

Regular Board Meeting
March 17, 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 1:30 P.M., on March 17, 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: 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

Julie Biel Claussen informed the Board of Commissioners that she had received the written notice from Commissioner Stunkel resigning from the Board.

MINUTES:

Commissioner Ruda moved, seconded by Commissioner Leathers to approve the following minutes as corrected for the February 25, 2008 regular meeting. There was unanimous approval, and Chairman Reece declared said motion carried. A change was made to the Financial Reports section of the distributed minutes modifying the phrase "...the vacant unit *is* Woodstock" to "...the vacant unit *in* Woodstock"

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 Housing Choice Voucher Program shows expenses associated with HQS training. Public Housing Budget shows a positive balance of \$5,251.79 for the month of February with \$100 of late fees being collected. The Cost Allocation plan includes the final audit bill of \$900. SilverTrees I has a deficit of \$3,141.92 with snow plow expenses of \$2,960 and one vacancy. SilverTrees II has a deficit of \$4,970.94 that reflects the increase in snow removal costs, as well as the cost of a vacant unit that required maintenance. GreenTrees has a deficit of \$9,692.40 because of the snow

removal and 2 vacancies. Julie Biel Claussen stated that Rural Development will allow reserves to be tapped to cover the cost of the snow removal because the Governor has named McHenry County as a disaster area, due to the large amount of snow this year. The IDHS budget reflects an increase of funding of \$2,787. The 2006 HOME Program remains on hold. The construction is complete on the 2006 CDBG and the 2007 CDBG funds are all committed, but not completely spent. The year to date spent for 2007 CDBG is \$191,033.95. The Commissioners voted on the motion to adopt the financial reports and the motion passed unanimously. Mr. Dixon left the meeting at 1:43.

BILLS DUE:

The legal bill in the amount of \$568.75 was presented. The \$1,352.50 annual dues bill for membership in NAHRO was presented. The statement for the IAHA Conference in Decatur for Julie Biel Claussen was presented \$375 conference expense plus travel. Commissioner Reid motioned to pay these bills as presented. Commissioner Ruda 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 937 units were leased under the Section 8 program which is a 98.9% usage rate. Biel Claussen discussed the fact that the Commissioners needed to ratify the action taken last month to approve sending Fran Faber to Housing Quality Standards training as the motion was presented last month on the agenda without the proper notation indicating Board action was required. Commissioner Ruda presented the motion to ratify the action of the Board of Commissioners to send Fran Faber to Housing Quality Standards training. Commissioner Leathers seconded the motion. All of the Commissioners voted in favor of the motion. The motion carried.

In Public Housing, the unit on Maple Street is almost complete and the staff and Board of Commissioners were invited to look at it.

The LIHEAP program continues to spend down the allocated funds and we are still administering the Commonwealth Edison hardship program. We are reviewing resumes for an assistant for Mike Isituro to help in the Weatherization Program.

The CSBG report shows the money drawn to date. The Dental Program has been a very popular program and the Coordinator anticipates the yearly total of \$20,000 to be fully committed shortly.

The Rural Development Projects have had an unusual amount of turnover. The maintenance men have been busy repairing the units to be able to rent them.

The Rental Housing Support Program is the program that we applied for funding from Illinois Housing Development Authority in October. We received notification that McHenry County was approved to receive funding for 23 units with additional money \$22,477 each year for administration of the program. The program is a 3 year project-based

assistance program. The final units have not been selected yet. We had 96 units apply for the assistance.

ADMINISTRATIVE BUSINESS:

CDBG Commission Report – Commissioner Ruda stated that the County is working on its response to the letter HUD sent regarding the HOME program.

Senior Commission Report – Commissioner Reid stated that the next meeting is scheduled for April.

Julie Biel Claussen presented Resolution 2008-1 regarding the Annual and Five Year Plan. Commissioner Ruda motioned to approve the resolution. Commissioner Leathers seconded the motion. The motion carried by unanimous vote.

Julie Biel Claussen distributed an analysis of several payroll companies. Hawkins, Ash, and Baptie, our auditors, suggested that the Housing Authority should look at different methods for completing the payroll, with better separation of duties. Biel Claussen suggested hiring SurePayroll Service at a price of \$147 per month to do this service. It can all be done via the internet and employees would have direct deposit of their check into their bank account. Commissioner Reid made a motion to hire SurePayroll to do the payroll beginning April 1, 2008. Commissioner Ruda seconded the motion. All voted aye and the motion carried.

COMMISSIONER COMMENTS: None

Julie mentioned that Scott Block, who works for Pioneer Center and is the director of PADS is interested in serving on the Board of Commissioners. Julie will forward his application to the County Board.

Commissioner Ruda made a motion to adjourn, and Commissioner Reid seconded the motion. The Commissioners all voted aye. The meeting adjourned at 2:05 P.M.

Respectfully submitted,

Julie Biel Claussen, Secretary

Gary Reece, Chairman