

Regular Board Meeting
December 17, 2007
1:30 P.M.

The regular meeting of the Board of Commissioners of the McHenry County Housing Authority was called to order by Chairman Reece at 1:34 P.M., on December 17, 2007, at the office of the Housing Authority, 1108 N. Seminary, Woodstock, Illinois.

ROLL CALL:

Commissioners Present: Gary Reece, Chairman
Keith Leathers, Vice Chairman
Mary Reid
Karen Stunkel
Mark Ruda
Les Rebbeck

Commissioners Absent: N/A

Others Present: Julie Biel Claussen, Executive Director
Holly Lyons, Administrative Assistant
Bob Dixon, Fiscal Officer
Mary Donner, McHenry County Board
Francis Gosser, Attorney
Sue Rose, CSBG Coordinator
Kathleen Esposito, CSBG assistant

MINUTES:

Commissioner Leathers moved, seconded by Commissioner Reid to approve the following minutes as written: November 19, 2007 regular meeting, November 19, 2007 closed session, December 5, 2007 special meeting, December 5, 2007 closed session. There was unanimous approval, and Chairman Reece declared said motion carried.

COMMISSIONER COMMENTS/ PUBLIC COMMENTS:

none

FINANCIAL REPORTS:

Commissioner Ruda moved to adopt the financial reports. Commissioner Reid seconded the motion. Bob Dixon presented the Cost Allocation Plan which shows a reduction of salaries allocated by \$10,720 which represents a portion of Julie Biel Claussen's and Holly Lyons' salaries attributable to the Commonwealth Edison program which they are administering.. There was a \$5,522.01 profit on the Section 8 Voucher financials. There was a loss in the Public Housing financials this month primarily due to the cost of Julie Biel Claussen attending Public Housing Specialist training. Other costs include furnace cleaning and septic pumping for all of the units. SilverTrees I had a profit this month of \$253.32 this month. SilverTrees II had a loss of \$903.53 because of one vacancy and the purchase of a refrigerator and carpet cleaning. GreenTrees had a profit of \$4,303.69 and has a positive cash flow. Bob Dixon stated there was nothing unusual to report for the DHS funding. The 2005 HOME Rehab program is fully expended on the construction. Some unexpended

administration funds will be used for the next year grant. The 2006 HOME program is just starting. The 2006 CDBG program is over spent, but costs will be reallocated to the 2007 program. There was a roll call vote with unanimous approval, and the motion to adopt the financial report carried. Mr. Dixon left the meeting.

BILLS DUE:

The legal bill in the amount of \$1,125 was presented. Commissioner Stunkel motioned to pay the legal bill. Commissioner Reid seconded the motion. There was a roll call vote and all of the Commissioners voted in favor of the motion. The motion carried.

Sue Rose and Kathleen Esposito entered the meeting at 1:55 PM.

LEGAL MATTERS: Mr. Gosser reported that this was a quiet month with no new issues that needed to be addressed. He wrapped up a couple single family rehab program repayments.

PROGRAM REPORTS:

Julie Biel Claussen stated that the Section 8 program was 100% leased up and mentioned that the staff should be congratulated for their hard work. Julie presented the Section 8 Administrative Plan that was redlined to show the changes. She explained that the changes were to reflect the new process for obtaining criminal reports and wording was strengthened that addressed fraudulent statements given by applicants to the program.

Commissioner Reid made a motion to adopt the changes to the Administrative Plan as presented. Commissioner Stunkel seconded the motion. The motion carried with unanimous approval.

The unit on Howard Street in Harvard is occupied as of December 3, 2007.

LIHEAP program has been busy with appointments and is spending the funds steadily.

We hope to start the Commonwealth Edison funded weatherization program for GreenTrees and SilverTrees shortly.

There were issues discovered during a HUD audit of the County HOME Program that will affect MCHA's Rehab Program funded through HOME. One of the issues is the standard used for rehabbing the homes whether MCHA uses the Section 8 Housing Quality Standard or the local codes. Currently we have put the program on hiatus while we await notice from the County regarding what all of the issues are and how we will address them.

Julie presented a recommendation to add a contractor to the list of approved contractors for the Rehab Program. Commissioner Ruda moved to accept Advanced Heating and Air Conditioning Corp. as an approved contractor for the MCHA Rehabilitation Program. Commissioner Stunkel seconded the motion. The motion carried with unanimous approval.

The CSBG report does not show the activity in the dental assistance program because the bills have not been received. To date we have assisted 27 people. Sue Rose explained the program and stated that it is very well received in the community.

Julie Biel Claussen introduced Kathleen Esposito, the CSBG assistant that was hired in September. Julie recommended that she be taken off provisional employee status. Commissioner Ruda made a motion to remove Kathleen Esposito from provisional employee status. Commissioner Stunkel seconded the motion. The motion carried unanimously.

Sue Rose and Kathleen Esposito left the meeting at 2:05 P.M.

Julie requested a motion to transfer a portion of the CSBG funding in the amount of \$20,650 to Illinois Ventures, as MCHA has done in the past. Karen Stunkel motioned to transfer the CSBG funding in the amount of \$20,650 to Illinois Ventures. Commissioner Reid seconded the motion. The Commissioners recommended that MCHA investigate how these funds could be better used in the McHenry County area. Julie stated that it would be too late for this year's funding, but she will look at next year's allocation. Commissioner Reece requested to see the program guidelines for the funds. All of the Commissioners voted in favor of the motion. Motion carried.

Commissioner Ruda made a motion to enter into closed executive session pursuant to 5ILCS 120/2(c)(1) Personnel Issues and to review the release of closed session minutes. Commissioner Stunkel seconded the motion and a roll call vote was taken. The motion carried unanimously.

ADMINISTRATIVE BUSINESS:

Commissioner Ruda made a motion, seconded by Commissioner Reid to exit Executive Session. A roll call vote was taken and the motion carried unanimously.

A motion was made by Commissioner Ruda to extend the existing contract for the Executive Director for 3 years effective January 1, 2008 at the initial base salary with a 5.9% increase for 2008 with annual reviews thereafter. Commissioner Reid seconded the motion. The Commissioners requested that Julie Biel Claussen develop a one year plan and three year plan for the Housing Authority. Future performance reviews will be based on achieving goals in the plans, as well as other items. A roll call vote was taken and all of the Commissioners voted affirmatively. The motion carried.

A motion was made by Commissioner Ruda and seconded by Commissioner Reid to release the following executive session minutes: May 21, 2007, June 18, 2007, July 23, 2007, August 20, 2007 and November 19, 2007 regarding probable litigation; with all of the remaining unreleased minutes to continue to be unreleased. A roll call vote was taken and all of the Commissioners voted affirmatively. The motion carried.

CDBG Commission Report – Commissioner Ruda stated that there was not a meeting in December and the next meeting is scheduled for January.

COMMISSIONER COMMENTS:

Commissioner Stunkel stated that she has accepted a year long contract for a job located quite a far distance from McHenry County and would be unable to attend meetings on Mondays. She requested the Commissioners consider a different meeting date on a Thursday or Friday. Commissioner Reece stated that the Commissioners would discuss the change of meeting date at next month's meeting.

MINUTES CONTINUED – page 4 of 4
December 17, 2007

Commissioner Leathers made a motion to adjourn, and Commissioner Reid seconded the motion. The Commissioners all voted aye. The meeting adjourned at 2:30 P.M.

Respectfully submitted,

Julie Biel Claussen, Secretary

Gary Reece, Chairman