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**MINUTES OF THE  
REGULAR VIRTUAL BOARD MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF FREEPORT  
APRIL 10, 2020**

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The regular virtual meeting of the Board of Commissioners of the Housing Authority of the City of Freeport was held on Friday, April 10, 2020, 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 Greta Harrell called the meeting to order at 12:00 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 GoToMeeting portal and responded to roll call:

**Present**

Vice-Chair Smith-Norman  
Commissioner Richter  
Commissioner Shirley  
Chair Harrell  
Commissioner Boldt  
Commissioner Gonzalez

**Absent**

**Staff Present**

Babette Jamison-Varner, CEO  
Bernadette Mekalska, Executive Coordinator  
Faniqua Hughes, Director of Operations  
Tom Cassidy, Director of Maintenance

**Guests**

Mike Bainbridge, Fee Accountant

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was conducted.

**IV. APPROVAL OF AGENDA**

Commissioner Gonzalez moved, second by Commissioner Shirley to approve the agenda for April 10, 2020 regular meeting, as presented. On voice vote, the motion passed unanimously.

**V. APPROVAL OF PREVIOUS MINUTES – Rescheduled Regular Virtual March 25, 2020 and Special Virtual March 30, 2020.**

Commissioner Shirley moved, second by Vice Chair Smith-Norman to approve the rescheduled regular virtual meeting minutes of March 25, 2020 and special virtual session March 30, 2020. On voice vote, the motion passed unanimously.

**VI. PUBLIC COMMENT**

None.

**VII. COVID-19 UPDATE**

Director Jamison-Varner spoke about the allowable cost from operating and capital funds for Personal Protective Equipment (PPE), cleaning supplies and other protective items in response to emergency management in response to COVID-19.

**VIII. REVIEW and APPROVAL of CLAIMS and DEMANDS**

- a. Operating
- b. Capital Fund Program

Creation of the Finance Committee was discussed. The Finance Committee will review Claims and Demands; therefore, the Board will not have to approve.

Vice Chair Smith-Norman moved, second by Commissioner Boldt to approve the Claims and Demands for April 2020, as presented. Roll call was as follows:

<b>Smith-Norman:</b>	Aye	<b>Boldt:</b>	Aye	<b>Shirley:</b>	Nay
<b>Gonzalez:</b>	Aye	<b>Richter:</b>	Aye	<b>Harrell:</b>	Aye

Chair Harrell declared the motion passed.

**IX. FINANCIAL REPORTS**

*February 2020 Financial Statements*

Mike Bainbridge presented the financial reports for February 2020. Tenant rent revenue was approximately \$48,000 better than budget and approximately \$3,700 has been broken out to fraud rent revenue. Tenant rent revenue is exceeding budget at both AMP<sup>1</sup> and AMP<sup>2</sup>.

Operating subsidy revenue was approximately \$92,000 better than budget. Operating draws from Capital Fund were approximately \$30,000 better than budget due to the fact that a drawdown of CFP management improvements revenue was made in April 2019 for an amount slightly greater than budgeted.

Four years' of EPC reporting costs totaling \$40,000 were paid in August. Due to the loan buyout, future reporting costs was not included in the 2021 budget. Both employee contributions / administrative expenses and employee benefit contributions were below budget by approximately \$15,200 for admin and approximately \$32,000 for maintenance.

Maintenance labor expense was approximately \$47,000 lower than budget due primarily to two maintenance employees on short-term disability during months of April thru October of 2019. Two maintenance positions became vacant as of which is reflected in February financial statements. These positions have not been filled.

As a result of special fees applied by the water and sewer commission in of May 2019, the water expense was approximately \$16,400 higher than budget.

Overall, the PHA net income was \$287,010 better than budget through February. It is expected that actual net income at fiscal year-end will be over \$175,000 better than the originally budgeted amount of \$116,887.

*2021 Approved Operating Discussion Budget*

Mr. Bainbridge spoke about 2021 approved operating budget.

For 2021, the line item for staff training has been lower than expected. Babette Jamison-Varner discussed 2020 staff training for Capital Fund, Procurement and Public Housing Management in order to improve day-to-day operations. For this reason, the PHA will not need to offer these opportunities during the current fiscal year. The training budget for staff primarily reflects workshops and conferences within the upper-Midwest. The overall staff training budget line was cut to \$44,000.

Commissioner Shirley requested a list of staff trainings and test scores. Director Jamison-Varner stated that staff training will be provided with pass/fail status where applicable.

Mr. Bainbridge discussed the PHA’s use of contractors for unit turn, capital projects and janitorial services.

Babette Jamison-Varner added that the Maintenance plan will be provided to the Board. The plan will help with prioritization of tasks and ability to better manage procurement duties.

**X. PHADA/Rutgers University Executive Director Training Program**

The funding for Ms. Jamison-Varner’s Executive Director training program was discussed. Director Jamison-Varner provided a summary of the program and the schedule leading to certification.

<b>Completed January 2020</b>	<b>Scheduled May 2020</b>	<b>Remaining Dates</b>	<b>Sessions to Complete</b>
PHAS/SEMAP	Ethics	September 2020	Legal Issues
Financial Management	Planning to Change	January 2021	Maintenance Management
		May 2021	Public Relations and Communication
			Procurement and Contract Management

Commissioner Gonzalez recommended a board approved annual amount for Executive Director’s training and development which will be presented to the board in the future.

**XI. DEPARTMENT REPORTS**

Tom Cassidy provided summary on Westview REAC inspection. The final Westview REAC score was 74. The inspection included 28 buildings and 24 units. A total of 31 deficiencies was observed. Mr. Cassidy gave an update on the Westview unit turn.

Faniqua Hughes presented management reports for March 2020 and April 2020 consisting of waiting list, occupancy and vacancy reports, evictions and repayment agreements information.

**XII. CEO REPORT**

Babette Jamison-Varner provided the following recovery workplan item requiring board approval in May: Revised Bylaws, Community Room Rental Agreement, Maintenance Plan, and Maintenance Debt Collection Policy

Board Members were reminded that every commissioner needed to complete the Lead the Way Training and submit confirmation of completion.

*Section 18 Application*

The tenant meeting scheduled for March 27, 2020 was cancelled due to the COVID-19 pandemic. The HACF will be scheduling virtual meetings with residents in the near future.

HUD has asked the PHA to complete a property and non-dwelling building appraisal for the Section 18 applying. An appraiser was identified and proposes to complete the report by April 22<sup>nd</sup>. Once demolition and relocation budget are approved by HUD, it is expected that tenant relocation will take about 6-9 months. This includes identifying and finalizing a qualified dwelling to lease for the Parkside Apartments residents.

*FASS (Financial Assessment Subsystem)*

- Operating Subsidy Forms 3/2/2020
- Special Board Meeting to Approval 2021 Annual Budget 3/30/2020
- Ratios Reporting and Proposed Write-Offs After 3/31/2020
- Unaudited year-end financial data schedule submitted by 5/31/2020
- 3/31/2020 Year-End Audit (Hawkins|Ash) Scheduled 6/24 – 6/26

*Capital Fund*

- Annual Contributions Contract for CAP 2020 Submitted
- CFP 2020 Grant Amount \$776,416
- CFP 2016 Grant Fully Expended on 4/9/2020

*Section 18 Demo/Dispo Application Checklist*

<ul style="list-style-type: none"> <li>✓ Environmental Site Assessment</li> <li>✓ Asbestos Study</li> <li>✓ Part 50 Environmental Review</li> <li>✓ Documentation of Consultation with City of Freeport</li> <li>✓ 5-Year/Annual Plan Revision</li> <li>✓ Letter of Support/Approval from the City</li> </ul>	<ul style="list-style-type: none"> <li>▶ Land and Non-dwelling Structural Appraisal</li> <li>▶ Board Approval and Resolution</li> </ul> <p><b>Task after Submission</b></p> <ul style="list-style-type: none"> <li>▶ Relocation Plan and Budget</li> </ul>
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**XIII. RESOLUTIONS**

Resolution 04-012020: Housing Authority of the City of Freeport is Authorized to Submit its Section 18 Application to HUD’s Special Application Center will be tabled to the next special or regular meeting.

**XIV. APPROVAL**

- a. Approval of Resolution 04-012020: Housing Authority of the City of Freeport is Authorized to Submit its Section 18 Application to HUD’s Special Application Center will tabled to the next special or regular meeting.
- b. Approval of PHADA/Rutgers University Executive Director’s Training Program. Vice Chair Smith–Norman moved, second by Commissioner Boldt to approve the PHADA/Rutgers University Executive Director’s Training Program, as presented. Roll call was as follows:

<b>Harrell:</b> Aye	<b>Smith-Norman:</b> Aye	<b>Gonzalez:</b> Aye
<b>Shirley:</b> Nay	<b>Becker:</b> Aye	<b>Richter:</b> Aye

Chair Harrell declared the motion passed.

**XV. 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, Commissioner Shirley moved, second by Vice Chair Smith-Norman to adjourn. The motion carried unanimously, and at 1:51 p.m., Chair Harrell declared the meeting adjourned.



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Greta Harrell  
Chair of the Board of Commissioners  
Housing Authority of the City of Freeport

**ATTEST:**



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