no problems during first few months of his occupancy. However, it appears that at some point he stopped taking his medication and mental health deteriorated rapidly, resulting in the angry outbursts. The Property Manager issued a lease termination notice due to the

extensive nature of the damage. The resident moved out without contesting the lease termination, returning to his parent's home. Our apartment was his first attempt at independent living. Mr. McLean explained that he mentioned this case because it illustrates both the Housing Authority's willingness to give questionable or "high risk" applicants an opportunity to demonstrate that they will be good tenants and the struggles of those who suffer from mental illness. Commissioner Huiskamp commented that there are very few support services for those with mental health issues.

The last tenant story that Mr. McLean shared involved a senior resident who recently passed away. Mr. McLean had a copy of his obituary and noted that living in our senior building meant so much to the resident that it was mentioned in his obituary. Mr. McLean said that he feels that serves as a strong testament to the work performed by the Property Manager (Debbie Royer) and to the Senior Service Program staff (Mary Miller and Jackie Johnson) that coordinates services for the senior and disabled residents in our public housing properties.

The Commissioners thanked Mr. McLean for sharing the stories involving residents.

OLD BUSINESS

There were no items of discussion under old business.

NEW BUSINESS

7-A Consider Approving Resolution #18-01 PHA Certifications of Compliance with the PHA Plan and Regulations including Required Civil Rights Certifications, the 2018 Agency Plan Update and the Following Policy and Public Housing Lease Revisions contained therein; 1) Revisions to the Section 8 Housing Choice Voucher Program Administrative Plan; 2) Revisions to the Public Housing Flat Rent Schedule, and; 3) Revisions to the Public Housing Utility Allowance Schedule

Commissioner Miller made a motion to approve Resolution #18-01, the 2018 Agency Plan Update, along with the stated policy and schedule revisions. 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 (April)

Mr. McLean said that he would be happy to answer any questions the Commissioners might have regarding the information listed in the report, indicating that the one significant new item is the \$673,000 contract with Plocher Construction for site, concrete and parking improvements at our Belleville and Centreville properties that the Commissioners approved at the March meeting. Mr. McLean again thanked Mr. Barger

for presiding over the bid opening and reported that he was very pleased that the contractor has already begun the work.

8-B Finance Matters Update

Mr. McLean reported that in further follow up on the recommendations made by the independent financial auditors, that a new Business Activities / Management bank account has been established at Commerce Bank and that a total of \$750,000 in reserve monies has been invested in secure U.S. Treasury Notes. One note is in the amount of \$250,000 and one in the amount of \$500,000, both with six month terms. Background details regarding the reasons for these financial moves were included in the meeting packet in the form of a memorandum to the Commissioners from Nancy Schmidt, Finance Director, and Executive Director McLean dated April 5, 2018, along with an excerpt from the January 2017 board meeting minutes when this issue was first discussed.

Also under other business, Mr. McLean reported that the new seventy-two (72) unit senior development in O'Fallon known as the Lincoln Park Villas are nearing completion. Mr. McLean reminded the Commissioners that they previously approved the execution of a Project-Based Voucher A-HAPC (Agreement to Enter into A Housing Assistance Payments Contract) for up thirty (30) units to support the affordability of these units for extremely low-income households. Mr. McLean reported that he has driven by the site on several occasions and the development looks quite nice and that he has received positive feedback from others who have visited the site. Mr. McLean explained that the units are scheduled to be available for occupancy very soon and if things go as planned the Housing Authority will be entering into a Housing Assistance Payments Contract with the owner for the thirty (30) project-based voucher units.

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 May 9, 2018.