

Regular Board Meeting  
January 28, 2008  
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 1:35 P.M., on January 28, 2008, 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  
Mark Ruda  
Joan Vierck

Commissioners Absent: Karen Stunkel  
Les Rebbeck

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

Chairman Reece swore in Joan Vierck as Commissioner for the McHenry County Housing Authority.

**MINUTES:**

Commissioner Ruda moved, seconded by Commissioner Reid to approve the following minutes as written for the December 17, 2007 regular meeting. There was unanimous approval, and Chairman Reece declared said motion carried. Commissioner Ruda moved, seconded by Commissioner Reid to approve the following minutes as written for the December 17, 2007 closed session.

**COMMISSIONER COMMENTS/ PUBLIC COMMENTS:**

none

**FINANCIAL REPORTS:**

Commissioner Ruda moved to adopt the financial reports. Commissioner Reid seconded the motion. Bob Dixon presented the financial reports. The Voucher program had a positive balance of \$4,201.18 this month. Public Housing had a loss of \$4,354 due to furnace maintenance and repairs for all of the units and the turnover of a unit. The Cost Allocation shows a reduction of salaries due to the rate relief program. The Rural Development reports are the final for the year. There was a \$7,661 loss for Silvertrees I. One reason for this loss

was the increase in the project manager's salary due to becoming full time, an approximate \$11,000 increase spread among the properties. SilverTrees II had a vacancy and a loss of \$156.11 for the month. GreenTrees had a snowplow cost of \$7,812 for December, but ended the year in a positive position. The DHS budget was increased 5.4% to cover the increased rents for the units. The 2005 HOME program is finished this month. The 2006 CDBG construction costs are fully expended. We will request a transfer of funds from the Administrative budget to fund one more construction project. The 2006 HOME program is on hold for now. The 2007 CDBG program just began, but all the money is committed. The FEMA program is closed for the year. The Commissioners voted on the motion to adopt the financial reports and the motion passed unanimously. Mr. Dixon left the meeting.

BILLS DUE:

The legal bill in the amount of \$962.50 and a bill from Family Services Employee Assistance Program in the amount of \$475.20 were presented. Commissioner Ruda motioned to pay these bills as presented. Commissioner Leathers seconded the motion. There was a roll call vote and all of the Commissioners voted in favor of the motion. The motion carried.

LEGAL MATTERS: Mr. Gosser reported that this was a quiet month with no new issues that needed to be addressed.

PROGRAM REPORTS:

Julie Biel Claussen stated that the Section 8 program continues to be almost fully leased up with 944 of 947 units leased. She mentioned that the staff has been working with Cunat Inc. to address the across the board increase on rents for all of their units. The rents they planned to charge would have forced many of the MCHA tenants to move because they would be unaffordable. The staff worked with the staff of Cunat Inc. to negotiate lower rents for many of our clients. Commissioner Ruda asked whether staff had considered increasing the payment standard that is currently tied to the HUD Fair Market Rents. Biel Claussen stated that she analyzed whether there would be enough funding from HUD to do this and concluded that the only way to raise the payment standard would be to assist fewer clients. There is already a 2 ½ year waiting list for assistance. She stated that she will continue to monitor this situation.

Julie Biel Claussen presented copies of the Annual Plan to the Commissioners. The only changes that she noted was she would like to develop a financial literacy course for the Public Housing tenants. Harris Bank will work with MCHA on this. The other proposal is to start a Section 8 Housing Choice Voucher homeownership program. Julie will attend a training session in Milwaukee in March regarding this. There are other counties that are currently running these programs, and we could learn from them.

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

Julie presented Housing Quality Standards training for Fran Faber who was hired in September as a housing inspector. Commissioner Ruda made a motion to approve the cost of Housing Quality Standards training and travel to Detroit Michigan and lodging expenses for Fran Faber. Commissioner Reid seconded the motion. The motion carried unanimously via roll call vote.

In Public Housing there is one vacancy in Woodstock. The 3 garage doors have been installed using the capital funds. Julie Biel Claussen distributed a new Pet Policy and explained that at the Public Housing training she attended in November they specifically discussed that the Housing Authority cannot require liability insurance for the pets. Commissioner Ruda made a motion to adopt the revised Pet Policy as presented. Commissioner Reid seconded the motion. All the Commissioners voted aye and the motion passed.

The LIHEAP program continues to spend down the allocated funds. We are still working with Lake County for the Weatherization Program until 23 assessments are completed. We are working to start the Commonwealth Edison program soon for weatherization of the senior projects. There is a 50% match requirement for mechanical costs that we will be able to use reserve funds for. While the CSBG schedule does not show dental program expenses, all of the funds have been committed and next month will show it fully expended.

Julie Biel Claussen stated that HUD had monitored the County last fall and a letter was sent to the County detailing 17 findings regarding how the HOME program was being administered. The MCHA Rehab program is on hold until we get guidance from the County regarding how they would like to proceed. Some of the issues include the standard that we rehab the homes to – we use Section 8 standards, and HUD would like the entire home to comply with local building codes, which in most cases would cost significantly more than \$25,000. Also the manner that lead based paint is handled in the homes was questioned. The SilverTrees II project findings include that the utility allowances are not stated separately on the lease, rent rolls are not provided to the County for review, and the County does not inspect the units annually.

#### ADMINISTRATIVE BUSINESS:

Julie Biel Claussen presented a new smoking policy to be included in the Personnel Policy to comply with the new legislation affecting public areas. Commissioner Ruda made a motion to revise Section 10.8 of the Personnel Policy regarding smoking to include the language as presented. Commissioner Leathers seconded the motion. All the Commissioners voted in favor of the motion and the motion carried.

CDBG Commission Report – Commissioner Ruda stated that the last meeting addressed the HUD letter to the County regarding the HOME program.

Resident Advisory Board – Julie Biel Claussen stated that MCHA needs two Tenants to complete the Resident Advisory Board. Commissioner Reid motioned to appoint Joan Vierck as the Section 8 Housing Choice Voucher program representative and Evelyn Carter as the elderly housing representative.

Proposed Schedule Change – The proposed change to the MCHA Commissioner Board meeting to Thursday or Friday was not supported by the majority of the Commissioners. It was decided to keep the meeting as currently scheduled.

COMMISSIONER COMMENTS: None

MINUTES CONTINUED – page 4 of 4  
January 28, 2008

Commissioner Ruda made a motion to adjourn, and Commissioner Reid seconded the motion. The Commissioners all voted aye. The meeting adjourned at 2:35 P.M.

Respectfully submitted,

---

Julie Biel Claussen, Secretary

---

Gary Reece, Chairman