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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  
JANUARY 20, 2021**

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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 Wednesday, January 20, 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 Harrell called the meeting to order at 6:10 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>
Vice-Chair Smith-Norman	Babette Jamison-Varner, CEO
Commissioner Richter	Bernadette Mekalska, Executive Coordinator
Commissioner Newton	Faniqua Hughes, Director of Operations
Chair Harrell	Tom Cassidy, Director of Maintenance

**Consultants**

Mike Bainbridge, Chief Financial Officer

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was conducted.

**IV. APPROVAL OF AGENDA**

Commissioner Richter moved, second by Vice Chair Smith-Norman to approve the agenda for January 20, 2021 regular meeting, as presented. On voice vote, the motion passed unanimously.

**V. APPROVAL OF PREVIOUS MINUTES – Special Virtual November 5, 2020.**

Vice Chair Smith-Norman moved, second by Commissioner Newton to approve the regular virtual meeting minutes of November 5, 2020. On a voice vote, the following members voted:

<b>Harrell:</b>	Aye	<b>Smith-Norman:</b>	Aye
<b>Newton:</b>	Aye	<b>Richter:</b>	Abstained

**VI. APPROVAL OF PREVIOUS MINUTES - Regular Virtual November 18, 2020.**

Commissioner Richter moved, second by Vice Chair Smith-Norman to approve the regular virtual meeting minutes of November 18, 2020. On voice vote, the following members voted:

<b>Newton:</b>	Aye	<b>Richter:</b>	Aye
<b>Smith-Norman:</b>	Aye	<b>Harrell:</b>	Aye

**VII. APPROVAL OF PREVIOUS MINUTES - Regular Virtual December 16, 2020.**

Vice Chair Smith-Norman moved, second by Commissioner Richter to approve the regular virtual meeting minutes of December 16, 2020. On voice vote, the following members voted:

<b>Newton:</b>	Aye	<b>Richter:</b>	Aye
<b>Smith-Norman:</b>	Aye	<b>Harrell:</b>	Aye

**VIII. PUBLIC COMMENT**

None.

**IX. FINANCIAL REPORT**

Chief Accountant, Mike Bainbridge, presented financial reports for November 2020 for the Operating Budget.

The agency was \$70,487 better than budget through November. Based upon that and the fact that over \$300,000 of additional shortfall funding subsidy will be recognized in December, it's currently expected that actual operating net income at fiscal year end will be at least \$350,000 higher than the originally budgeted amount of \$14,325.

Operating subsidy revenue was approximately \$128, 800 better than budget slightly due to an increased proration percentage from HUD, and primarily due to the additional operating subsidy awarded through the CARES Act (which was \$158,783 in total).

It was budgeted for the Brewster/Hosmer management agreement with Winnebago Co. Housing Authority to be renegotiated to a higher fee amount effective April 1, 2020. However, that issue was not resolved until early October 2020, so the related Other Income was approximately \$71,100 below budget.

It was originally budgeted that Asset Management fees would be charged by the COCC to AMP 1 but not AMP 2 due to a lack of excess cash at AMP 2. However, HUD has now allowed asset management fees to be charged to AMP 2 as well in order to shift some of the CARES Act subsidy from the AMPs to the COCC to cover COVID-related expenses. Because of that, both COCC Asset Management Fee revenue and AMP Asset Management Fee expense were approximately \$15,400 higher than budget.

The regulations promulgated by HUD as part of the CARES Act subsidy funding require expenses to be allocated to the CARES Act in order to justify drawdown of those funds. Because of that, all AMP salary and benefits expenses have been reclassified from regular salary and benefits expense accounts to a CARES Act allocated expense account. If not for that, salary and benefits expenses would be approximately \$73,400 below budget due to reduction of one maintenance staff member earlier in the fiscal year.

Tenant Other Income was higher than budget by approximately \$36,600 due to work on cleaning up outstanding tenant balances in May, July and August. There were several move outs with charges that had not previously been entered. Also, rental revenue was better than budget by approximately \$12,200.

Unit turnaround contract costs for AMP2 have been well above budget as the Authority has worked to make units ready for occupancy. Some of that additional cost was due to the Authority being down one maintenance employee from the budgeted amount. The Authority also incurred additional office cleaning costs as a result of COVID 19. Because of that, Other Contract Costs were approximately \$42,200 higher than budget.

The actual cost of the mowing contract came in below the expected amount. Because of that, the Landscape and Grounds contract expense was approximately \$13,400 below budget.

Office expense was approximately \$10,400 lower than budget due to the elimination / renegotiation of some administrative costs, and a focus on keeping office costs as low as possible.

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

*a. Tenant Protection Vouchers Status*

The HACF is waiting for the approved vouchers to be issued.

*b. PHAS Recovery Work Plan Update*

Each month Director Jamison-Varner presents recovery plan summary to the City of Freeport. The HACF is working on a budget for a 5-year plan, which was submitted to HUD and the annual plan that includes work that needs to be done at Westview. The HACF has received a lot of positive feedback from HUD regarding progress that is being made. The HACF is a part of repositioning panel, which provides an opportunity for the HACF to receive technical assistance from HUD and other resources related to what repositioning would look like for the housing authority.

*c. Section 18 Application Westview*

The HACF's goal is to submit an application in February through the SAC website.

*d. Brewster / Hosmer Update*

No work is being done due to weather. Weather permitting, the plan is to pick up the work at the end of March.

e. *COVID-19 Hazard Pay*

Director Jamison-Varner talked about HUD encouraged bonuses for staff working during the COVID pandemic.

**IX. RESOLUTIONS**

- a. Resolution 112020-03: Resolution Authorizing Approval of the Housing Authority of the City of Freeport 2021 Proposed Monthly Utility Allowance.
- b. Resolution 012021-01: Resolution to Approve Allowability of Remote Hearings or Appeals for Public Housing Residents.
- c. 2021 Board of Commissioners Calendar.

**XI. APPROVALS**

- a. Resolution 112020-03 Authorizing Approval of the Housing Authority of the City of Freeport 2021 Proposed Monthly Utility Allowance.  
Vice Chair Smith-Norman moved, second by Commissioner Richter to approve the 2021 Proposed Monthly Utility Allowance. Roll call was as follows:  

<b>Newton:</b>	Aye	<b>Richter:</b>	Aye
<b>Smith-Norman:</b>	Aye	<b>Harrell:</b>	Aye

Chair Harrell declared the motion passed

- b. Resolution 012021-01 Approval of Allowability to Remote Hearings or Appeals for Public Housing Residents.  
Commissioner Richter moved, second by Vice Chair Smith-Norman to approve the Allowability of Remote Hearings for Public Housing Residents. Roll call was as follows:  

<b>Richter:</b>	Aye	<b>Newton:</b>	Aye
<b>Smith-Norman:</b>	Aye	<b>Harrell:</b>	Aye

Chair Harrell declared the motion passed.

- c. 2021 Board of Commissioners Meeting Calendar.  
Vice Chair Smith-Norman moved, second by Commissioner Richter to approve 2021 Board of Commissioners Meeting Calendar. Roll call was as follows:  

<b>Smith-Norman:</b>	Aye	<b>Newton:</b>	Aye
<b>Richter:</b>	Aye	<b>Harrell:</b>	Aye

Chair Harrell declared the motion passed.

- d. Approval of COVID-19 Hazard Pay for Executive Director

Vice Chair Smith-Norman moved, second by Commissioner Richter to approve the COVID-19 Hazard Pay for Executive Director. Roll call was as follows:

<b>Smith-Norman:</b>	Aye	<b>Richter:</b>	Aye
<b>Richter:</b>	Aye	<b>Newton:</b>	Aye

Chair Harrell 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 Smith-Norman moved, second by Commissioner Newton to adjourn. The motion carried unanimously, and at 6:38 p.m., Chair Harrell declared the meeting adjourned.

**ATTEST:**

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

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