



# Housing Authority of the City of Freeport

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## Minutes of the Regular Board Meeting of the Board of Commissioners of the Housing Authority of the City of Freeport June 9, 2017

The Regular Board Meeting of the Board of Commissioners of the Housing Authority of the City of Freeport was held on Friday, June 9, 2017 at the HACF Administrative Office in the Empowerment Center located at 1052 W. Galena Avenue, Freeport, Illinois at 12:00 p.m. Chair Smith-Norman called the meeting to order at 12:03 pm. The following members were present in person at roll call: Chair Jennifer Smith-Norman, Commissioner Greta Harrell, Commissioner Patrick McDermott, Commissioner Roger Schulz, and Resident Commissioner Robert Rhymer. Others present were Chief Executive Officer Larry Williams, Executive Assistant Brenda Westfall, and General Legal Counsel Kelly Hintzsche. Commissioner Newton was absent at roll call and arrived at 12:14 pm. Commissioner Rhonda Becker was absent.

A motion was made by Commissioner Schulz to approve the agenda. The motion was seconded by Commissioner McDermott. Chair Smith-Norman declared the Motion carried by voice vote.

Commissioner McDermott made a motion to approve the May 12, 2017 Regular Board Meeting minutes. Commissioner Rhymer seconded the motion. Chair Smith-Norman declared the Motion carried by voice vote.

Persons to be recognized:

New Resident Commissioner Robert Rhymer was recognized.

Public Comment: None

Chair Smith-Norman reminded public to keep comments to three (3) minutes.

Communications:

Chair Smith-Norman had a letter received from Jack/John Flood which she read aloud regarding a TPN. Letter is placed on file. Mr. Williams responded that he has attempted to resolve the issue. It is in current litigation; there has been no communication over the past four years. The referenced TPN (no trespass order) was issued prior to Mr. Williams working at the Housing Authority.

Commissioner Rhymer read a letter regarding complaints from tenants. The letter is placed on file. Mr. Rhymer listed specific areas that HUD states should be inspected (ie stove and bathroom). Mr. Rhymer said tenants have a right to be present at their inspection and if a tenant can't be present, then HACF must reschedule. Mr. Rhymer cited Illinois law. He stated pictures of closets is an invasion of privacy. He said he is not getting the notice of inspection letters. He said better lighting and cameras would help feel more protected. Mr. Williams responded that HACF sends inspection notice and staff comes to do the inspection. The lease and ACOP say we need to enter to maintain our units. Pictures are taken to show the status of the unit. Staff check the closets to confirm the doors are on track.

Commissioner Newton arrived.

Financial Review:

March financials were reviewed. Commissioner Rhymer made a motion to approve the March financials. Commissioner McDermott seconded the motion. Chair Smith-Norman opened for discussion. Commissioner McDermott asked about Hughes Resources prior to the meeting. Mr. Williams explained that contracts for lawn care and snow removal were expensive. HACF staff now does lawn care and snow removal. Hughes' payment will decrease in the coming months; Mr. Williams wanted to know the President's budget before permanently hiring anyone. Roll call was as follows to approve the March financials and place them on file:

Smith-Norman	Aye	Newton	Aye	Rhymer	Aye
Harrell	Aye	Schulz	Aye	McDermott	Aye

Chair Smith-Norman declared the motion passed.

April financials were reviewed. Commissioner McDermott made a motion to approve April financials and Commissioner Schulz seconded the motion. Chair Smith-Norman opened for discussion. Roll call was as follows to approve the April financials and place them on file:

Smith-Norman	Aye	Newton	Aye	Rhymer	Aye
Harrell	Aye	Schulz	Aye	McDermott	Aye

Chair Smith-Norman declared the motion passed.

April payables were in the May meeting but tabled. They will be put in the July meeting for approval.

May payables were reviewed. Commissioner Rhymer made a motion to approve May payables and Commissioner Schulz seconded the motion. Chair Smith-Norman opened for discussion. There was question why Best, Vanderlaan and Harrington still does evictions when there is a new attorney. BVH resigned as General Legal Counsel; it was understood they would continue representing HACF for eviction matters. BVH has been successful and it was in the best interest of HACF to continue with BVH for evictions. Mr. Williams responded that evictions were not part of the RFQ nor the contract. Mr. Williams will forward the RFQ. It ultimately is up to the board. Additional question of what happened to Direct Deposit numbers 733-735; Brenda will look into this. Request made for a description to be given on check registers for each vendor. Mr. Williams will send out the RAD budget.

Roll call was as follows to approve the May payables and place them on file:

Smith-Norman	Aye	Newton	Aye	Rhymer	Aye
Harrell	Aye	Schulz	Aye	McDermott	Aye

Chair Smith-Norman declared the motion passed.

CEO Report:

Mr. Williams provided a presentation showing pictures of Westview apartments with sinking foundations and brown water. Fehr-Graham is currently surveying.

Mr. Williams recommends creating a finance committee to include Vice-Chair Newton and Commissioner McDermott.

Old Business:

Affordable Housing Discussion – RAD Update:

Mr. Williams reported Hosmer is on schedule with construction. We are holding bi-weekly resident meetings to update residents on the progress. The security deposit for RAD apartments was one month's

rent but Mr. Williams worked and got approval for it to decrease to \$225, which is the same deposit amount for public housing.

Bylaws Update Discussion:

Commissioner McDermott explained the bylaw update is in progress.

New Business:

Resolution#17-03 Approval of Budget for Fiscal Year Ending March 31, 2018

Mr. Williams notified HUD that we will be late. Chair Smith-Norman suggested waiting thirty days to approve. Request made to send the board the previous year's budget. Commissioner McDermott made a motion to table the budget and Commissioner Rhymer seconded the motion. Roll call was held as follows to table the budget approval:

Smith-Norman	Aye	Newton	Aye	Rhymer	Aye
Harrell	Aye	Schulz	Aye	McDermott	Aye

Chair Smith-Norman declared the motion passed

Resolution #17-04 Approval of Bank Signatory Authority

Discussion held. Signatures will be Jennifer Smith-Norman, Samuel Newton and Patrick McDermott. Commissioner Schulz made a motion to approve Resolution #17-04 for Jennifer Smith-Norman, Samuel Newton and Patrick McDermott as bank account signatories. Commissioner Rhymer seconded the motion. Roll call vote was held as follows:

Smith-Norman	Aye	Newton	Aye	Rhymer	Aye
Harrell	Aye	Schulz	Aye	McDermott	Aye

Chair Smith-Norman declared the motion passed.

New Commissioner and RAD Training Discussion:

Now there is a complete new board of commissioners and we can get some training information. Also, the Open Meetings Act (OMA) training is required for all new commissioners within 90 days. Mr. Williams will ask Maestro for any RAD training.

Other Business: None

Executive Session:

Commissioner Harrell made a motion to enter into Executive Session for the purposes noted on the agenda.

Discussing "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity" as authorized by Section 2(c)(1) of the Illinois Open Meeting Act, as amended [codified at 5 ILCS 120/2(c)(1)]; And

Discussing "Minutes of meetings lawfully closed under this ACT, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, as authorized by Section 2(c)(21) of the Illinois Open Meeting Act, as amended [codified at 5 ILCS 120/2(c)(21)]; And

Discussing "Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public

body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting” as authorized by Section 2(c)(11) of the Illinois Open Meeting Act, as amended [codified at 5 ILCS 120/2(c)(11)].

The motion was seconded. Roll call vote to enter into Executive Session for the reasons stated on the agenda was held as follows:

Smith-Norman	Aye	Newton	Aye	Rhymer	Aye
Harrell	Aye	Schulz	Aye	McDermott	Aye

Chair Smith-Norman declared the motion passed.

Executive Session started at 1:16 pm. Mrs. Westfall left the meeting room. Mr. Williams remained in the room and left at 1:23 pm.

At 1:31 pm, a motion was made by Commissioner Schulz to adjourn Executive Session and resume open session. Commissioner Newton seconded the motion. Roll call to resume open session was held as follows:

Smith-Norman	Aye	Newton	Aye	Rhymer	Aye
Harrell	Aye	Schulz	Aye	McDermott	Aye

Chair Smith-Norman declared the motion passed.

Open Session resumed. No further action was taken.

Public Comment:

Andra Taylor, HACF Regional Property Manager – He stated the Housekeeping procedure is followed in accordance with the ACOP and the Lease. The requirement is to inspect all households. HACF sends advance notice and leaves a card when the resident is not present at the inspection. Mr. Taylor said this meeting is the first he has heard concern of lack of lighting and cameras; HACF did spend \$250,000 to install cameras and lighting a few years ago; our cameras have helped the Freeport Police Department.

Steve Carroll – He has and will continue to FOIA government agencies. He has had to file appeals due to FOIAs with HACF.

Steven Harrell – He believes in the good work Mr. Williams is doing and the importance to keep good leadership in the city.

Pastor Frankie Ramos – He is a past HACF board member and HACF is helping residents take a step to do better.

Felice Woitynek, HACF Property Manager – She is both a HACF manager and also a HACF resident of over twenty years. As a manager, HUD mandates that we inspect each unit annually. She asked how she is suppose to do her job when she finds a sign on the door for a housekeeping inspection that she can't enter signed by a Commissioner. As a manager, she realizes she is a tenant first and all rules apply to her as a tenant first.

Commissioner McDermott made a motion to adjourn the meeting. Commissioner Rhymer seconded the motion.

Meeting was adjourned at 1:47pm.



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

ATTEST:



Larry Williams, Chief Executive Officer  
Ex Officio Secretary of Board of Commissioners  
of the Housing Authority of the City of Freeport