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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  
MAY 17, 2023**

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The regular meeting of the Board of Commissioners of the Housing Authority of the City of Freeport was held on Wednesday, May 17, 2023, virtually at the Housing Authority of the City of Freeport Administrative Office located at 1052 W. Galena Avenue, Freeport, Illinois at 12:00 p.m. Vice Chair Harrell called the meeting to order at 12:06 p.m.

**II. ROLL CALL**

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

<b><u>Present</u></b>	<b><u>Staff Present</u></b>
Chair Smith-Norman	Babette Jamison-Varner, CEO
Commissioner Richter	Bernadette Mekalska, Executive Coordinator
Vice Chair Harrell	Tom Cassidy, Director Facilities & Maintenance
Commissioner Williams Thomas	
Commissioner Pearson	<b><u>Consultants</u></b>
Commissioner Carter	Mike Bainbridge, Chief Financial Officer

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was conducted.

**IV. APPROVAL OF AGENDA**

Vice Chair Harrell moved, second by Commissioner Carter to approve the agenda for May 17, 2023, regular meeting, as presented. On roll call, the following members voted:

<b>Devine:</b>		<b>Smith-Norman:</b>	Aye	<b>Pearson:</b>	Aye
<b>Harrell:</b>	Aye	<b>Williams Thomas:</b>	Aye	<b>Carter:</b>	Aye

**V. APPROVAL OF MINUTES**

- Regular Board Meeting Minutes, April 19, 2023

Vice Chair Harrell moved, second by Commissioner Williams Thomas to approve the Regular Board Meeting Minutes for April 19, 2023. On roll call, the following members voted:

<b>Devine:</b>		<b>Smith-Norman:</b>	Aye	<b>Pearson:</b>	Aye
<b>Harrell:</b>	Aye	<b>Williams Thomas:</b>	Aye	<b>Carter:</b>	Aye

**VI. PUBLIC COMMENT**

Director Jamison-Varner spoke about the educational affiliation agreement between HACF and Howard university. Ms. Tasha Mazique, Howard University MSW Graduate Student, is the HACF’s intern FSS Coordinator.

**VII. FINANCIAL REPORT, Mike Bainbridge**

Chief Accountant, Mike Bainbridge spoke about AR Charge Offs and submission of unaudited FDS.

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

Director Jamison-Varner spoke about the HACF’s list of accomplishments. Director Jamison-Varner presented information regarding Freeport RAD I, LLC and Ansonia Properties, a new property management company who took over for WCHA on May 1, 2023.

**XI. RESOLUTIONS**

- a. Resolution 052023-01: Resolution Authorizing Approval to Transfer Public Housing Reserves to Freeport RAD I, LLC Operating Account
- b. Resolution 052023-02: Resolution Authorizing Approval of the Housing Authority of the City of Freeport Annual Tenant Accounts Receivable Charge-Offs

**IX. APPROVALS:**

- a. Approval of Resolution 052023-01: Resolution Authorizing Approval to Transfer Public Housing Reserves to Freeport RAD I, LLC Operating Account

Vice Chair Harrell moved to approve Resolution 052023-01, second by Commissioner Williams Thomas. Roll call was as follows:

<b>Devine:</b>		<b>Smith-Norman:</b>	Aye	<b>Pearson:</b>	Aye
<b>Harrell:</b>	Aye	<b>Williams Thomas:</b>	Aye	<b>Carter:</b>	Aye

- b. Approval of Resolution 052023-02: Resolution Authorizing Approval of the Housing Authority of the City of Freeport Annual Tenant Accounts Receivable Charge-Offs.

Commissioner Williams Thomas moved to approve Resolution 052023-02, second by Vice Chair Harrell. Roll call was as follows:

<b>Devine:</b>		<b>Smith-Norman:</b>	Aye	<b>Pearson:</b>	Aye
<b>Harrell:</b>	Aye	<b>Williams Thomas:</b>	Aye	<b>Carter:</b>	Aye

**XII. AJOURNMENT**

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 Williams Thomas. The motion carried unanimously, and at 12:50 p.m., Vice Chair Harrell declared the meeting adjourned.

**ATTEST:**



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



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