

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 DECEMBER 13, 2023

ROLL CALL

The meeting was called to order by Chairman, Dan Barger. Upon roll call the following Commissioners and others were in attendance.

Commissioners Present

Dan Barger, Chairman
Sr. Julia Huiskamp, 1st Vice Chairman
Herbert Simmons, 2nd Vice Chairman
Jacqueline Johnson, Treasurer

Others Present

Larry McLean, Executive Director
David Wright, Modernization Director
Nancy Schmidt, Finance Director
Tracy Jones, Asset Management Director
Pamela Jackson, Programs Director
Shanae Golliday-Anderson, Admin. Director
Philip Rice, SCCHA Attorney
Annette Hill, Executive Assistant

Commissioners Absent

Billie J. Miller, Secretary

Others Absent

None

PUBLIC COMMENTS

There were no public comments.

ELECTION OF OFFICERS FOR SCCHA BOARD OF COMMISSIONERS

At the request of Chairman Barger, Commissioner Huiskamp served as the nominating officer for the 2024 term. Commissioner Huiskamp placed the following slate of officers in nomination for the 2024 term.

Dan Barger, Chairman
Sr. Julia Huiskamp, 1st Vice Chairman
Billie J. Miller, 2nd Vice Chairman
Herbert Simmons, Treasurer
Jacqueline Johnson, Secretary

Commissioner Simmons seconded the nominations.

Chairman Barger called for additional nominations three times. There were no additional nominations.

Upon roll call the nominated slate of officers was approved unanimously.

REVIEW OF THE SCCHA BY-LAWS

Mr. McLean reported the corporate by-laws are to be reviewed annually. He said he reviewed the by-laws and did not identify a need for any changes. He asked if the Commissioners or Attorney Rice noticed a need for any changes. The Commissioners nor Attorney Rice recommended any changes, so the by-laws review was complete with no changes.

MINUTES

Consider approving Minutes of the Special Meeting held on November 1, 2023 and the Regular Meeting held on November 8, 2023.

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 month ending October 31, 2023 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 month of November 2023). Copies attached.

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

TENANT MATTERS

Review and discuss reports related to Tenant Matters for the month ending November 2023. 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 Huiskamp requested, and Mr. McLean provided information regarding the number of public housing vacancies and the overall vacancy / occupancy rate. The HUD recognized occupancy rate exceeds 98% after adjusting for the

exemptions for “market exceptions” for vacant units in Amp 1 (Brooklyn), 2 and 3 (Cahokia Heights).

OLD BUSINESS

There was no old business to consider.

NEW BUSINESS

9-A Consider Approving Resolution #23-06 Appointing Shanae Golliday-Anderson as SCCHA’s “Authorized Agent” for the Illinois Municipal Retirement Fund (IMRF) Effective January 1, 2024

Commissioner Simmons asked who currently serves as the Authorized Agent. Mr. McLean said he has served in the role since former Administrative Director, Carol Easterley, retired.

Commissioner Simmons made a motion to approve Resolution #23-06 appointing Shanae Golliday-Anderson as SCCHA’s “Authorized Agent” for the Illinois Municipal Retirement Fund (IMRF) effective January 1, 2024. The motion was seconded by Commissioner Johnson.

The motion passed with all Commissioners voting in favor upon roll call.

9-B Consider Approving Elevator Service Contract with Kone Elevator of St. Louis, MO, in the Amount of \$546.00 per Month

Commissioner Simmons requested clarification. Mr. McLean explained the proposed contract is for preventative and routine maintenance services for the three elevators at the high-rise buildings located in Belleville (one at Bel-Plaza 2 located at 115 North 47th St. and two at 114 South Church St.). David Wright, Modernization Director, added that there would be additional charges if overtime work is needed / authorized or in the event of a major component failure.

Commissioner Johnson made a motion to approve the Elevator Service Contract with Kone Elevator of St. Louis, MO in the amount of \$546.00 per month. Commissioner Simmons seconded the motion.

The motion passed unanimously upon roll call.

9-C Consider Approving Contract Modification #1 to the Contract with A-Age Electrical Contractors for Video Surveillance Repairs in the Amount of \$36,157.87

Commissioner Simmons requested clarification. Mr. McLean explained the work involves repairing and/or replacing of the fiber optic line (along with any related connections and other equipment) that services a number of surveillance cameras in the Private Mathison Manor (PMM) development located in Cahokia Heights. Mr. McLean added that it was the contractor (Shafer Excavating and Demolition) hired to expand the fenced parking area surrounding the

PMM maintenance building that damaged the line while digging for new fence posts. David Wright explained that upon consultation with the engineer it was determined the contractor was not at fault and not responsible because the fiber optic line is a private line that was not identified when "Julie" was called to mark the public utility lines in the area when the project commenced.

After considerable additional discussion, Commissioner Huiskamp made a motion to approve Contract Modification #1 to the contract with A-Age Electrical Contractors for video surveillance repairs in the amount of \$36,157.87. Commissioner Johnson seconded the motion.

The motion passed upon roll call with Commissioners Barger, Huiskamp and Johnson voting in favor and Commissioner Simmons voting no.

Commissioner Barger stated that we need to develop a plan to prevent this from happening again. Mr. Wright said that as any fiber optic line is newly installed or replaced a copper wire will be included to facilitate location, adding that when possible new installations or replacement of video surveillance equipment will utilize wireless technology making it a moot point.

9-D Consider Approving the Updated Housing Choice Voucher Program Utility Allowance Schedule

Commissioner Huiskamp asked if the allowance will increase or decrease under the recommended schedule.

Mr. McLean reported that overall it will decrease because the contractor determined that electric rates decreased in 2023 compared to the same time period in 2022.

Commissioner Johnson made a motion to approve the updated Housing Choice Voucher Program Utility Allowance Schedule. Commissioner Huiskamp seconded the motion.

All Commissioners voted in the affirmative---motion passed.

OTHER BUSINESS AND REPORTS BY THE EXECUTIVE DIRECTOR

10-A Contract Status Report (December)

Mr. McLean said he had no specific comments or explanations regarding the contract status report for the month of November, noting he or David Wright would be pleased to respond to any questions. There were no questions.

The following were briefly mentioned by Mr. McLean.

- The demolition work has begun in Amp 3 with the initial work being hazardous material removal.

- A Project-Based Voucher (PBV) AHAP (Agreement to Enter into a Housing Assistance Payments) Contract has been executed with developer / owner of Winstanley Park for 10 family units located in East St. Louis.
- The “Paid Leave for All Workers Act” becomes effective January 1, 2024. The temporary employment letter is being revised as an interim measure to comply with the new law. SCCHA’s Personnel Policy will need to be revised and he hopes to collaborate with Attorney Kaufhold to make the needed revisions and present the revised policy to the Board at an upcoming meeting. He noted, however, that Attorney Kaufhold has not been very responsive to recent requests for assistance (as he transitions toward full retirement) and indicated the Commissioners will probably need to make other arrangements for personnel and labor law attorney services when the current legal services contract expires in 2024.
- Vera Jones’ start date is scheduled for February 5, 2024.
- The Commissioners were provided with a copy of the “Tentative Calendar of Events” for the 2024 Agency Plan Update. Mr. McLean said this is the period when policy revisions are made and goals and objectives for the upcoming year are established. He invited the Commissioners to provide any input they desired over the coming month, noting formal approval will be requested at the April 10, 2024 meeting.

ADJOURNMENT

Being no further business to be considered by the Board, Commissioner Simmons made a motion to adjourn the meeting. Commissioner Johnson seconded the motion. The motion passed with unanimous consent.



Dan Barger, Chairman



Jacqueline Johnson, Secretary

