
**MINUTES OF THE
SPECIALBOARD MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FREEPORT
OCTOBER 26, 2018**

The special meeting of the Board of Commissioners of the Housing Authority of the City of Freeport was held on Friday, October 26, 2018, at the Housing Authority of the City of Freeport Administrative Office in the Empowerment Center located at 1052 W. Galena Avenue, Freeport, Illinois at 12:00 p.m. Chair Jennifer Smith-Norman called the meeting to order at 12:00 p.m.

II. ROLL CALL

The following members were present and responded to roll call: Chair Smith-Norman, Commissioner Rhymer, Commissioner Shirley, Vice Chair Harrell, and Commissioner Becker.

Members absent: Commissioner Newton and Commissioner Boldt.

Also present: Chief Executive Officer Babette Jamison-Varner, Steve Smith and Jim Niedermeier from the Smith Insurance, and Superintendent Mike Schiffman from the Freeport School District 145.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was conducted.

IV. APPROVAL OF AGENDA

Commissioner Rhymer moved, second by Commissioner Shirley to approve the agenda for the October 26, 2018 regular meeting, as presented. On voice vote, the motion passed unanimously.

V. APPROVAL OF PREVIOUS MINUTES – September 14, 2018 Regular.

Commissioner Rhymer moved, second by Commissioner Shirley to approve the regular meeting minutes of September 14, 2018. On voice vote, the motion passed unanimously.

VI. PUBLIC COMMENT

Superintendent Mike Schiffman thanked the staff of the HACF for help provided in transporting students to school during recent flood.

VII. COMMUNICATION

A. Review and Approval of Claims and Demands

Ms. Jamison-Varner answered questions regarding some of the large check expenses. Commissioner Shirley moved, second by Commissioner Becker to approve the Claims and Demands for September 2018, as presented. Roll call was as follows:

Smith-Norman: Aye **Becker:** Aye **Shirley:** Aye
Rhymer: Aye **Harrell:** Aye

Chair Smith-Norman declared the motion passed.

B. Chief Executive Officer's Report

Ms. Jamison-Varner answered questions regarding units to turn and explained the PIC system challenges with the current vacancy rate.

Ms. Jamison-Varner discussed improvement of future communications with residents during disasters such as flood. Ms. Jamison-Varner spoke about the Year-end audit and said that HACF will be putting together an RFP for the new fee accountant services. The current contract with SACS expires in April 2018.

VIII. OLD BUSINESS

Mutual of America Update

The process of transferring and converting to an appropriate pension plan is underway. Meeting with staff will occur in October.

Year-end Audit, Hawkins, Ash CPAs

In October 2018, Hawkins, Ash CPAs conducted FY 2017-18 audit.

IX. APPROVAL

The Employee Benefits Renewal Proposal was presented for approval.

Vice Chair Harrell moved, second by Commissioner Becker to approve the Employee Benefits Renewal Proposal. Roll call was as follows:

Rhymer: Aye **Becker:** Aye **Shirley:** Aye
Smith-Norman: Aye **Harrell:** Aye

Chair Smith-Norman declared the motion passed.

X. ADJOURNMENT

There being no further business to be conducted at this regular meeting of the Board of Commissioners of the Housing Authority of the City of Freeport, Commissioner Boldt moved, second by Commissioner Shirley to adjourn. The motion carried unanimously, and at 1:12 p.m., Chair Smith-Norman declared the meeting adjourned.



Jennifer Smith-Norman
Chair of the Board of Commissioners
Housing Authority of the City of Freeport

ATTEST:

A handwritten signature in cursive script, appearing to read "B. Varner", is written over a horizontal line.

Babette Jamison-Varner
Chief Executive Officer and Secretary
Housing Authority of the City of Freeport

