
**MINUTES OF THE
REGULAR VIRTUAL BOARD MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FREEPORT
MAY 19, 2021**

The regular virtual meeting of the Board of Commissioners of the Housing Authority of the City of Freeport was held on Wednesday, May 19, 2021, at the Housing Authority of the City of Freeport Administrative Office in the Empowerment Center located at 1052 W. Galena Avenue, Freeport, Illinois at 6:00 p.m. Chair Smith-Norman called the meeting to order at 6:01 p.m.

PURSUANT TO EXECUTIVE ORDER 2020-07 SIGNED BY GOVERNOR PRITZKER AND GUIDANCE PROVIDED BY LEGAL COUNSEL, THE HOUSING AUTHORITY OF THE CITY OF FREEPORT MAY CONDUCT ALL OR PORTIONS OF THIS MEETING BY USE OF TELEPHONIC OR ELECTRONIC MEANS WITHOUT A PHYSICAL QUORUM PRESENT IN THE BOARDROOM.

II. ROLL CALL

The following members were present via GoTo Meeting portal and responded to roll call:

<u>Present</u>	<u>Staff Present</u>
Chair Smith-Norman	Babette Jamison-Varner, CEO
Commissioner Richter	Bernadette Mekalska, Executive Coordinator
Commissioner Shirley	
Vice Chair Harrell	
Commissioner Boldt	

Consultants

Mike Bainbridge, Chief Financial Officer

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was conducted.

IV. APPROVAL OF AGENDA

Commissioner Boldt moved, second by Vice Chair Harrell to approve the agenda for May 19, 2021 regular meeting, as presented. On roll call, the following members voted:

Richter:	Aye	Smith-Norman:	Aye
Boldt:	Aye	Harrell:	Aye
Shirley:	Aye		

a. **APPROVAL OF PREVIOUS MINUTES – Regular Board Meeting April 21, 2021.**

Commissioner Shirley moved, second by Commissioner Boldt to table regular virtual meeting minutes of April 21, 2021 to the next meeting for corrections. On roll call, the following members voted:

Shirley:	Aye	Harrell:	Aye
Richter:	Aye	Boldt:	Aye
Smith-Norman:	Aye		

V. **PUBLIC COMMENT**

None.

VI. **CEO REPORT, Babette Jamison-Varner**

Director Jamison-Varner gave an update on Tenant Protection Vouchers. In addition, Director Jamison-Varner spoke about the relationship with Menard County HA and relocation process.

VII. **FINANCIAL REPORT, Mike Bainbridge**

Mike Bainbridge spoke about the process of writing off stale checks in order to remove them from the bank reconciliation. Mike discussed tenant write off amounts.

VIII. **RESOLUTIONS**

- a. Resolution 052021-01: Resolution Authorizing Approval of the Housing Authority of the City of Freeport's Tenant Write-Off.
- b. Resolution 052021-02: Resolution Authorizing Approval of the Housing Authority of the City of Freeport's Stale Check Write Off.

X. **APPROVALS**

- a. Resolution 052021-01 Authorizing Approval of the Housing Authority of the City of Freeport's Tenant Write-Off.
Commissioner Boldt moved, second by Commissioner Richter to approve the Tenant Write-Off. Roll call was as follows:

Shirley:	Aye	Boldt:	Aye
Richter:	Aye	Harrell:	Aye
Smith-Norman:	Aye		

Chair Smith-Norman declared the motion passed

- b. Resolution 052021-02 Authorizing Approval of the Housing Authority of the City of Freeport's Stale Check Write Off.
Commissioner Shirley moved, second by Vice Chair Harrell to approve the Stale Checks Write-Off. Roll call was as follows:

Shirley:	Aye	Smith-Norman:	Aye
Boldt:	Aye	Richter:	Aye

Harrell: Aye

Chair Smith-Norman declared the motion passed.

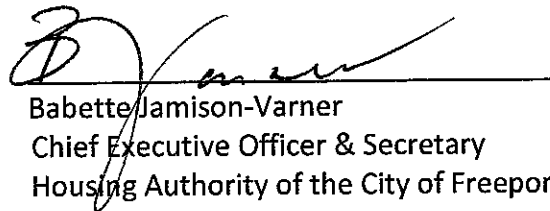
XIV. ADJOURNMENT

There being no further business to be conducted at this regular virtual meeting of the Board of Commissioners of the Housing Authority of the City of Freeport, Vice Chair Harrell moved, second by Commissioner Shirley to adjourn. The motion carried unanimously, and at 6:42 p.m., Chair Smith-Norman declared the meeting adjourned.

ATTEST:



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



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