
**MINUTES OF THE
SPECIAL VIRTUAL BOARD MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FREEPORT
NOVEMBER 30, 2022**

The special meeting of the Board of Commissioners of the Housing Authority of the City of Freeport was held on Wednesday, November 30, 2022, 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. Chair Smith-Norman called the meeting to order at 12:03 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
Vice Chair Harrell	Tom Cassidy, Director Facilities & Maintenance
Commissioner Williams Thomas	Rachel Greenwood, Property Operations Manager
Commissioner Carter	

Consultants

Monica Hauser, Hawkins|Ash CPAs
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 Richter to approve the agenda for November 30, 2022, special meeting, as presented. On roll call, the following members voted:

Carter:		Smith-Norman:	Aye
Harrell:	Aye	Richter:	Aye
Devine:		Williams Thomas:	Aye

V. APPROVAL OF MINUTES

- Regular Board Meeting Minutes, October 19, 2022

Vice Chair Harrell moved, second by Commissioner Richter to approve the Regular Board Meeting Minutes for October 19, 2022. On roll call, the following members voted:

Carter:		Smith-Norman:	Aye
Harrell:	Aye	Richter:	Aye
Devine:		Williams Thomas:	Aye

Commissioner Carter joined the meeting at 12:11 pm

VI. PUBLIC COMMENT

None.

VII. FINANCIAL AUDIT, Monica Hauser

Monica Hauser from Hawkins|Ash presented the FYE 2022 Financial Audit.

VIII. FINANCIAL REPORT, Mike Bainbridge

Chief Accountant, Mike Bainbridge, discussed the FY 2022 Operating budget and presented financial reports for September 2022.

IX. CEO REPORT, Babette Jamison-Varner

Director Jamison-Varner presented timeline for the Parkside relocation. Status of application for repositioning of Westview units and RAD conversion process were also discussed. Director Jamison-Varner spoke about the transfer of ownership for Brewster-Hosmer.

XI. RESOLUTIONS

- a. Resolution 112022-01: Resolution Authorizing Approval of the Housing Authority of the City of Freeport FYE 2022 Financial Audit.
- b. Resolution 112022-02: Resolution Authorizing Approval of the Housing Authority of the City of Freeport 2023 Monthly Utility Allowance.
- c. Resolution 112022-03: Resolution Authorizing Approval of the Housing Authority of the City of Freeport 2023 Flat Rent Schedule.
- d. Resolution 112022-04: Resolution Authorizing Approval of the Housing Authority of the City of Freeport Family Self-Sufficiency (FSS) Action Plan
- e. Resolution 112022-05: Resolution Authorizing Approval of State Bank of Freeport as the Financial Service Provider for the Housing Authority of the City of Freeport

XII. APPROVALS

- a. Resolution 112022-01: Resolution Authorizing Approval of the of the Housing Authority of the City of Freeport FYE 2022 Financial Audit.

Vice Chair Harrell moved, second by Commissioner Williams Thomas to approve FYE 2022 Financial Audit. Roll call was as follows:

Richter:	Aye	Devine:	
Smith-Norman:	Aye	Harrell:	Aye
Carter:	Aye	Williams Thomas:	Aye

Chair Smith-Norman declared the motion passed

- b. Resolution 112022-02: Resolution Authorizing Approval of the Housing Authority of the City of Freeport 2023 Monthly Utility Allowance.

Resolution was tabled to the next Board meeting.

- c. Resolution 112022-03: Resolution Authorizing Approval of the Housing Authority of the City of Freeport 2023 Flat Rent Schedule.

Vice Chair Harrell moved, second by Commissioner Richter to approve 2023 Flat Rent Schedule. Roll call was as follows:

Richter:	Aye	Carter:	Aye
Smith-Norman:	Aye	Harrell:	Aye
Williams Thomas:	Aye	Devine:	

Chair Smith-Norman declared the motion passed

- d. Resolution 112022-04: Resolution Authorizing Approval of the Housing Authority of the City of Freeport Family Self-Sufficiency (FSS) Action Plan

Commissioner Williams Thomas moved, second by Vice Chair Harrell to approve of Freeport Self-Sufficiency (FSS) Action Plan. Roll call was as follows:

Richter:	Aye	Carter:	Aye
Smith-Norman:	Aye	Harrell:	Aye
Williams Thomas:	Aye	Devine:	

Chair Smith-Norman declared the motion passed

- e. Resolution 112022-05: Resolution Authorizing Approval of State Bank of Freeport as the Financial Service Provider for the Housing Authority of the City of Freeport

Commissioner Williams Thomas moved, second by Vice Chair Harrell to approve State Bank as the Financial Service Provider. Roll call was as follows:

Richter:	Aye	Carter:	Aye
Smith-Norman:	Aye	Harrell:	Aye
Williams Thomas:	Aye	Devine:	

Chair Smith-Norman declared the motion passed.

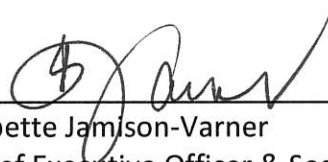
XII. AJOURNMENT

There being no further business to be conducted at this special virtual meeting of the Board of Commissioners of the Housing Authority of the City of Freeport, Vice Chair Harrell moved, second by Commissioner Richter. The motion carried unanimously, and at 12:33 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